



Developmental Disabilities Administration

Self-Directed Services Training Series

Module 11: Vendor and DDA Provider Overview and Billing

Updated October 2025



Overview

- This training module will provide you with an overview of vendors, DDA providers, and billing.
- This training is a summary with important information on this topic.
- More information and requirements are found in the Medicaid waiver program applications, laws, regulations, guidance and policies.
- The most updated information regarding Self-Directed Services is published in the Self-Directed Services policy and manual that can be found on the DDA's website at <https://health.maryland.gov/dda/Pages/sdforms.aspx>.

Vendor and DDA Provider Requirements



Vendors and DDA Providers must meet all waiver requirements:

- Criminal Background Checks,
- Child Protective Services Background Checks (as applicable),
- Training Requirements, and
- Other specific to the services authorized.

Background Checks

- Vendors and DDA Providers run and pay for criminal background checks for all the employees that directly work with the participant.
- Results of the checks are shared with the participant and Financial Management and Counseling Services provider.
- The Medicaid Waivers allow for two types of background checks (negotiated with the participant):
 - Maryland-only check via fingerprinting, or
 - National check through an agency the vendor uses.

Child Protective Services Background Checks

- Required for all vendor and DDA Provider employees working with a participant under the age of 18.
- Vendors and DDA Providers run and pay costs associated with checks and share the results with the participant and their Financial Management and Counseling Services provider.

Vendor and DDA Provider Training Requirements

- Must meet all qualification requirements as listed for the Medicaid waiver service(s) they will provide
- First Aid and Cardiopulmonary Resuscitation (CPR) certifications are required for most staff that work directly with the participant
 - Training must be completed in-person or through a hybrid model
 - Online-only training does not meet the requirements
 - Emergency Medical Technician Certification (EMT) can meet this requirement.
- Participants may require other trainings as desired and as related to their needs.
- All training is paid for by vendors and DDA Providers.

Requirements and Documentation

- Must meet all Medicaid waiver program requirements.
- Providers must provide a copy of their active license or certification to the participant and their Financial Management and Counseling Services provider.
- Vendors and DDA Providers are responsible for making sure all employees initially and continuously meet the qualifications of the Medicaid waiver services provided.

Invoice Requirements (1 of 2)

- Vendors and DDA Providers are paid by issuing invoices to the participant.
- To be paid, invoices must include:
 - Name of the participant,
 - Service being rendered,
 - Start and end times of the service each day,
 - Number of hours / units for each day (broken down by the quarter hour),
 - Name(s) of the direct support professional(s) who provided the service(s) during each shift,
 - A description of tasks completed during the shift, and
 - Total amount charged.

Invoice Requirements (2 of 2)

Invoices must be:

- Approved by the participant, and
- Submitted per the applicable Financial Management and Counseling Services provider's policies and practices.

Inquiries Regarding Non-Payment

- DDA Providers and vendors work directly for the participants who hire them
- Non-payment inquiries must come at the direction of the participant
- DDA Providers and vendors shall never contact Financial Management and Counseling Services providers without the participant included.

Note: Providers and vendors, including Support Brokers, may never inquire to a Financial Management and Counseling Services provider regarding more than one participant at a time.

Resources

- [Self-Directed Services Comprehensive Policy](#)
- [Self-Directed Services Manual](#)
- [Sample Invoice](#)
- [Invoice Template](#)

Summary

- All vendors and DDA Providers must meet the requirements of the Medicaid waiver service(s) they provide in order to be paid, including:
 - Initial criminal background checks,
 - Child Protective Services checks (if working for a minor), and
 - Training requirements.
- Vendors and DDA Providers must provide documentation to participants and Financial Management and Counseling Services providers to show they meet the requirements.
- Invoices must meet all requirements.
- Invoices must be approved by the participant.