



Maryland
DEPARTMENT OF HEALTH

**Developmental Disabilities Administration (DDA)
Self-Directed Services
Financial Management and Counseling Services, Person Centered Plans,
Budget Sheets, and Timesheets/Invoices Updates**

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July 21, 2022



Agenda

- Financial Management and Counseling Services
- Choice, Open Enrollment, and Information Fairs
- Choice Form and LTSS Maryland Service Referrals
- Transfer Process and Documents
- New Self-Directed Services (SDS) Budget Sheet and Updates
- SDS Person-Centered Planning Updates
- Budget Modification Updates
- Additional SDS Updates
- SDS DDA Lunch and Learns

Financial Management and Counseling Services

Overview

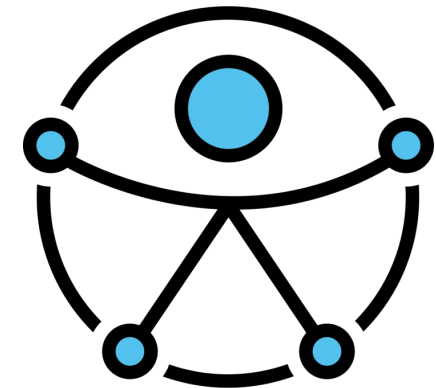
Financial Management and Counseling Services

Financial Management and Counseling Service (FMCS) agencies assist participants and their teams with employer and budget authority. For example, they will:

- Help check that employees/vendors meet requirements to work.
- Remind participants and their teams when employee and vendor certifications are due
- Pay employees/vendors and purchase goods and services at the request of participants
- Provide reports and monthly statements to help participants keep track of spending of their budget
- Complete tax reporting for the participants, their employees, and vendors

FMCS Enhanced Supports

- The FMCS agencies will perform the same activities as the current fiscal management agencies as well as **enhanced supports and services**. These include:
- Web portal with real-time reports and monitoring
- Online, phone, and in-person customer service
- Smartphone and tablet apps for timekeeping
- Multiple languages and other accessibility features



Financial Management and Counseling Services
Choice, Open Enrollment, and Information Fairs

Maryland's FMCS Agencies

- Maryland's FMCS Agencies include:
 - GT Independence
 - Public Partnerships LLC
 - The Arc Central Chesapeake Region
- The Department is reviewing the FMCS agencies website to ensure information and accessibility meets requirements. Once confirmed, information will be included on the DDA's dedicated FMCS webpage

Choice of FMCS

- Participants **currently** self-directing
 - Every participant who currently self-directs will choose an FMCS in a process called “Open Enrollment”
- Participants who chose to self-direct in the future
 - **New** participants who will be self-directing after August 1 will choose an FMCS Agency during their Person-Centered Planning process

Open Enrollment: Current SDS Participants

Learn

Choose

Take Action

- Open Enrollment is from August 1, 2022 through November 15, 2022
- If a participant/legal guardian/designated representative does not choose an FMCS before November 15, 2022, one will be chosen for them.

Note: If a participant is currently using The Arc Central Chesapeake Region as their agency, they will still need to choose an FMCS agency during open enrollment. They may choose any of the three agencies, including the Arc CCR.

Learn about the FMCS Agencies

- The first step in open enrollment is to **learn** about the new FMCS agencies
- FMCS DDA Informational Fairs
 - Virtual and in-person
 - Meet the vendors and ask them questions
 - Get support from DDA Regional Office and Headquarters staff
- Afternoon and evening sessions are available for all sessions
- Choose the event that is most convenient for you!

August 2022 Information Fairs

- Each Informational Fair will have an afternoon (12:00-2:00 p.m) and evening (5:00-7:00 p.m.) session.
 - Monday, August 1, 2022 - [Virtual](#)
 - Thursday, August 4, 2022 - [Easton, MD](#)
 - Thursday, August 11, 2022 - [Columbia, MD](#)
 - Wednesday, August 17, 2022 - [Hagerstown, MD](#)
 - Tuesday, August 23, 2022 - [Bowie, MD](#)



Choose an FMCS Agency

- The next step in transitioning to a new FMCS agency is to **choose** one
- When the participant, or their legal guardian/designated representative chooses an FMCS, they must tell their CCS
- The CCS will confirm their choice and then complete the [FMCS Participant Choice Form](#)



Financial Management and Counseling Services

Choice Form and LTSSMaryland Service Referrals

FMCS Participant Choice Form (1 of 4)

Section 1: Personal Information

- The CCS will type in their email address
 - A copy of the completed form will be emailed to the CCS
 - The CCS will shared the completed form with the participant and upload into LTSSMaryland
- Next, the CCS will type the participant's name and LTSS Client ID

Email *	CCS@CCSagency.org
Participant's Name *	Jordan Doe
Participant's LTSS Client ID *	This is a 15 character ID that is used in LTSSMaryland. XXXXXXXXXXXXXXXXXX

FMCS Participant Choice Form (2 of 4)

Section 2: FMCS Agency Choice

- The CCS will select the participant's choice of FMCS Agency

Section 2: FMCS Agency Choice

FMCS Choice *

GT Independence (GTI)

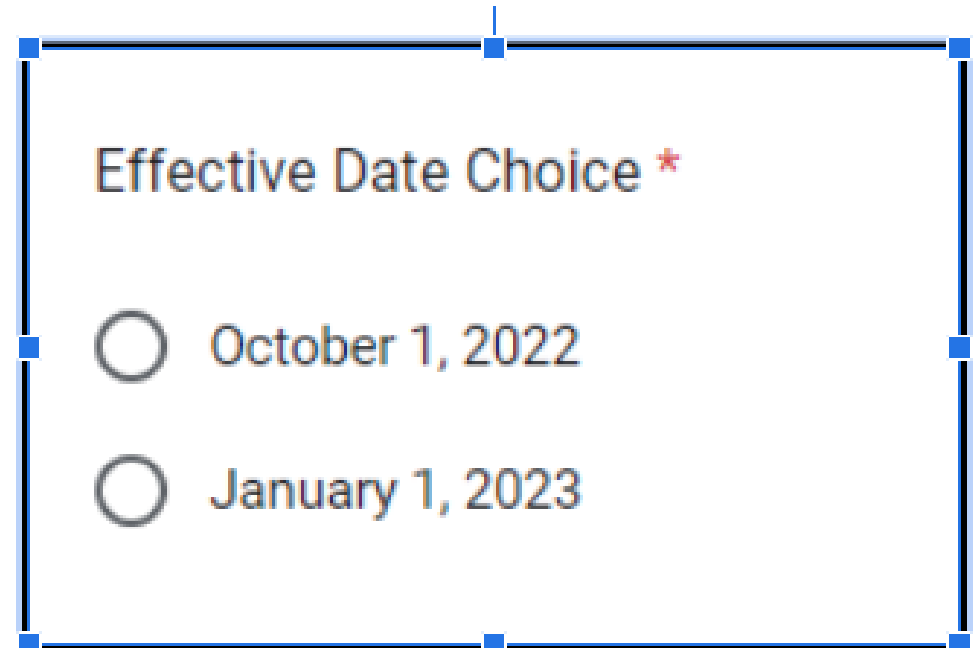
Public Partnerships, LLC (PPL)

The Arc of Central Chesapeake (Arc CCR)

FMCS Participant Choice Form (3 of 4)

Section 3: Effective Date Choice

- Participants who currently self-direct may choose to start their new FMCS on **October 1, 2022** or on **January 1, 2023**
- Note: 30 prior to the effective date, the CCS needs to support the participant and team in the transition of FMCS services



Effective Date Choice *

October 1, 2022

January 1, 2023

FMCS Participant Choice Form (4 of 4)

Section 4: CCS Attestation

- The CCS will attest that the participant has made an informed FMCS choice
- **CCS must not complete the form without ensuring the participant's choice**
- After the CCS completes the FMCS Participant Choice Form, they will upload the copy of the choice form to the client attachments in LTSSMaryland
- Copies of the completed form should also be sent to the Participant and the rest of their team

Attestation

CCS Signature *

By typing my name below, I, the participant's CCS attest that the Participant/legal guardian/designated representative has made an informed decision.

CCS Name _____

A copy of your responses will be emailed to the address you provided.

[Back](#) [Submit](#) Page 4 of 4 [Clear form](#)

LTSSMaryland Service Referral

- The CCS will assign the participant's FMCS choice and effective date in LTSSMaryland
- For current participants, referral must be made at least 30 days before the effective date

An FMCS Training Guide for Self-Direction has been created to support CCS as they assign and reassign FMCS to participants

Self-Direction — Referral Record

Cancel Save & Submit

Referral

Referred To Information

Program Type

Referred To* Self-Direct

FMCS Selection

Create Date:	1/28/2022	FMCS Provider Agency:*	Preethi Test Agency
Create by:	Quinones, Nicolas	Effective Date:*	01/31/2022
Reason for Selection:	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>		
End Date:	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>		

Attestation*

I have confirmed with the participant and other MDH HCBS programs' assigned case managers of the participant's FMCS Provider of choice Yes No

Comments:

Financial Management and Counseling Services

Transfer Process and Documents

FMCS Transfer Process and Documents (1 of 2)

- The participant must share the following documents with the new FMCS:
 - PCP;
 - Participant Agreement;
 - Family As Staff Form;
 - Current SDS Budget Sheet;
 - Employee information including wage rate;
 - Any Wage Exception Forms;
 - Vendor Forms;
 - Service Implementation Plans; and
 - Employee/vendor schedules.
- Other documents to support the transfer and set up the participant and their employees, vendors, and providers with the new FMCS

FMCS Transfer Process and Documents (2 of 2)

- For **current** participants:
 - The current agency will send the participant's newly chosen FMCS:
 - A list of expenditures from the current plan year during their service time frame; and
 - Tax information associated with the participant and their employees and vendors
- The new FMCS orients the participant to its processes and sets up the participant's employees for clearance to work

Financial Management and Counseling Services

New SDS Budget Sheet and Updates

Updated SDS Budget Sheet (1 of 4)

- Participants, with the support of their team, must also create and a new [SDS Budget Sheet](#) (using the updated form) to their FMCS.
 - The information on the new budget sheet must match the current budget sheet for all other services
 - It must match:
 - All services;
 - Number of hours/units;
 - Rates; and
 - Frequency

Reference: [DDA - SDS Budget Sheet - Revised July 21 2022 - FMCS Addition](#)

Updated SDS Budget Sheet (2 of 4)

- The updated SDS Budget Sheet form includes:
 - New drop-down option for Plan Type to note FMCS Open Enrollment
 - New automatic calculation of number of months and weeks from date of budget sheet to Annual Plan Date
 - Number of employees and vendor (optional)
 - New drop-down options to select the FMCS
 - New box to note FMCS fees

NEW

Note: We have also removed the W-Codes from the updated SDS Budget Sheet. These codes are used for FMCS billing and not needed for the team to complete the budget

Updated SDS Budget Sheet (3 of 4)

- The monthly fees for the FMCS will come from participants' approved budget allocation
- The budget allocation is based on traditional provider rates
 - One of the components of the rates is referred to as general and administrative cost
 - Examples of costs within this category are cost associated with confirming staff qualifications, paying employees, tax reporting, and accounting
 - These are some of the functions of the FMCS
- Therefore, the service rates used in LTSSMaryland to create the self directed budget allocation includes a cost component for the FMCS services in each service

Updated SDS Budget Sheet (4 of 4)

- Participants, with the support of their team, must create a budget for their FMCS fees from their approved funding
- FMCS will not show up as an approved service on the LTSSMaryland PCP detailed service authorization
- FMCS agencies can be noted as a support in the PCP Outcome, Important To/For, and Focus Area Exploration sections

Complete a New SDS Budget Sheet

- Enter the participant's name.
- For PCP Status, choose **FMCS Open Enrollment**.
- Write the participant's chosen effective date (10/1/22 or 1/1/23).
- Enter the participant's Annual PCP Implementation Date.
- The Budget Sheet will calculate the number of months and weeks left in the plan.
- Choose the waiver the participant uses.
- Enter the approved DDA Budget Allocation from the DSA (beside the red arrow).

		PCP Status: Initial, Annual, Revised, or	
		FMCS Open Enrollment:	FMCS Open Enrollment
Jordan Doe	Effective Date:	10/1/2022	Annual Implementation Date: 7/1/2022
Number of Months Left in Plan:	9.00	Number of Weeks Left in Plan:	39.000

Add FMCS and Fees to SDS Budget Sheet

- Choose the participant's FMCS from the dropdown menu
- Include the rate per month listed on the FMCS fee table
- Include # of Months until Annual Plan Date

Financial Management and Counseling Service (Required to Self-Direct)				
The Financial Management and Counseling Service (FMCS) is a service that is now a part of your budget . Choose from the Approved FMCS Agencies and include the rate per month provided by the FMCS.	Chosen FMCS Agency	Rate per Month	# of Months	Budget Total
			\$100.00	9.00

[FMCS Agency]
GT Independence (GTI)
Public Partnerships (PPL)
The Arc Central Chesapeake Region (The Arc CCR)

FMCS Monthly Fees

FMCS Agency	July 2022 - June 2023	July 2023 - June 2024	July 2024 - June 2025	July 2025 - June 2026	July 2026 - June 2027
GT Independence	\$123 / month	\$123 / month	\$123 / month	\$123 / month	\$123 / month
Public Partnerships LLC	\$83 / month	\$85.49 / month	\$88.05 / month	\$90.70 / month	\$93.42 / month
The Arc Central Chesapeake Region	\$200 / month	\$205 / month	\$210.13 / month	\$215.17 / month	\$220.12 / month

Example of FMCS Fees in SDS Budget Sheet

SELF-DIRECTED SERVICES - BUDGET SHEET

Developmental Disabilities Administration

Enter Approved DDA Budget Allocation from the DSA here

\$80,000.00

\$900.00

SDS Budget Total

PCP Status: Initial, Annual, Revised, or FMCS Open Enrollment:

FMCS Open Enrollment

Name: Jordan Doe

Effective Date: 10/1/2022

Annual Implementation Date: 7/1/2022

Number of Months Left in Plan: 9.00

Number of Weeks Left in Plan: 39.000

Version 7/21/22

Employee/Vendors (Optional): I will have (number) employees and (number) vendors

Type of Waiver: Family Supports

Financial Management and Counseling Service (Required to Self-Direct)

The Financial Management and Counseling Service (FMCS) is a service that **is now a part of your budget**. Choose from the Approved FMCS Agencies and include the rate per month provided by the FMCS.

Chosen FMCS Agency

Rate per Month

of Months

Budget Total

[FMCS Agency]

\$100.00

9.00

\$900.00

Lack of Unallocated Funds (1 of 3)

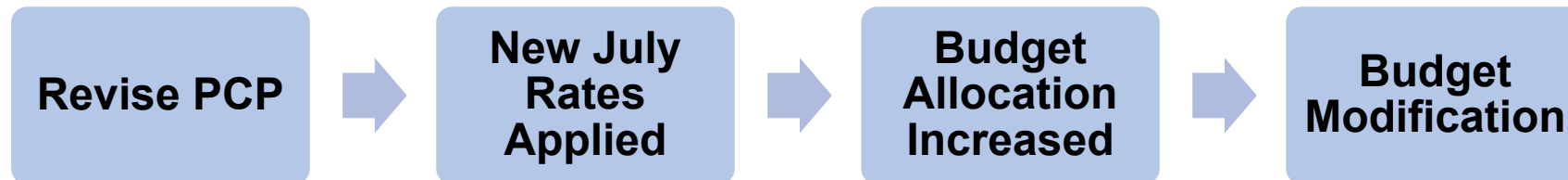
- If the participant does not have enough unallocated funds, they must work with their team to:
 - Move funding in their current budget to account for the FMCS fees; or
 - Revise the PCP to include the July 2022 rates (if the PCP was approved before July 1, 2022)

Lack of Unallocated Funds (2 of 3)

- Account for the FMCS fees from their current allocation
 - Participants may choose to decrease.
 - The rates for some/all of their employees or vendors;
 - Benefits for some/all of their employees.
 - Mileage reimbursement rate or number of miles; and
 - Individual and Family Directed Goods and Services (IFDGS) [not recruitment]
 - Participants may not decrease the number of hours in their SDS Budget

Lack of Unallocated Funds (3 of 3)

- Revise the PCP
- Revised PCPs submitted after July 1, 2022, will utilize the recently updated rates
 - These rates will increase the total budget allocation
 - The increased budget allocation can be used to complete the new SDS Budget Sheet
- The new SDS Budget Sheet must mirror the current budget sheet except for the FMCS fees



Financial Management and Counseling Services

SDS Person-Centered Planning Updates

Updates to the PCP Process (1 of 2)

- The PCP is always driven by the participant
- The DDA approves services based on the assessed needs
- After participants transition to their new FMCS:
 - The team will not longer send the SDS Budget Sheet Family as Staff form, and Wage Exception Form to the DDA
 - These documents will be:
 - Uploaded into LTSSMaryland
 - Sent to the FMCS
 - The FMCS will review to make sure they meet program standards

Updates to the PCP Process (2 of 2)

- SDS Budget Sheet Program standards include:
 - The newly revised SDS Budget sheet is used;
 - The services match services authorized in the PCP service authorization section;
 - The service units match service units authorized in the PCP service authorization section;
 - The wages, benefits, and rates meet applicable federal, state, and local laws (e.g., minimum wage and Sick and Safe leave laws) and DDA established reasonable and customary standards;
 - The budget sheet reflects the FMCS and fees; and
 - The total SDS budget sheet does not exceed the total budget allocation

Document Submission Updates

Submitted to DDA in PCP Process	Submitted to FMCS after PCP Approval
Participant Agreement	SDS Budget Sheet
Rights and Responsibilities Documentation	Family As Staff Form
Service Implementation Plan (SIP)	Wage Exception Forms (as needed)
Other documents to support assessed need and as per DDA Policy	

Financial Management and Counseling Services

SDS Budget Modification Updates

Updates to the Budget Modification Process (1 of 4)

- The guidance also includes information related to SDS budget modifications
- FMCS can process budget modification requests, without DDA's authorization, that meet standards noted in the guidance
- FMCS cannot process budget modifications that do not meet any of the standards

Updates to the Budget Modification Process (2 of 4)

- Standards include:
- The Budget Modification remains within the total approved annual budget amount; and
- The Budget Modification supports any of the following actions:
 - Increase and decrease of staff wages or vendor/provider rates within the reasonable and customary standards;
 - Addition, increase, decrease, or deletion of employee related expenses associated with health benefits, paid time off, sick and safe leave, training, and transportation;
 - Adjustment to funding associated with taxes;
 - Changing the use of staff to a vendor or provider for the same type and unit of services;
 - Changing the use of a vendor or provider to hiring a staff for the same type and unit of services;

Updates to the Budget Modification Process (3 of 4)

- Standards include: (continued)
- Modification supports any of the following actions:
 - Funding allocation for back-up staff for service authorized on the PCP and at the same level;
 - Increase of respite camp funding up to the waiver program service limit currently set at \$7,248;
 - Moving funding associated with the Employment Services - Ongoing Job Supports, Community Development Services, and Day Habilitation to increase or add to Employment Services - Ongoing Job Supports, Community Development Services, and Day Habilitation up to total of combined 40 hours weekly; and

Updates to the Budget Modification Process (4 of 4)

- Standards include: (continued)
- Modification supports any of the following actions:
 - Individual and Family Directed Goods and Services (IFDGS):
 - Staff recruitment up to \$500; and
 - Provide up to an annual total of \$5000 for allowable goods and services as per DDA's operating waivers, policies, and guidance

Financial Management and Counseling Services

Additional SDS Updates

Additional SDS Updates (1 of 6)

- **Training Budget Line items** - In their budgets, participant's may include costs for:
- Specific required training
 - For example: First Aid, CPR, Certified Medication Technician (CMT), ACRE job development training, etc.;
 - Additional training identified to support the delivery of services and supports (for example MANDT behavior support training); and
 - **Paying employees' hourly rate and taxes for time in training**



Additional SDS Updates (2 of 6)

Staff Travel and Transportation

- Travel and mileage can be reimbursed when the employee is providing a direct DDA funded service to the participant
- Based on where the participant lives, works, shops, and regularly spends their days
- For those in bordering states, out of state travel can be reimbursed (must meet the same requirements)

Note: Travel and transportation for vacations cannot be reimbursed



Additional SDS Updates (3 of 6)

Staff Travel and Transportation (continued)

- Participants may:
 - Allocate funding for the use of public transportation;
 - Reimburse their employees for mileage for use of the employee's vehicle; and
 - **Reimburse a person who is not employed by the participant for transportation if it is related to the participant's PCP authorized service**
- Mileage reimbursement rates:
 - Participants may reimburse up to the Federal Standard Mileage rate
 - If the rate **goes up** during the plan year, participants can choose to pay the higher rate
 - If the rate **goes down** during the plan year, the higher rate can be paid until the end of the plan year

Additional SDS Updates (4 of 6)

- **Paid Time Off (PTO)**

- Participants can choose to offer employees PTO
- If offered, it is important for employees to use during the plan year.
 - Time off from work has health benefits like improved productivity, lower stress and better mental health



Note: The FMCS cannot pay out PTO or any other leave benefit at the end of a participant's plan year or upon the termination or resignation of an employee



Additional SDS Updates (5 of 6)

- **Quality Reviews - SDS Invoices and Timesheets**
 - FMCS agencies will process invoices and timesheets after a doing a quality review to make sure payment meets waiver and policy standards
 - For example:
 - For Environmental Modifications to be paid or reimbursed, the participant and team must require vendors to invoice in at least three installments that are paid for after agreed upon project milestones
 - For Support Broker invoices/timesheets to be paid, a timesheet with key information such as date, time of service, and description of supports should be provided



Electronic Visit Verification (6 of 6)

- Maryland is required by the Federal government to use [Electronic Visit Verification \(EVV\)](#) for Personal Supports and Respite Care services self directed services.
- Each FMCS will also be supporting participants to follow requirement of EVV.
- The FMCS agencies will:
 - Make sure participants, employees, and other team members understand the EVV rules; and
 - Provide an easy to use and understandable way to clock in and out and approve time.
- Participants and their teams should learn about the FMCS EVV system during the open enrollment and selection process.

Financial Management and Counseling Services

SDS DDA Lunch and Learns

SDS - Lunch and Learns

- SDS Lunch and Learns
 - The DDA will continue to educate participants and their teams on self directed processes and updates
 - Over the next several weeks, we will host additional opportunities to dig deeper into topics
 - They will occur on Friday from 12 p.m. to 1 p.m.
 - Registration will be sent out
- Lunch and Learn Topics - Poll

Resources

Self Directed Budgets

- [DDA - SDS Budget Sheet - Revised July 21 2022 - FMCS Addition](#)
- [Instructions for DDA's SDS Budget Sheet - Revised July 21, 2022 \(FMCS Addition\)](#)
- **Resources and Tools**
- [DDA FMCS Webpage](#)
- [Financial Management and Counseling Services Agencies](#)
- [Financial Management and Counseling Services - Open Enrollment](#)
- [MDH Memo Financial Management and Counseling Services June 23, 2023](#)
- [MDH Financial Management and Counseling Services - Provider Onboarding and Open Enrollment Letter June 1, 2022](#)

Training Calendar

- Informational Fairs
- DDA Lunch and Learns

Questions

