

Department Clarification Statements
MDH-OPASS 19-17751

Statement. The solicitation states that for the DDA system, participant enrollment must occur within 7 days. The requirement for the Community First Choice program follows.

- A. The CFC program requires that enrollment be completed within 30 days. Timelines for each task in the process of enrollment are included in the New Supports Planner training module found at the following link.

<https://mmcp.health.maryland.gov/longtermcare/Pages/Supports-Planning-Resource-Guide.aspx?RootFolder=%2Flongtermcare%2FResource%20Guide%2FNew%20SPA%20Training&FolderCTID=0x012000EC3A5071C9264542AAA2F6F7FBC9693C&View={75D1F950-8B3C-4827-B450-E1D6652FB700}>.

Details of expected timelines can be found in the Supports Planning Solicitation found at the following link. Timelines are listed in section 3.5, beginning on page 17.

<https://mmcp.health.maryland.gov/longtermcare/Resource%20Guide/02.%20SPA%20Provider%20Solicitation/2017%20Supports%20Planning%20Solicitation.pdf>

Statement. In the RFP, section 2.3.3 Financial Management Services, item g. indicates that the vendor must obtain an FEIN for each participant. The expectation regarding participants who have a previous FEIN that cannot be used follows.

- A. The vendor must assist the participant in resolving issues with the previous FEIN or with securing a new FEIN that can be used to self-direct services for the programs. Assistance in resolving issues shall include corresponding with the IRS, completing paperwork as required, and filing forms as needed.

Statement. Item 2.3.3.6 c. requires the vendor secure background checks. The department requires a specific vendor to secure background checks.

- A. The Community First Choice program requires a criminal history records check as noted in the program regulation 10.09.84.06 A. (11).

Statement. Item k under section 2.3.3.6 Payroll, indicates that the vendor must present timesheets to the participants for their signature.

- A. Any system proposed by the vendor must meet all applicable state and federal requirements, including those in the 21st Century CURES Act, Section 12006 and those

relating to electronic signatures. The vendor's proposal should include a detailed explanation of the system and how it complies with these requirements.

Statement. Section 2.3.7 Data Systems, items 2.3.7.2 and 3 indicate the possibility of a data file exchange. More details about this file format and the process for exchanging information between data systems follows.

- A. The Department is in the process of designing and building the data exchange. The current plan is to provide the data from LTSS through a web service, instead of using the file transfer process noted in the RFP. We have provided the current DRAFT technical documentation. Please note that this information is subject to change and updates will be provided as they become available; however, we do not anticipate deviating from the web service design approach.

Statement. Section 2.3.4 Counseling Services, item 2.3.4.1 indicates that the vendor's counseling division shall assist the applicant/participant in the development and submission of an individualized Plan of Service (POS) to the vendor's FMS division "for the purposes of review and preauthorization." The guidelines for creating a POS and for appropriately reviewing POS once submitted for authorization follows.

- A. For purposes of creating and submitting a POS, the Department provides the following training resources:
POS Development Manual-
<https://mmcp.health.maryland.gov/longtermcare/Resource%20Guide/10.%20Plan%20of%20Service/POS%20Development%20Manual%209.1.17.pdf>
Support Planner training modules-
<https://mmcp.health.maryland.gov/longtermcare/Pages/Supports-Planning-Resource-Guide.aspx?RootFolder=%2Flongtermcare%2FResource%20Guide%2FNew%20SPA%20Training&FolderCTID=0x012000EC3A5071C9264542AAA2F6F7FBC9693C&View=%7B75D1F950-8B3C-4827-B450-E1D6652FB700>

The Department will provide additional training on these materials, the plan of service review process, and program regulation to the selected vendor upon award.

Statement. Section 2.3.4 Counseling Services, item 2.3.4.1 indicates the role of the vendor's FMS division to provide "review and preauthorization" of submitted POS. The timeline for this review of incoming POS follows:

- A. POS decisions, either approval or denial, shall be made within fifteen (15) days of submission for review.