

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

Date: Thursday, August 22, 2024

Time: 12:30 PM to 1:45 PM

Location: GoToWebinar

Attendance:

Co-Chair

1. Robert White, Chief Operating Officer, DDA

Advisory Group Members

1. Donna Retzlaff, Spring Dell Center
2. Shauna Mulcahy, The Arc Frederick County (excused)
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. Wesley Huntemann, Chief of Staff
4. Nicholas Gabor, Director of Finance (excused)
5. Rhonda Workman, Director of Federal Programs and Integrity (excused)
6. Wilika Ebo, Chief of Rate Setting, Medicaid (excused)

The Hilltop Institute Panelists

1. Christin Diehl, The Hilltop Institute
2. Alice Middleton, The Hilltop Institute (excused)
3. Chengli Sun, The Hilltop Institute (excused)
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 12:34 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

Mr. Robert White, Chief Operating Officer, DDA, asked if there were any corrections to the minutes distributed to members on August 15th. No changes were requested.

Motion by Mr. White: Move to approve the meeting minutes for the July 10, 2024 RRAG meeting. Motion seconded by David Ervin, Makom and passed.

FY26 Rates

Mr. White shared that for FY 2026, there will be no changes from the current FY 2025 rates. Potential adjustments were considered, but it was decided that no changes were appropriate at this time. The final posted rates are always subject to revision based on any legislative directions that may be received.

Mr. White went on to share that for the FY 2027 rate setting, DDA will examine additional data sources to supplement the General Ledger (GL) data. For each cycle, DDA will focus on 1-2 priorities or the rebase. DDA will work with the RRAG to solicit feedback on priorities as well as timing of a rebase, with DDA ultimately making the decision on the 1-2 priorities that best support the needs of the participants, not only for FY 2027, but in future years as well.

Mr. Chris Parks, Somerset Community Services, inquired about additional data sources that could be reviewed to supplement the General Ledger. Mr. White responded, indicating that data sources such as cost reports, audited financial statements, and the General Ledger Supplemental may be utilized. Mr. Parks further recommended that employment considerations be prioritized for FY 2027.

Ms. Hutchinson noted that DDA is contemplating reconvening the group in the fall for a strategic planning session to further discuss the GL template and key priorities for the upcoming rate-setting cycle.

Ms. Laura Howell, MACS, also emphasized the importance of prioritizing employment during the next rate review cycle. She highlighted the challenges providers face in completing the GL template, noting that it requires time to become familiar with. She added that MACS is offering support to providers in

setting up internal data collection processes to facilitate the completion of the GL template.

General Ledger Template

Ms. Christin Diehl, The Hilltop Institute, discussed the General Ledger (GL) Template. The GL Template serves as the long-term data strategy for DDA to inform and support a data-driven rate review process. The GL template was shared with providers last May, in advance of FY 2024 to assist with aligning data collection to support GL Template submissions. All DDA providers (including CCS agencies) are required to submit a GL Template incorporating all FY 2024 cost data. Templates are due no later than September 30, 2024.

Ms. Karen Lee, SEEC, inquired whether Hilltop is tracking technical assistance requests from providers and if they could provide RRAG with a report summarizing common challenges providers are facing when completing the GL template. Ms. Diehl confirmed that Hilltop can compile a summary of the calls and emails they have received from providers. She also noted that during the GL template training, Hilltop addressed specific information based on the frequent questions providers have raised.

Ms. Diehl reviewed the targeted outreach to providers from DDA related to the GL Template including regular email reminders and technical assistance training sessions. 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, DDA will continue to send reminders to the provider community to keep the template on the forefront of priorities. Ms. Diehl reviewed the resources available to providers on the DDA website to assist with completing the GL template. The Hilltop Institute is available to providers for technical assistance and to answer any questions. All templates are due no later than September 30th.

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 concluded the rate review cycle for FY 2026. Details were shared on where meeting materials can be found on the RRAG website. The meeting was adjourned by Ms. Hutchinson at 1:35 PM.