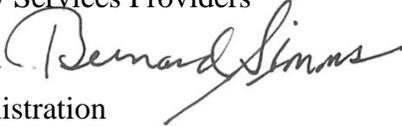




DEPARTMENT OF HEALTH

Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Dennis R. Schrader, Secretary

To: DDA Coordination of Community Services Providers
From: Bernard Simons, Deputy Secretary 
Developmental Disabilities Administration
Subject: Person-Centered Plan Submission Requirements Compliance
Date: June 8, 2021

NOTE: Please inform appropriate staff members of the content of this memorandum.

To promote a timely and comprehensive Person-Centered Plan (PCP) process for individuals and their support teams, the Developmental Disabilities Administration (DDA) has well established planning and timeline submission requirements for Coordinators of Community Services (CCS) since October 2017. Comprehensive Annual PCPs are required to be submitted no later than 20 business days prior to the PCP annual plan date References: [Person-Centered Plan Development and Authorization - Revised Jan 29, 2021](#) and [PCP CCS Guide](#).

Through analysis of PCPs entering auto extend, the DDA has identified initial plan submission, less than 20 days of the annual plan date (APD), as a significant contributing factor. While recognizing that there may be factors outside of the CCS control that influence delayed PCP submission, review and approval, the DDA expects the CCS will start developing the PCPs at least 90 days prior to the Annual Plan due date and require the submission of the plan through LTSSMaryland IT platform no later than 20 business days prior to the PCP annual plan date. The DDA will continue to monitor and respond to CCS compliance with an expectation that no less than 86% of plans will adhere to the submission timeline by September 30, 2021.

In addition to timely PCP submission, the DDA also require that all PCPs will be accurate, complete, and representative of a robust planning process. This expectation is supported by available guidance and policies as well as by the recent implementation of the CCS PCP Review Checklist. Reference: [DDA CCS PCP Checklist - Revised March 28, 2021](#). This checklist was developed with you to respond to the areas most commonly resulting in clarification requests. The DDA will continue to monitor and respond to the volume and monthly trends of clarification requests as part of quality oversight and fiscal accountability. For policies and additional guidance on plan development and expectations see [the Person-Centered Plan Development and Authorization - Revised Jan 29, 2021](#) and [Policy Stat](#).

Thank you for your shared commitment to the participants we serve through the facilitation of the development of quality and timely submission of PCPs. The DDA remains a resource for technical assistance and guidance through our Regional CCS squad members and through established CCS check-ins.

If you have any questions or need additional clarification, please contact Patricia Sastoque, Director of Programs at patricia.sastoque@maryland.gov or Dr. Yemonja Smalls, Director of Coordination of Community Services at yemonja.smalls@maryland.gov.

cc: DDA Regional Directors
Patricia Sastoque, Director of Programs
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Rhonda Workman, Director of Federal Programs and Integrity
Yemonja Smalls, Director of Coordination of Community Services