Detailed Service Authorization Tool

Developmental Disabilities Administration

9/11/2020
Agenda

• Overview:
  • Background
  • What is the purpose of the Detailed Service Authorization Tool and how will it be used?

• Demonstrating how to complete the tool:
  • Functionality
  • Information fields
  • Tool submission process

• Questions
Overview - Background

• DDA worked with Coordination of Community Service (CCS) agencies and providers to identify potential areas to improve the Person-Centered Plan (PCP) process

• Areas identified:
  • Reduce the number of times clarification requests were needed (Regional Offices -> CCS -> Provider)
  • Reduce the back and forth communication about service authorizations between the CCS and Provider
Overview of the DSA Tool

- In response to this and to increase the efficiency and quality of PCP development, the DDA is implementing the Proposed Detailed Service Authorization Tool
- Per the memo released by Deputy Secretary Simons on 9/4, the DSAT will be a mandatory component of the PCP approval process effective immediately
- This mandatory tool will:
  - Be completed by the provider and sent to the CCS
  - Be uploaded by the CCS into LTSS\textit{Maryland} prior to submitting the plan for Regional Office review
Overview of the DSA Tool

• The DSAT will be used to:
  • Front load the PCP process with more information about how a participant is currently being supported or how a provider would propose to support the participant moving forward

• The DSAT will not be used to:
  • Supplement, reduce or modify the intent or processes that occur at the planning meeting

_The DSAT is a proposed authorization. The planning meeting will determine the final authorization_
Demonstration of DSAT
Questions?

● Please submit all questions to the question box