



Developmental Disabilities Administration (DDA) Coordinators of Community Services Meeting

March 25, 2025



Agenda

- Welcome
- Statewide Themes and Trends
- Policy and Program Updates
- Closing and Questions

Welcome

State Employment Leadership Network (SELN):

Supporting a Vision for Employment Course and Learning Community

- Amy Huppi and Kara Sexton, SELN Program Coordinators



Statewide Themes and Trends

Person-Centered Planning

Collaborate promptly with Telligen to facilitate the Supports Intensity Scale (SIS) assessment

- A certified assessor from Telligen will email the Coordinator of Community Services (CCS). A follow up will be sent after three business days if there is no response.
- The person and two primary respondents must be present for the assessment.
- The assessment **must** be completed in person within 30 days of the referral.

[The Support Intensity Scale \(SIS®\)/ Health Risk Screening Tool \(HRST\) Assessments](#)

Person-Centered Planning

Adding Personal Supports 2:1 under the Detailed Service Authorization

- As of May 2024, "Personal Supports - 2:1" was added to the LTSS *Maryland* Detailed Service Authorization (DSA) service dropdown.
- Units entered will cover the cost of both staff members. **Do not double the units.**

Person-Centered Planning

Annual Plan Dates

- **Issue:** Person-Centered Plan overlap errors; participant's chosen Annual Plan Date is not reflected in the current Person-Centered Plan.
- **Reason:** When completing an Initial Person-Centered Plan for a participant who is applying to a new waiver, the Annual Plan Date is not updated.
- **Resolution:** The Coordinator of Community Services **must** manually enter the participant's Annual Plan Date (APD) to match the previous waiver program.

Person-Centered Planning

No “Submit” button

- **Issue:** A plan is in clarification status and is ready for submission, but there is no “Submit” button.
- **Reason:** The Person-Centered Plan was not edited.
- **Resolution:** The Coordinator of Community Services must edit the Person-Centered plan to address the clarification request. The “Submit” button will then appear allowing submission to the Regional Office for review.

Person-Centered Planning

Automatically Generated Service End-Date

- **Issue:** A second service line is added to the Detailed Service Authorization (DSA) section of the Person-Centered Plan and the previous service line automatically generates an “**end-date**”.
- **Reason:** *The cause is currently under investigation.*
- **Workaround:**
 1. Add the second service line without the provider number.
 2. Then, add the end date to the previous service line.
 3. Finally, add the provider number to the second service line.

Policy and Program Updates

Resources and Other Related Activities

Maryland Statewide Resources

- Community Living
 - Includes housing, transportation, mobility, recreation and parks.
 - [Maryland Department of Natural Resources/Accessibility For All](#)
 - [Universal Disability Pass](#)

Self-Directed Services

- A participant or designated representative may authorize others to contact their Financial Management and Counseling Services provider.
- The authorization is noted in the [Participant Agreement](#).
- Authorization may not grant anyone the power to decide on the participant's services or supports.

Financial Management and Counseling Services Authorization

I authorize the below individual(s) to contact my Financial Management and Counseling Services provider by phone or email on my behalf without my presence.

Note: This section may be used regardless of whether Option 1, 2, or 3 is selected.

Note: These authorized individuals may not make decisions about the participant's services or supports, but may discuss issues and address questions with the Financial Management and Counseling Services provider.

Name	Relationship
Person #1:	
Person #2:	

Reference: [Self-Directed Services Manual - Revised February 28, 2025](#)

***LTSS*Maryland March Updates**

Person-Centered Plans

Auto-Extend Unit Calculation Logic

- Update units calculation logic for DDA services on prior active plans vs. auto extend to ensure the hour logic is what is being copied rather than the exact units.

Community Development Services 1:1 Staffing Ratio

Units for August 2024 cannot be less than the previously authorized amount (552)
Units for September 2024 cannot be less than the previously authorized amount (552)

Unit Calculation Type: Daily

End Date:

☐ All

☐ July ☐ August ☐ September ☒ October ☒ November ☒ December

☒ January ☒ February ☒ March ☒ April ☒ May ☒ June

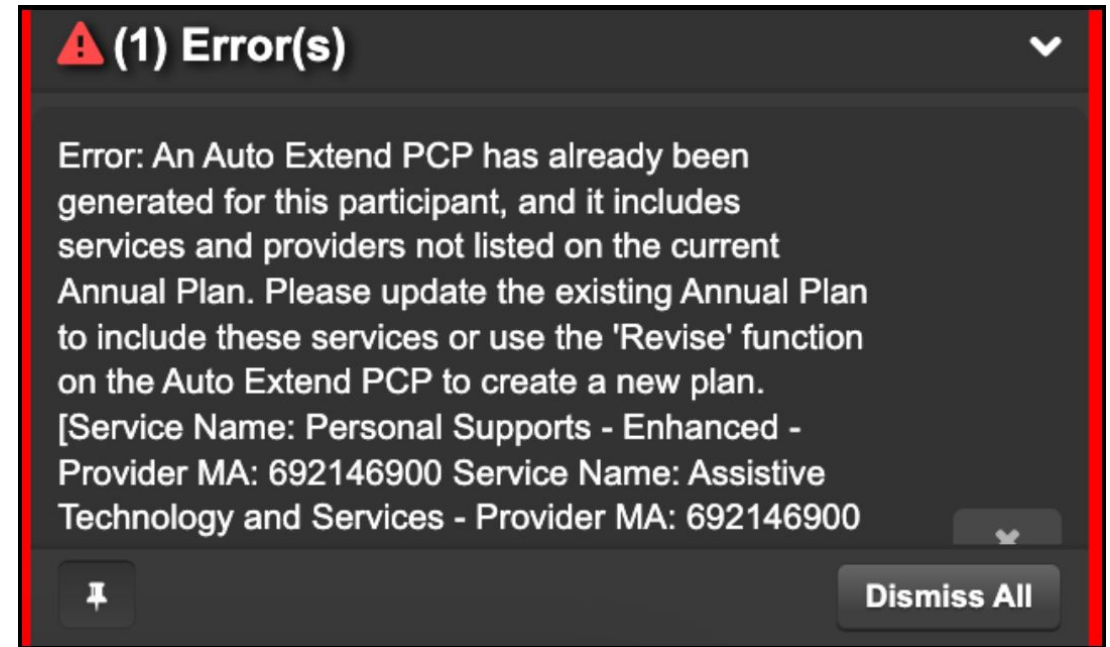
☒ July

Will no longer appear

Person-Centered Plans

Auto-Extend Unit Calculation Logic

- An error will generate if either a Coordinator of Community Services submits, or the Regional Office approves, an Annual Person-Centered Plan that does not list services, providers, and/or the units for services that are generated on the Auto-extended Person-Centered Plan.



Monitoring and Follow-Up

Monitoring and Follow-Up Status Change

- Upon a new and approved Priority Category Assessment, a new Monitoring and Follow-Up form is generated with a Pending status and a future date.

CCS Monitoring and Follow Up - List					
Type Of Review	Due Date	Status	Active/Inactive	Actions	
Annual	04/19/2025 !	Pending	Inactive	View	
Quarterly	01/19/2025	Not Complete - Priority Category Updated	Inactive	View	
Quarterly	01/19/2025	Submitted	Active	View	

Monitoring and Follow-Up (continued)

Monitoring and Follow-Up Status Change

- An Annual Person Centered Plan submitted late (after auto extend is generated) will not result in a duplicate Monitoring and Follow-Up form generation.

CCS Monitoring and Follow Up - List					
Type Of Review	Due Date	Status	Active/Inactive	Actions	
Quarterly	03/02/2025	Pending	Inactive	View	
Quarterly	12/02/2024	Submitted	Active	View	

Monitoring and Follow-Up (continued)

Monitoring and Follow-Up Status Change

- A participant who needs an Overall Decision Form (ODF) submitted for a date in the past will no longer have a duplicative/multiple Monitoring and Follow-Up forms generated.

CCS Monitoring and Follow Up - List							
Type Of Review	Due Date	Status	Active/Inactive	Actions	Follow-up		
Annual	02/21/2026	Not Complete - Annual PCP Date Changed	Inactive	View			
Quarterly	03/15/2025 !	Pending	Inactive	View			

Eligibility Determination Division Acknowledgements

Client Attachments									
Add New Attachment Collapse All									
Category									
MA Application									
Filter									
MA Application									
File Name	Type	Program	Created Date	Comments	Status	Acknowledged By	Acknowledgment Date	Action	
MA Application for XYZ.docx	MA Application	CP	2/24/2025 12:20 PM	test comment	Active	Staff, Test	02/24/2025	Edit	

- Eligibility Determination Division (EDD) acknowledgement functionality for Client Attachments (Sections: Financial Documents”, “MA Application” and “Redetermination Application” and the Authorization to Participate (ATP) Questionnaire).
- Identified via Applications and Financial Documents Report and by visiting the participant’s records.

Eligibility Determination Division Overall Decision Form Automation

When imported into LTSS*Maryland* with no errors:

Test Client

ID: 11111VRREPU7100 DOB: 1/1/2000
MFP Eligible: Y (04/08/2019)

Client

Case Management

Programs

Tasks

Applications

DDA Eligibility

DDA Emergency Situation

Level of Care

Individual Record

POS/PCP/SP/POC

Authorization to Participate

DDA Worksheets

Financial & Overall Decision

Financial and Overall Decision — List

Expand All

Financial Eligibility Determinations and Redeterminations

SRT Review Referral

MMIS Waiver Transaction

Overall Decision

Last Modified By	Last Modified	Program Type	Decision	Status	Active/Inactive	Actions
System Administrator	02/25/2025	CP	Deny	Submitted	Active	View

Eligibility Determination Division Overall Decision Form Automation

View when imported into LTSS*Maryland* with a missing required piece of information:

The screenshot displays the 'Client Details' page for a 'Test Client' (ID: 11111VRREPU7100, DOB: 1/1/2000, MFP Eligible: Y (04/08/2019)). The left sidebar shows a navigation menu with 'Financial & Overall Decision' highlighted. The main content area is titled 'Financial and Overall Decision — List' and contains a table with one data row. The table columns are: Last Modified By, Last Modified, Program Type, Decision, Status, Active/Inactive, and Actions. The data row shows 'System Administrator' as the last modified by, '02/25/2025' as the last modified date, 'CP' as the program type, 'Deny' as the decision, 'In Progress' as the status, and 'Inactive' as the active/inactive status. The 'Decision' and 'Status' fields are highlighted with red boxes, indicating they are missing required information.

Last Modified By	Last Modified	Program Type	Decision	Status	Active/Inactive	Actions
System Administrator	02/25/2025	CP	Deny	In Progress	Inactive	View

Eligibility Determination Division Overall Decision Form Automation

The same alert process will stay in place for the assigned Coordinator of Community Services:

Home Clients My Lists **Alerts** Assignments Reports MW Waitlist

Created From Date: 02/26/2024 Created To Date: 02/26/2025 Accepted From Date: 02/25/2025 Accepted To Date: 02/26/2025 ☐ Show Accepted

Client ID: Last Name: First Name:

Filter Export

Client ID	Last Name	First Name	Jurisdiction	Subject	From	Received	Accept?
11111GCOLSU0210	Client	Test	Baltimore	<u>Overall Decision for CP has been Denied.</u>	System Administrator	02/25/2025	<input type="checkbox"/>

Eligibility-Related Reports

Four new reports added:

Home

Clients

My Lists

Alerts

Reports

Wait Lists & Registries

My Daily Activity

Category:*

Filter

Category	Name	Data Frequency	Actions
ATP	ATP - Questionnaire Summary Report	Real Time	View
Attachments	Application and Financial Documents Attachment Report	Real Time	View
Financial Eligibility and Overall Decision	Financial Eligibility Forms Report	Real Time	View
Financial Eligibility and Overall Decision	Overall Decision Forms Report	Real Time	View

What's Next?

- Person-Centered Plan Checklist
- Coordinators of Community Services Training Webinars
- Meeting with the Office of Eligibility Services

Reminders

Communication and Timely Responses

- Inform participant's and their teams of who to contact if they are unable to contact the Coordinator of Community Services and when there is a change in staff.
- Set expectations of response time by the Agency.
- Provide your Agency's telephone number for emergencies.

Reminders

LTSS*Maryland* Monthly Spotlight - February 2025

- Enhancements/Bug Fixes
 - “Object Reference” error
 - Authorized Representative signature page

Closing

Please submit agenda topics, questions, or details about presenting your agency's accomplishments and ideas for the next meeting to Nicolette Paparoidamis, Director of Coordination of Community Services, at Nicolette.Paparoidamis@maryland.gov.

Questions

