

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

Date: Thursday, April 10, 2025

Time: 12:00 PM to 2:00 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

State Panelists

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

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
5. Chengli Sun, 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 12:04 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 April 4th. Mr. Chris Parks, Somerset Community Services recommended including additional examples of next steps for Follow-Along Supports, as discussed during the previous meeting, in the March meeting minutes.

Motion by Mr. White: Move to approve the meeting minutes for the March 6, 2025 RRAG meeting. Motion seconded by Mr. David Ervin, Makom and passed.

Employment Services - Follow Along Supports

Mr. Antoine Williams, Director of Programs, DDA, provided an overview of the process for accessing Follow-Along Support services, the current rate methodology, and related job coaching data. There was a discussion about appropriate billing practices for Follow-Along Supports, including how transportation and non-billable time (e.g., travel time and paperwork) is intended to work.

Mr. White presented a breakdown of select brick component percentages for Employment Services, with an emphasis on Follow-Along Supports. A facilitated discussion followed, during which RRAG members shared how their experiences align with the assumptions used in the brick model for Follow-Along Support services.

Ms. Stephanie Jones, Statewide Director of Innovations, DDA, reviewed data from the State Employment Leadership Network (SELN) Job Coach App that highlighted how the limited sample set currently provides Employment Services. The data presented included analysis of the locations where service activities occur, the primary purposes of activities, who job coaches are meeting with, and the primary activities being performed when providing these services. Ms. Jones engaged RRAG members in discussing how well the data reflected their experiences with Follow-Along Supports and solicited input on additional categories that should be included in the SELN Job Coach App. There was a discussion regarding using the SELN Job Coach App to collect data in the future.

As part of the Follow-Along Supports discussion, it was noted that there may be different business models employed in Maryland among the Follow-Along Supports' providers.

General Ledger Template

Ms. Christin Diehl, The Hilltop Institute, shared an update on the General Ledger (GL) Template data collection process and the ongoing technical assistance efforts. The Hilltop team continues to systematically review each GL Template for fiscal year 2024 using a double review process to ensure accuracy and consistency.

As of March 28, nearly 80% of providers have submitted at least an initial GL Template. The Hilltop team has reviewed more than 150 templates, provided feedback to providers, and received 66 revised resubmissions. Hilltop will contact the 60 providers who have not yet submitted fiscal year 2024 data to offer peer-to-peer technical assistance and share additional resources to support the completion of their cost data submissions.

Ms. Diehl shared upcoming revisions to the General Ledger Template, incorporating provider feedback to enhance the template completion process. The revised template will be shared with RRAG members for feedback in the near future.

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 1:52 PM.