



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

Larry Hogan, Jr., Governor – Boyd Rutherford, Lt. Governor – Van Mitchell, Secretary

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**MEMORANDUM**

**To: Supports Planning Agencies**

**From: Mark A. Leeds, Director, Long Term Services and Supports Administration**

**Note: Please ensure that appropriate staff members in your organization are informed of the contents of this memorandum.**

**RE: Community Settings Questionnaire**

**Date: February 23, 2016**

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Effective immediately, Supports Planners are required to complete a Community Settings Questionnaire for all of their assigned participants. This includes all participants who reside in Assisted Living Facilities.

Supports Planners should complete Community Settings Questionnaires as needed for all participants during the next quarterly visit. All participants must have a completed, current Community Settings Questionnaire by May 31, 2016. Please prioritize quarterly visits based on who needs an updated Community Settings Questionnaire.

If you have questions, please contact Amanda Patek at 410-767-1718 or [amanda.patek@maryland.gov](mailto:amanda.patek@maryland.gov).