

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

**Date:** Wednesday, July 10, 2024

**Time:** 12:30 PM to 1:45 PM

**Location:** GoToWebinar

**Attendance:**

**Co-Chairs**

1. Jennifer McIlvaine, Director of Finance, Medicaid, MDH
2. 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 (excused)
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. Wesley Huntemann, Chief of Staff
4. Nicholas Gabor, Director of Finance
5. Rhonda Workman, Director of Federal Programs and Integrity (excused)
6. Leslie Thompson, Acting Director of Programs
7. Wilika Ebo, Chief of Rate Setting, Medicaid

**The Hilltop Institute Panelists**

1. Christin Diehl, The Hilltop Institute
2. Alice Middleton, The Hilltop Institute
3. Chengli Sun, The Hilltop Institute
4. Elizabeth Blake, The Hilltop Institute
5. MaryAnn Mood, 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

### **Welcome and Opening Remarks**

The meeting was called to order at 12:40 PM by Ms. Marlana R. Hutchinson, Deputy Secretary, Maryland Department of Health, Developmental Disabilities Administration. She opened by reviewing the meeting agenda.

### **Approval of Meeting Minutes**

Ms. Jennifer McIlvaine, Director of Finance, Medicaid, MDH, asked if there were any corrections to the minutes distributed to members on July 8th. No changes were requested.

**Motion by** Ms. McIlvaine: Move to approve the meeting minutes for the May 28, 2024 RRAG meeting. Motion seconded by Shauna Mulcahy, The Arc Frederick County and passed.

### **Productivity**

Mr. Caleb Lavan, CBIZ Optumas, reviewed the response rate for the General Ledger (GL) Supplemental Template. DDA did not receive a sufficient amount of data from day habilitation providers to support a change to the rate methodology regarding the productivity component. Out of 107 providers, only 45 submitted some productivity data which did not meet the 80% requirement.

Mr. Chris Parks, Somerset Community Services, asked what can be done to help get better data and responses from providers. Mr. Lavan stated the completion of the General Ledger Supplemental was a requirement for all providers. He also noted the various resources, training sessions, and technical assistance that has been offered to providers having difficulty completing the template. Mr. David Ervin, Makom, highlighted the potential challenges smaller providers may encounter in meeting the template submission deadlines due to limited resources. He proposed that larger providers, such as

his own, offer support to these smaller organizations in completing the template, recognizing that they may lack the capacity for swift data turnaround.

Mr. Robert White, Chief Operating Officer, DDA, reminded the group that the rate review process is a data-driven process. Analysis of the data, both the amount received and the quality, revealed that there was not enough quality data to inform decisions regarding the rate.

Ms. Laura Howell, MACS, stated providers have previously given feedback on the 80% requirement stating that most states do not have an 80% requirement as a valid data assessment. Mr. Steve Schramm, CBIZ Optumas, clarified that the 80% is specific to the state of Maryland, as it is indicative of the mix of services among providers in Maryland and therefore it is not appropriate to compare to other states.

### **General Ledger Template**

Ms. Christin Diehl, The Hilltop Institute, discussed the General Ledger (GL) Template. The GL template was shared with providers in May 2023, in advance of FY 2024 to assist with aligning data collection to support GL Template submissions. Ms. Diehl reviewed the various ways in which DDA has engaged stakeholders and providers in the development and implementation of the GL Template data collection tool. Ms. Diehl emphasized that provider compliance with submitting the required cost and expenditure data is essential to the data driven rate review process. In the coming weeks and months, DDA will continue to send reminders to the provider community to keep the template on the forefront of priorities. All providers are required to submit a completed GL Template including FY 2024 data no later than September 30, 2024. All GL Template resources are located on the DDA/RRAG website and Hilltop is available for any technical assistance.

### **Open Discussion/Public Comment**

No public comment submissions were received prior to the meeting. 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 2024. Details were shared on where meeting materials can be found on the RRAG website. Meeting was adjourned by Ms. Hutchinson at 1:48 PM.