



DEPARTMENT OF HEALTH

Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Dennis R. Schrader, Acting Secretary

TO: LISS Program Applicants
LISS Program Vendors of Self-Advocacy Services
LISS Program Contractors
DDA Staff

FROM: Bernard Simons 
Deputy Secretary
Developmental Disabilities Administration

RE: Invoicing Process and Verification of Attendance for Self-Advocacy Services

DATE: April 1, 2021

This memorandum seeks to clarify requirements related to documentation requirements to receive funding for Self-Advocacy services under the Low-Intensity Support Services (LISS) Program administered by the Maryland Department of Health's Developmental Disabilities Administration (DDA).

Specifically, when an applicant submits an invoice from a LISS Program Vendor of Self-Advocacy Services, which quotes or estimates potential cost of requested services prior to provision of the service, the LISS Program must verify that the service is actually provided to the applicant prior to payment of LISS Program funding. This memorandum describes that process for verification.

This memorandum is effective from the date of publication, noted above. All parties must ensure that any and all applications for LISS Program funding are completed in accordance with the guidance set forth in this memorandum as of the effective date.

Background

The DDA's LISS Program provides limited, one-time funding (of no more than \$2,000) for certain goods or services to children and adults with an eligible disability who are living at home or in the community and are not otherwise receiving funding for certain home- or community-based services from Maryland's Medicaid Program or DDA. *See* Md. Code Ann., Health-Gen. § 7-717(a) and Code of Maryland Regulations (COMAR) 10.22.14.05 (governing application and eligibility requirements for LISS Program funding).

One such service eligible for funding by the LISS Program is training or support for self-advocacy. COMAR 10.22.14.07A(18). After random selection takes place, the Services Eligibility

application requires submission of an invoice to establish the cost of services being requested. However, given the timeframes for random selection and application, the services may not be rendered until after initial submission of the Services Eligibility application.

This memorandum clarifies what documentation from the LISS Program Vendor is required to be submitted as part of the Services Eligibility application to support funding of Self-Advocacy Services. This memorandum also establishes the process for verifying provision of services (*i.e.* attendance) if that occurs after submission of the Services Eligibility application.

Defined Terms

The following terms are defined as follows:

“LISS Program Contractor” means an entity contracted with the DDA to administer the LISS Program, including issuing notices of random selection, reviewing Service Eligibility Applications, determining whether the individual applicant and/or the requested goods or services are eligible for LISS Program funding, and distributing LISS Program funds in accordance with applicable requirements. There are currently two LISS Program Contractors: Maryland Community Connection & Penn-Mar Human Services.

“LISS Program Guide” means the LISS Program Applicant and Family Guide for Fiscal Year 2021 published on the DDA Website. This document may be accessed at: <https://dda.health.maryland.gov/Documents/LISS/FY%202021%20FinalnApplicant%20and%20Family%20Guide%206302020.pdf>.

“LISS Program Vendor” means an individual or entity, selected by an individual applicant, to provide goods or services funded by LISS Program. Neither the DDA nor its LISS Program specifically list or endorse individuals or entities to serve as LISS Program Vendors.

Guidance

Documentation Requirements Upon Application

Generally, the following documentation is required from the LISS Program Vendor to support the request for funding of Self-Advocacy services at the time of submission of the Services Eligibility Application.

- (1) Completed W-9 Form;
- (2) Invoice of, detailing the cost and scope of requested services, meeting requirements as further detailed in this guidance;
- (3) A signed agreement between the LISS Program Vendor and the applicant.

Note: An individual applicant may have assistance to sign any agreement with the LISS Program Vendor as follows:

- (1) If the individual applicant is under the age of 21 (but does not have a court-ordered legal guardian), then a natural or adoptive parent must complete the application;

- (2) If the individual applicant has a court-ordered legal guardian (regardless of the applicant's age), then the legal guardian must complete the application; and
- (3) If the individual applicant is over the age of 21, does not have a legal guardian, and only requires physical assistance in completing the application, then a parent, relative, friend, or case manager or social worker may provide assistance under the individual applicant's direction.

More specific requirements for supporting documentation generated by the LISS Program Vendor are set forth in the LISS Program Guide and COMAR 10.22.14.

As of the effective date of this memorandum, invoices must include the following information:

- (1) The full name of the LISS Program applicant requesting the Self-Advocacy services;
- (2) The full name of individual assuming responsible for payment (if LISS Program funding is denied), if different from the LISS Program applicant;
- (3) Date the invoice was generated;
- (4) Invoice number;
- (5) Clear indication whether the invoice is an initial proposal or estimate of services (*i.e.*, generated before services are actually rendered after an initial consultation) or a final invoice (*i.e.*, after services have been rendered) as follows:
 - a) If initial invoice, it must clearly indicate that it is "Proposed," "Quote," or "Estimate"; or
 - b) If final invoice, it must clearly indicate that it is "Final."
- (6) Description of services that have been or will be rendered;
- (7) Proposed or actual date(s) on which services have been or will be rendered;
- (8) Proposed or actual hour(s) services have been or will be rendered;
- (9) Rate of pay;
- (10) Total amount of proposed or actual cost of services to be paid; and
- (11) Term in which to pay the service if LISS Program funding is denied.

The description of services in the invoice must be detailed enough to clearly identify specific components of the services that has been, or will be, rendered to the LISS Program applicant by the LISS Program Vendor. The following is a non-exhaustive list of illustrative examples of potential descriptions of Self-Advocacy services that would meet invoice requirements:

- (1) Reviewed file and materials to advise client;
- (2) Met with client to provide training and supports for self-advocacy; and
- (3) Attended IEP meeting to assist with advocacy.

In other words, the description of services must describe objectively what the LISS Program Vendor has done, that is verifiable, to render the Self-Advocacy services.

Verification of Attendance for Initial Invoices

If only an initial invoice (*i.e.*, generated before services are actually rendered after an initial consultation) was submitted at the time of application, then the LISS Program must verify that the

service is actually provided to the applicant prior to payment of LISS Program funding to the LISS Program Vendor. The LISS Program will require submission of a verification of attendance by the LISS Program Vendor prior to payment.

The verification of attendance must be a final invoice, meeting the invoice requirements set forth in this memorandum and clearly identifying: (1) the services actually provided; (2) the date on which the services were provided; and (3) the number of hours the services were provided on each of those date(s) of service. The LISS Program Vendor must submit the final invoice to the LISS Program Contractor via electronic mail, copying the applicant, or their parent or legal guardian.

The applicant, or their parent or legal guardian acting on the applicant's behalf, must promptly review the final invoice and will have 10 business days to raise any objection as to the accuracy of the final invoice. Any objection by the applicant, or their parent or legal guardian, must be submitted to both the LISS Program Contractor and LISS Program Vendor.

The LISS Program Contractor will not issue payment unless and until a final invoice is received that both the applicant (or their parent or legal guardian) and the LISS Program Vendor confirm is accurate.