



Developmental Disabilities Administration
Self-Directed Services Training Series
Module 15: Terminations from the Self-Direction Service Model

Updated October 2024



Overview

- This training module will provide you with an overview of terminations from the Self-Direction Service model
- 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>

Self-Directed Services Termination

- **Termination** means stopping or ending Self-Directed Services
- **Termination Types:**
 - Voluntary - participant decides to stop/end
 - Involuntary - DDA informs participant they can no longer participate because they are not following laws, regulations, policy, or guidance

Voluntary Termination (1 of 2)

- Participants can chose to remove themselves from the Self-Directed Services model at any time:
 - Participants must contact their Coordinator of Community Services to alert them of the change from Self-Directed Services to Traditional
 - Coordinator of Community Services would then start a Revised Person-Centered Plan

Voluntary Termination (2 of 2)

- Participants are responsible for making sure all timesheets and invoices for services provided under the Self-Directed Services model are reviewed and paid (as applicable)

Involuntary Termination

- The Department has the authority to terminate the participant from the Self-Directed Services model when the participant's health or safety are compromised, or the participant or other team members are not following:
 - Laws
 - Regulations
 - Policy
 - Guidance (outlined in the Self-Directed Services Manual)

Involuntary Termination Reasons (1 of 5)

- The participant no longer meets eligibility criteria for the Medicaid waiver program
- The health, safety, or welfare of the participant is compromised by continued participation in the Self-Direction Services Model
- The rights of the participant are being compromised

Involuntary Termination Reasons (2 of 5)

- The participant's Person-Centered Plan and/or self-directed services budget:
 - Has not been submitted to the DDA (for the DDA's review and approval) in a timely manner and
 - Failure to submit is attributable to the participant or their designated representative

Involuntary Termination Reasons (3 of 5)

- The participant does not receive services under the Self-Directed Services model:
 - In accordance with the participant's Person-Centered Plan and annual budget
 - For 90 days or more, with the exception of extenuating circumstances

Involuntary Termination Reasons (4 of 5)

- Failure of the participant, legal guardian, or the participant's designated representative (as applicable) to comply with any applicable federal, State, or local law, regulation, policy, or procedure

Involuntary Termination Reasons (5 of 5)

- Failure of the participant, legal guardian, or the participant's designated representative (as applicable) to:
 - Manage funds within the DDA-approved annual budget,
 - This includes spending or attempting to spend funds inconsistent with the DDA approved annual budget

Notice of Removal from the Self-Direction Services Model

- If the participant is removed from the Self-Direction Services model, the participant will receive a letter with appeal rights
- The participant and their team must then begin working to transition services from the Self-Direction Services model to the Traditional model

Resources

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

Summary

- Participants can voluntarily remove themselves from Self-Directed Services
- The Department may involuntarily remove participants from Self-Directed Services for not following laws, regulations, policy, or rules
- The participant will receive a letter with appeal rights if involuntarily removed
- Determined fraud, waste, or abuse could result in immediate termination from the Self-Direction Services model