RESIDENTIAL SERVICES
PLANNING & AUTHORIZATION
At A Glance

Beginning on December 2019, until the Developmental Disabilities Administration’s (DDA) system is fully transitioned into LTSSMaryland, the DDA will be operating in two systems: LTSSMaryland and the legacy Provider Consumer Information System (PCIS2).

Until further notice:
- **Person-centered plans will be completed and approved in LTSSMaryland**
- **Pilot providers, Personal Supports, and Supported Living Providers that have transitioned shall bill through LTSSMaryland, and**
- **All other DDA Providers offering services under the traditional service model will be authorized and billed through PCIS2.**

To help stakeholders navigate between the two systems, the following service mapping is noted for the different service names, units, scope, and billing instructions for the two systems.

### Residential Services

- **Community Living - Group Home** services in LTSSMaryland will be authorized as Residential services in PCIS2. The services have the same daily unit in LTSSMaryland and PCIS2.

- **Community Living - Enhanced Support** services are in LTSSMaryland only and are only available from providers who have transitioned to LTSSMaryland.

- **Shared Living** services in the LTSSMaryland PCP will be authorized as Shared Living - Individual Family Care (IFC) in PCIS2. It is billed quarterly via the PCIS2 invoice process. Shared Living service levels are only available from providers who have transitioned to LTSSMaryland.

- **Supported Living** services transitioned to LTSSMaryland on January 1, 2021. It will be billed through LTSSMaryland only.

<table>
<thead>
<tr>
<th>Service in LTSSMaryland</th>
<th>Unit</th>
<th>Service in PCIS2</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Living - Group Home</td>
<td>Daily</td>
<td>Residential</td>
<td>Daily</td>
</tr>
<tr>
<td>Community Living - Enhanced Support</td>
<td>Daily</td>
<td>Not available</td>
<td>N/A</td>
</tr>
<tr>
<td>Shared Living</td>
<td>Month</td>
<td>Shared Living - Individual Family Care</td>
<td>Month</td>
</tr>
<tr>
<td>Shared Living Level 1, 2 and 3</td>
<td>Month</td>
<td>Not available</td>
<td>N/A</td>
</tr>
<tr>
<td>Supported Living</td>
<td>Daily</td>
<td>Not available</td>
<td>N/A</td>
</tr>
</tbody>
</table>

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Residential/ Community Living and Supported Living Services Matrix Scores, Add Ons and Dedicated Hours:

• Services authorized in LTSSMaryland
  – Rates for Community Living-Group Home, Community Living - Enhanced Supports, and Supported Living services include shared hours based on the size of the home. They also have an option for shared overnight hours.
  – Dedicated hours are used in LTSSMaryland when a person needs more staffing support than what is included in the shared service hours. These are hours that provide one-to-one or two-to-one staffing for a person.

• Services authorized in PCIS2
  – Rates for Residential services in PCIS2 include supervision levels based upon the person’s matrix scores.
  – Add-ons can be authorized in PCIS2 when a person needs more staffing support than what is included in the rate for the person’s matrix.

• The DDA will review dedicated hours in the PCP in LTSSMaryland and ensure that the appropriate service level is authorized in PCIS2, based upon each person’s assessed need.