



Maryland
DEPARTMENT OF HEALTH

Developmental Disabilities Administration (DDA) Self-Directed Services – Staff Wages, Provider, and Vendor Rates

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June 1, 2021



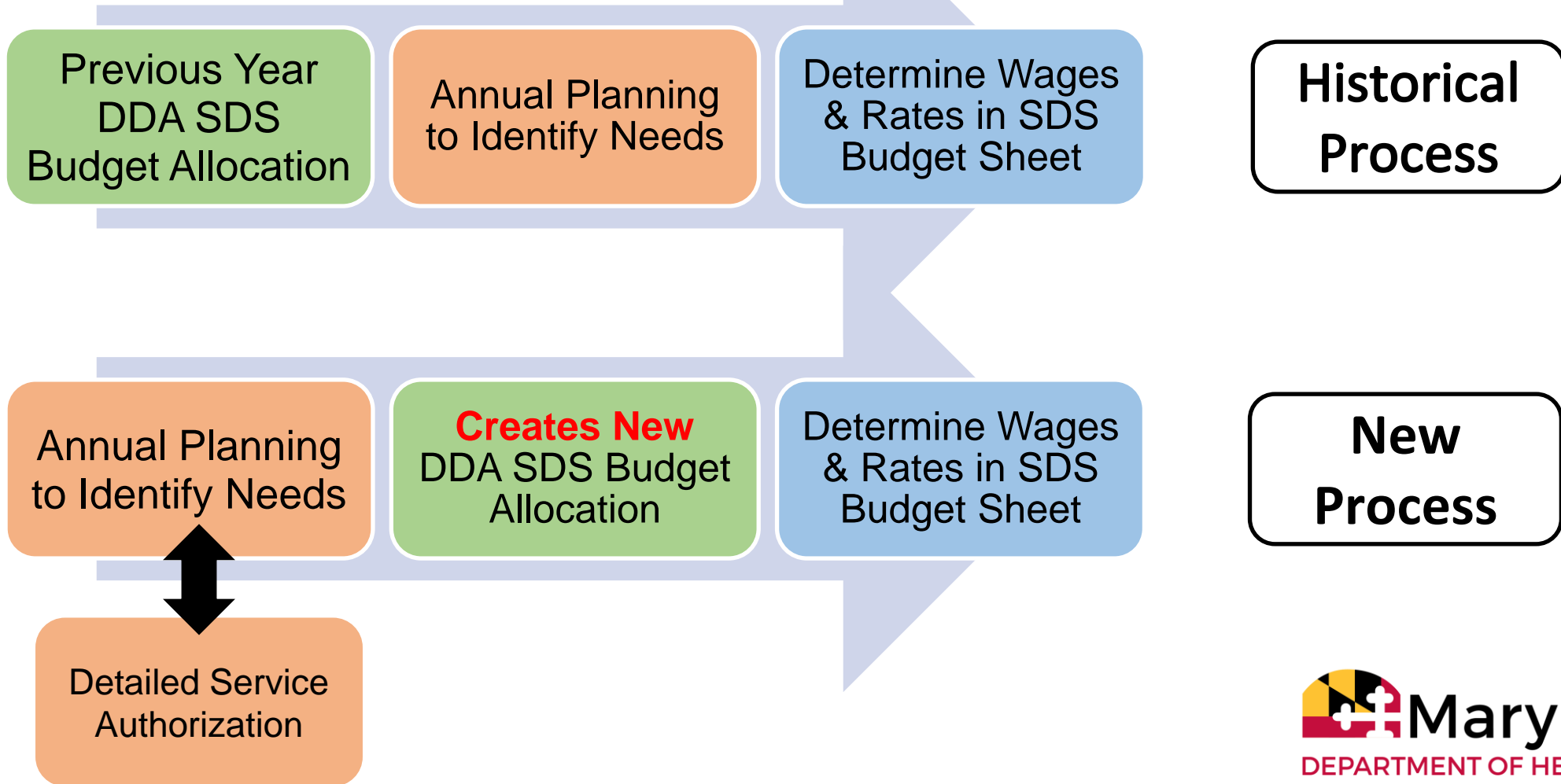
Agenda

- Background
 - DDA Self-Directed Services (SDS) Annual Budget Allocation
 - Difference between a staff/employee wage and vendor/provider rate
- Staff Wages, Provider and Vendor Rates, and Exception Process Policy
- SDS Budget Sheet Examples
- Questions

Overview

DDA Self-Directed Services (SDS) Annual Budgets Allocation

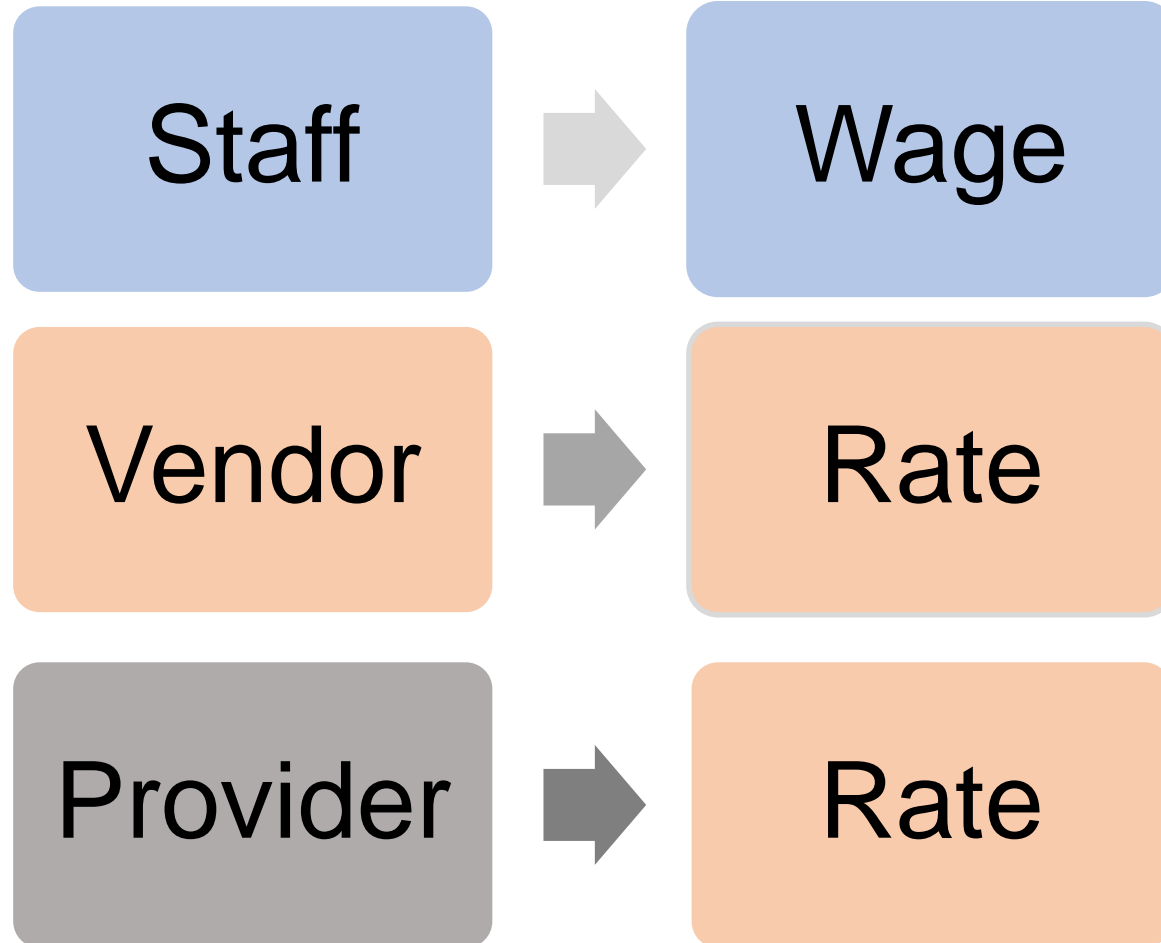
DDA SDS Annual Budget Allocation



Overview

Staff Wages and Vendor/Provider Rates

Staff Wages and Vendor/Provider Rates



Hiring – Staff, Vendors, and/or Providers

	Staff/Employee	Vendor (Self Employed Contractor)	Provider
Employer Authority	If you decide how and when a worker will do their work, generally this person is an employee Example: Personal Supports	If you direct the work but not control how it is done, this person is a vendor Example: Nursing Support Services	If you hire an agency to provide services, they are considered a provider Example: Day Habilitation
Pay Employer Taxes	Yes	No	No
Offer Benefits	Yes	No	No
Payment Method	Hourly Wage	Rate	Rate

Policy

Staff Wages, Provider Rates and Exception Process

Policy: Staff Wages, Provider and Vendor Rates, and Exception Process

Current Status: Active PolicyStat ID: 9770325

 **MARYLAND**
Department of Health
Developmental Disabilities Administration

Origination: 05/2021
Last Approved: 05/2021
Last Revised: 05/2021
Next Review: 05/2022
Owner: Rhonda Workman: Director of Federal Programs
Policy Area: DDA Programs
References: Self-Direction

Self-Directed Services - Staff Wages, Provider and Vendor Rates, and Exception Process

I. APPLICABILITY

A. This policy applies to participants receiving DDA-funded supports through the self-directed services delivery model, their legal representatives and families, Developmental Disabilities Administration (DDA) staff, Coordinators of Community Services (CCS), direct support staff, Fiscal Management Services providers, and DDA Providers.

II. IMPLEMENTATION DATE

A. This policy is effective June 7, 2021 and supersedes any other policies or guidance with respect to setting reasonable and customary wages for direct support staff and provider/vendor rates.

B. Participants using the self-directed service delivery model may begin implementing prior to the effective date.

C. In the event of a public health emergency or state of emergency, the approval of federal disaster relief under the Medicaid State Plan, Emergency Preparedness and Response Appendix K, or other State and/or federal authorities may supersede this policy, standards, and requirements.

III. PURPOSE

A. This policy sets forth applicable requirements for participants self-directing their services related to:

1. Setting an hourly pay wage for direct support staff they hire directly under their employer authority, and
2. Rates for paying providers or vendors they hire through a DDA Medicaid Waiver program (i.e., Community Pathways Waiver, Community Supports Waiver, or Family Supports Waiver).

IV. DEFINITIONS

A. "Authorized Representative" means an individual or entity authorized to assist the applicant or participant in applying for and requesting services pursuant to [COMAR 10.01.04.12](#).

B. "Coordination of Community Services" means targeted case management services provided pursuant to and in accordance with [COMAR 10.09.48](#) that assist participants in requesting DDA-funded services.

C. "Coordinator of Community Services" or "CCS" means an individual who provides Coordination of

Reference: [Staff Wages, Provider and Vendor Rates, and Exception Process](#)

Policy: Staff Wages, Provider and Vendor Rates, and Exception Process

- Set provider/vendor rates and, if applicable, staff wages that are within reasonable and customary standards as established by the DDA
- In addition to the staff wage, participants are also responsible for paying from all required taxes and all staff benefits allocated, such as health benefits, paid time off, staff training, and transportation/travel reimbursement
- Participants must stay within their self-directed budget allocation and cannot exceed or authorize payment above their budget including direct support staff overtime

Policy: Staff Wages, Provider and Vendor Rates, and Exception Process

- Participants may request, and DDA may approve, an exception to the participant's staff wages, beyond the general reasonable and customary range
- The DDA will pay directly for administrative costs associated with provision of CCS and FMS until further notice. The costs of these services do not need to be addressed in the participant's self-directed budget sheet
- All employed direct support staff, vendors, and providers must meet the minimum qualification requirements to provide the Waiver program service for which they are hired or contracted

Self-Directed Employer Authority

When the participant hire their own staff:

- The participant must ensure their budget can support other employer related expenses such as taxes and any benefits they offer
- For budgeting staff taxes, the standard tax fee of 14% must be used
- Staff wages cannot exceed the established vendor/provider rates minus 14% for taxes
- The costs associated with benefits are separate and distinct from staff wages and shall be reflected on the self-directed budget sheet

Self-Directed Employer Authority

Overtime Payments:

- Participants should hire enough staff to meet their needs and minimize the need for staff to work overtime
- Prior to authorizing overtime, the participant must ensure they have funding available within their self-directed budget, as reflected in budget statements from their FMS provider, to support and pay for all overtime costs

Guidance

Staff Reasonable and Customary Wages

Staff Reasonable and Customary Wages

SERVICE	BILLABLE UNIT	Staff Wage Range		Exception Maximum	
		MINIMUM	MAXIMUM	Standard	Calvert, Charles, Frederick, Montgomery, and Prince George's Only
Community Development Services	Hour	\$15.00	\$30.00	\$48.52	\$52.84
Employment Services - Ongoing Job Supports	Hour	\$15.00	\$30.00	\$56.82	\$64.53
Nursing Support Services	Hour	\$42.00	\$60.00	\$64.84	\$69.56
Personal Supports	Hour	\$15.00	\$29.75	\$29.75	\$38.26
Personal Supports - Enhanced	Hour	\$20.00	\$35.00	\$39.61	\$49.60
Respite Care Services	Hour	\$15.00	\$20.00	\$24.42	\$24.47
Support Broker	Hour	\$15.00	\$30.00	\$55.90	\$55.90

[Reference: DDA SDS—Staff Reasonable and Customary Wages – May 1, 2021](#)

Guidance

Vendor and Provider Reasonable and Customary Rates

Provider/Vendor Reasonable and Customary Wages

SERVICE	BILLABLE UNIT	STANDARD RATES		Calvert, Charles, Frederick, Montgomery, or Prince George's Only		ADDITIONAL INFORMATION
		MINIMUM	MAXIMUM	MINIMUM	MAXIMUM	
Assistive Technology and Services	Upper Pay Limit	N/A	N/A	N/A	N/A	Reimbursement shall be reasonable, customary, and necessary, as determined for the participant's needs, recommended by the team. If the item costs over \$1000, the most cost effective option that best meets the participant's needs shall be selected from the list noted in the Assistive Technology assessment.
BSS - Behavioral Assessment	Milestone	\$ 680.82	\$ 1,400.51	\$ 680.82	\$ 1,400.51	Limited to one unless otherwise authorized by the DDA
BSS - Behavioral Plan	Milestone	\$ 680.82	\$ 1,400.51	\$ 680.82	\$ 1,400.51	Limited to one unless otherwise authorized by the DDA
BSS - Behavioral Consultation	Hour	\$ 75.09	\$ 129.16	\$ 75.09	\$ 129.16	Limited to 8 hours per day
BSS - Brief Support Implementation	Hour	\$ 33.98	\$ 64.25	\$ 45.81	\$ 73.08	Limited to 8 hours per day
Community Development Services 1:1 Staffing Ratio	Hour	\$ 34.53	\$ 56.42	\$ 37.06	\$ 61.44	Limited to 8 hours per day/40 hours per week in combination with other meaningful day services
Day Habilitation 1:1 Staffing Ratio	Hour	\$ 32.47	\$ 53.05	\$ 38.67	\$ 64.11	Limited to 8 hours per day/40 hours per week - Monday through Friday only - in combination with other meaningful day services
Employment Services - Discovery Milestone 1	Milestone	\$ 388.78	\$ 681.59	\$ 463.79	\$ 774.01	Limited to one unless otherwise authorized by the DDA
Employment Services - Discovery Milestone 2	Milestone	\$ 1,166.34	\$ 2,044.76	\$ 1,391.37	\$ 2,322.03	
Employment Services - Discovery Milestone 3	Milestone	\$ 777.56	\$ 1,363.17	\$ 931.84	\$ 1,548.02	
Employment Services - Self-Employment Development Supports	Milestone	\$ 281.32	\$ 493.20	\$ 335.60	\$ 560.08	Limited to one
Employment Services - Job Development	Hour	\$ 48.60	\$ 85.20	\$ 57.97	\$ 96.75	Limited to 8 hours per day and 90 hours per year unless otherwise authorized by the DDA
Employment Services - Ongoing Job Supports	Hour	\$ 37.69	\$ 66.07	\$ 44.96	\$ 75.03	Limited to 40 hours per week in combination with other meaningful day services
Employment Services - Follow Along Supports	Month	\$ 362.79	\$ 628.04	\$ 423.00	\$ 720.45	Requires at least two face to face contacts with the participant in the course of the month
Employment Services - Co-Worker Supports	Upper Pay Limit	N/A	\$ 6,000.00	N/A	\$ 6,000.00	Limited to the first three months of employment unless otherwise authorized by the DDA

Reference:
[DDA SDS- Provider/Vendor Reasonable and Customary Rates – May 1, 2021](#)

Policy

Staff Wages Exception Process

Staff Wage Exception Process

Maryland
DEPARTMENT OF HEALTH
DEVELOPMENTAL DISABILITIES
ADMINISTRATION

SELF-DIRECTED SERVICES – STAFF WAGE EXCEPTION FORM

Participant Name: _____ Date: _____
Waiver Service: _____ Proposed Wage: \$ _____ per hour
Staff Name (To Be Determined): _____ Relative: Yes No

Overview

Participants, using the self-directed service delivery model, can request an exception to the DDA reasonable and customary staff wage standard. If staff have not been hired yet, please note "TBD". The reason(s) for the exception request shall be noted on this form and submitted with the Self-Directed Services (SDS) Budget Sheet.

- Lack of available workforce (e.g., rural, high cost of living/wage area)
- Intensity of participant's behavior or health support
- Uncommon hours or schedule (e.g., small number, time of day)
- Expectation of short duration of employment - approximately _____
- Participant has a history of high staff turnover
- Staff certification(s) - please list : _____
- Staff specialized training- please list: _____
- Years of experience - please note: _____ years
- Longevity with participant - please note time frame: _____
- Others - note reason(s): _____

Participant Signature: _____ **Or** Authorized Representative Name: _____
Signature: _____

NOTES:

1. The proposed wage cannot exceed the DDA provider/vendor standard maximum rate minus 14% for staff related taxes.
2. This form must be submitted to the Coordinator of Community Services (CCS). The CCS shall upload in **LTSSMaryland** with the Self-directed Budget Sheet.

Issue date: 5.6.2021

Reference: Staff Wages, Provider and Vendor Rates, and Exception Process

Staff Wage Exception Request

- Lack of available workforce (e.g., rural, high cost of living/wage area);
- Intensity of participant's behavior or health supports;
- Uncommon hours or schedule (e.g., small number or time of day);
- Expectation of short duration of employment;
- Participant has a history of high staff turnover;
- Staff certification(s) - as listed;
- Staff specialized training - as listed;
- Years of experience - noting number of years;
- Longevity with participant - noting timeframe; or
- Others - reason to be noted

Examples

PCP and SDS Budget Sheet

Community Development Services

PCP Detailed Services Authorization

Service and Provider	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Annual Service Cost
Community Development Services 1:1 Staffing Ratio	304	392	392	412	392	408	396	368	416	412	392	392	136	\$67,849.20
Scope: Services and supports based on the approved waiver service scope and requirements as outlined in the provider implementation plan, behavior plan, and nursing care plan (as applicable).													Frequency: Weekly	

Community Development Services

Staff Reasonable and Customary Wage Options

SERVICE	BILLABLE UNIT	Staff Wage Range		Exception Maximum	
		MINIMUM	MAXIMUM	Standard	Calvert, Charles, Frederick, Montgomery, and Prince George's Only
Community Development Services	Hour	\$15.00	\$30.00	\$48.52	\$52.84

Provider/Vendor Reasonable and Customary Wage Options

SERVICE	BILLABLE UNIT	STANDARD RATES		Calvert, Charles, Frederick, Montgomery, or Prince George's Only		ADDITIONAL INFORMATION
		MINIMUM	MAXIMUM	MINIMUM	MAXIMUM	
Community Development Services 1:1 Staffing Ratio	Hour	\$ 34.53	\$ 56.42	\$ 37.06	\$ 61.44	Limited to 8 hours per day/40 hours per week in combination with other meaningful day services

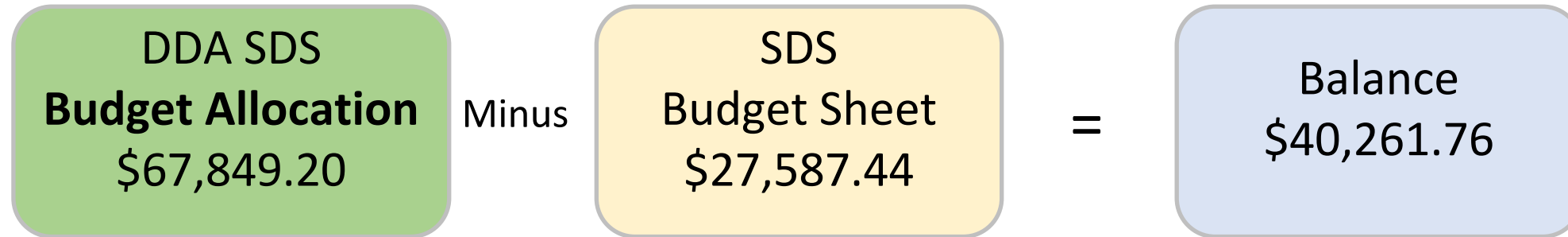
Community Development Services

SDS Budget Sheet

Community Development Services (CDS)		# Hours per Week	Rate per Hour	# of Weeks	Budget Total
	CDS - Staff	18.00	18.00	50.00	\$20,700.00
	CDS - Staff				\$0.00
	CDS - Staff				\$0.00
	CDS - Staff				\$0.00
	CDS - Staff				\$0.00
	Benefits				
	Health Benefits				
	Other Benefits - list				
	Sick and Safe (Applicable to Mont. Co. ONLY)				
	Training	# of Staff	Fee per staff		
W1991 - CPW	Training (e.g., CPR/1st Aid/CMT/etc. as applicable)				\$0.00
W1993 - CSW	Staff Transportation/Travel Reimbursement	# of miles	Mileage Rate	# of Weeks	
	Mileage	137	0.56	52.00	\$3,989.44
		# of trips	Cost per trip		
	Public (Maryland Mass Transit Administration)				\$0.00
	Taxi/Uber				\$0.00
	Taxes - (indicate percentage)>	14%			\$2,898.00
	Community Development Vendor/Contractor	# Hours per Week	Rate per Hour	# of Weeks	
	Community Development Vendor/Contractor				\$0.00
	Community Development Vendor/Contractor				\$0.00

Staff Wage range
 Minimum: \$15.00
 Maximum: \$30.00

Community Development Services



- Safety net for new needs
- Future staff raise based on performance
- Individual and Family Directed Goods and Services (IFDGS)
- Funding that may help another person on the Waiting List

Nursing Supports Services

PCP Detailed Services Authorization

Service and Provider	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Annual Service Cost
Nursing Support Services	32	40	32	32	40	32	40	32	32	32	40	32	0	\$7,841.60
Scope: 2 hour/week x \$75.40 x 52.143 weeks= \$7,863.16. "Services and supports based on the approved waiver service scope and requirements as outlined in the provider implementation plan, behavior plan, and nursing care plan (as applicable)." Frequency: Weekly														

Nursing Support Services

Staff Reasonable and Customary Wage Options

SERVICE	BILLABLE UNIT	Staff Wage Range		Exception Maximum	
		MINIMUM	MAXIMUM	Standard	Calvert, Charles, Frederick, Montgomery, and Prince George's Only
Nursing Support Services	Hour	\$42.00	\$60.00	\$64.84	\$69.56

Provider/Vendor Reasonable and Customary Wage Options

SERVICE	BILLABLE UNIT	STANDARD RATES		Calvert, Charles, Frederick, Montgomery, or Prince George's Only		ADDITIONAL INFORMATION
		MINIMUM	MAXIMUM	MINIMUM	MAXIMUM	
Nursing Support Services	Hour	\$ 54.84	\$ 75.40	\$ 58.71	\$ 80.88	Nursing Consultation services limited to 4 hrs every 90 days. Nursing delegation services minimally every 45 days, but may be more frequent based on the MBON 10.27.11 regulation and the prudent nursing judgment

Nursing Support Services

SDS Budget Sheet

Nursing Support Services		# Hours per Week	Rate per Hour	# of Weeks	Budget Total
	Nurse - Staff				\$0.00
	Staff Benefits				
	Health Benefits				
	Other Benefits - list				
	Sick and Safe (Applicable to Mont. Co. ONLY)				
	Training	# of Staff	Cost per staff		
	Training (e.g., CPR/1st Aid/CMT/etc. as applicable)				\$0.00
W5805 - CPW	Staff Transportation/Travel Reimbursement	# of Miles	Mileage Rate	# of Weeks	
W5817 - CSW	Mileage				\$0.00
W5798 - FSW	Staff Transportation/Travel Reimbursement, Cont.	# of Trips	Cost per Trip		
	Public (Maryland Mass Transit Administration)				\$0.00
	Taxi/Uber				\$0.00
	Taxes				
	Taxes - (indicate percentage)				\$0.00
	Nurse - Vendor/Contractor	# Hours per Week	Rate per Hour	# of Weeks	
	Nurse - Vendor/Contractor	2	75.4	52	\$7,841.60

Vendor/provider standard rate
 Minimum: \$54.84
 Maximum: \$75.40



Nursing Support Services

DDA SDS Budget Allocation \$7,841.60	Minus	SDS Budget Sheet \$7,841.60	=	Balance \$0.00
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Budget Monitoring

- Monthly statements are provided to participants by the Fiscal Management Service provider
- Statements are auto-generated
- The report is a running tally from the beginning of the plan year of debits (and credits, if applicable) listing expenses such as payroll, benefits, mileage, vendor payments etc.
- This is for the participant and team to
 - Better understand the payments which are processed and billed to the participant's accounts
 - To ensure they do not exceed the authorized budget

Resources

Self-Directed Services Guidance, Forms and Webinars

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ELECTRONIC VISIT VERIFICATION (EVV) POLICYSTAT PERSON-CENTERED PLANNING

Quick Links

- > About DDA
- > Recommended Websites
- > Forms & Policies

Services We Provide

- > Behavior Supports
- > Coordination Of Community Services
- > Employment
- > Housing
- > Low Intensity Supports Services (LISS)
- > Nursing
- > Self-Directed Services
- > Training and Webinars
- > Transitioning Youth

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Current Initiatives

- > DDA's Transformation Plan
- > DDA Medicaid Waiver Programs
- > Family Supports Waiver
- > Community Supports

Self-Directed Services Guidance, Forms, and Webinars

Self Direction

- Self-Directed Services A Handbook for People with Developmental Disabilities Who Are Interested in Directing their DDA Services in Maryland - Feb 10, 2021

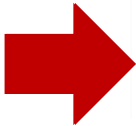
Participant Agreement

Self Directed Budgets

- Instructions for DDA's SDS Budget Sheet - Revised March 8, 2021
- DDA - Self Directed Services Budget Sheet - Revised March 8, 2021
- Staff Recruitment and Advertisement Allowance - June 5, 2019

Reasonable and Customary Rate

- Self-Direction - Setting Services Wages and Rates At A Glance - March 11, 2021
- DDA SDS—Staff Reasonable and Customary Wages – May 1, 2021
- DDA SDS—Staff Wage Exception Form – May 1, 2021
- DDA SDS—Provider/Vendor Reasonable and Customary Rates – May 1, 2021
- Self-Directed Services Person-Centered Plan Process and Rate Increase – December 31, 2020
- DDA Memo - Self-Directed Services Program - COLA Increase for Fiscal Year 2018 - July 10, 2017



Reference: : [DDA Website](https://dda.health.maryland.gov/Pages/home.aspx)
<https://dda.health.maryland.gov/Pages/home.aspx>



Resources

[Self-Directed Services – Staff Wages, Providers and Vendor Rates, and Exception Process Policy – May 7, 2021](#)

[DDA SDS – Staff Reasonable and Customary Wages – May 1, 2021](#)

[DDA SDS – Staff Wage Exception Form – May 1, 2021](#)

[DDA SDS – Provider/Vendor Reasonable and Customary Rates – May 1, 2021](#)

Resources

[Self-Directed Services A Handbook for People with Developmental Disabilities Who Are Interested in Directing their DDA Services in Maryland - Feb 10, 2021](#)

[DDA Frequently Asked Questions – May 12, 2021](#)

Resources

DDA Self Directed Lead Staff

Region	Email Address
CMRO	olasubomi.otuyelu@maryland.gov
ESRO	jonna.hitch@maryland.gov
SMRO	tia.henry2@maryland.gov
WMRO	tina.swink@maryland.gov

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Questions

