

**MARYLAND DEPARTMENT OF HEALTH (MDH)
DEVELOPMENTAL DISABILITIES ADMINISTRATION (DDA)
RATE REVIEW ADVISORY GROUP (RRAG)**

Date: Thursday, February 6, 2025

Time: 12:30 PM to 1:45 PM

Location: GoToWebinar

Attendance:

Chair

1. Robert White, Chief Operating Officer, DDA

Advisory Group Members

1. Donna Retzlaff, Spring Dell Center
2. Shauna Mulcahy, The Arc Frederick County
3. Gregory Miller, Penn-Mar
4. Karen Adams-Gilchrist, Providence Center
5. Laura Howell, MACS
6. Karen Lee, SEEC
7. Carol Custer, SDAN
8. Chris Parks, Somerset Community Services
9. David Ervin, Makom
10. Mat Rice, People on the Go (absent)

State Panelists

1. Marlana R. Hutchinson, Deputy Secretary
2. Elizabeth Peters, Special Assistant
3. Will Payne, Chief of Staff
4. Nicholas Gabor, Director of Finance
5. Rhonda Workman, Director of Federal Programs and Integrity
6. Wilika Ebo, Chief of Rate Setting, Medicaid (absent)
7. Stephanie Jones, Statewide Director of Innovations
8. Antoine Williams, Director of Programs (absent)

The Hilltop Institute Panelists

1. Christin Diehl, The Hilltop Institute
2. Alice Middleton, The Hilltop Institute
3. MaryAnn Mood, The Hilltop Institute
4. Todd Switzer, The Hilltop Institute

CBIZ Optumas Panelists

1. Steve Schramm, CBIZ Optumas
2. Caleb Lavan, CBIZ Optumas
3. Megan Frenzen, CBIZ Optumas
4. Winter Tucker, CBIZ Optumas
5. Breanna Colvin, CBIZ Optumas

Welcome and Opening Remarks

The meeting was called to order at 12:34 PM by Ms. Marlana R. Hutchinson, Deputy Secretary, Maryland Department of Health, Developmental Disabilities Administration (DDA). She opened by reviewing the meeting agenda.

Approval of Meeting Minutes

Mr. Robert White, Chief Operating Officer, DDA, asked if there were any corrections to the minutes distributed to members on December 10th. No changes were requested.

Motion by Mr. White: Move to approve the meeting minutes for the August 22, 2024 RRAG meeting. Motion seconded by Mr. Chris Parks, Somerset Community Services and passed.

Employment Services

Mr. Steve Schramm, CBIZ Optumas, provided an overview of DDA's six step approach to reviewing the Employment Services rate. As confirmed during the January Strategy Meeting with RRAG members, the focus for calendar year 2025 will be on Employment Services Follow-Along supports.

Ms. Karen Lee from SEEC requested that RRAG members receive a copy of the Memorandum of Understanding (MOU) from the Division of Rehabilitation Services (DORS). Mr. White explained that the MOU has not yet been finalized and that he would consult with DORS to determine which, if any, components can be shared with RRAG members at this time.

Mr. Parks proposed adding an additional step to the rate review process. In cases where data is unavailable to quantify service challenges, the focus should shift to developing a strategy for collecting that data moving forward.

Mr. Schramm facilitated a discussion with RRAG members on Follow-Along supports, including scenarios where the current support rate does not adequately meet individuals' needs, available data supporting these challenges, and feedback on alternative support models that incorporate flexibility and outcome-based incentives.

General Ledger Template

Ms. Alice Middleton, The Hilltop Institute, provided an overview of the General Ledger (GL) Template. As of January 31, approximately 79% of providers and 78% of TCM providers have submitted the GL Template for fiscal year 2024. The Hilltop team is systematically reviewing each submission through a dual-review process and will be reaching out to providers with feedback and necessary revision requests to ensure data consistency and quality.

For calendar year 2025, the primary objective is to enhance data quality through targeted outreach and technical assistance. To support these efforts, additional training sessions will be scheduled this year. Ms. Middleton also proposed expanding available resources by introducing peer-to-peer technical assistance and dedicated office hours where providers can seek support. Providers interested in leading peer-to-peer engagements were encouraged to contact Hilltop directly.

Additionally, RRAG members were asked to compile a list of topics for the upcoming training sessions and to share any ideas for supplementary materials or resources that could assist providers in completing the GL Template effectively.

Open Discussion/Public Comment

Time was provided for questions and comments from RRAG members and the public.

Next Steps and Adjournment

Ms. Hutchinson shared the schedule for the remaining RRAG meetings for 2025. Details were shared on where meeting materials can be found on the RRAG website. The meeting was adjourned by Ms. Hutchinson at 1:50 PM.