




Developmental Disabilities Administration (DDA)
Self-Directed Services
Budget Sheet and Modification Updates

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April 8, 2022

Speaker -

Good afternoon!

Agenda

- Purpose
- Overview
- SDS Budget Sheet Updates
- DDA COVID Budget Modification Updates
- Example
- Questions

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Speaker – Rhonda

Thank you for joining Krist and I for SDS updates.

Our agenda for today's discussion includes:

- Our webinar Purpose
- An Overview of person centered plans and budget allocations
- SDS Budget Sheet Updates
- DDA COVID Budget Modification Updates
- An Example of completing the COVID Budget Modification form and
- Questions

As Donna shared this webinar is being recorded so you can review the information and so that others who were unable to join us today can also have the opportunity to hear the information.

Purpose

- SDS Budget Sheet Updates
 - Dedicated line item for Back-Up Staff Taxes
 - Dedicated lines for Persona Supports - Overnight Supports
 - Dedicated boxes for DDA Budget Allocation, SDS Budget Sheet Total, and Unallocated Funds Total
- DDA COVID Budget Modification Updates
 - Appendix K budget modification DDACOVID Form#5 updates and guidance to access unallocated DDA self-directed services (SDS) funding that is not currently in their self-directed budget sheets to meet assessed health and safety needs

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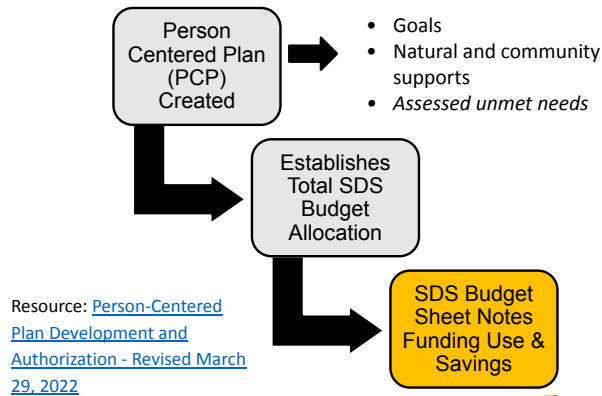


Speaker – Rhonda

Our webinar purpose is to share updates to:

- SDS Budget Sheet including the addition of:
 - Dedicated line item for Back-Up Staff Taxes
 - Dedicated lines for Persona Supports - Overnight Supports
 - Dedicated boxes for DDA budget allocation, SDS Budget Sheet Total, and Unallocated Funds Total; and
- Appendix K budget modification DDACOVIDForm#5 updates and guidance to access unallocated DDA self-directed services (SDS) funding that is not currently in their self-directed budget sheets to meet assessed health and safety needs

Overview Person Centered Plan (PCP) and Budget Allocation Process



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Speaker: Rhonda

We will first do a quick review of the Person Centered Plan and Budget Allocation Process.

People with the support of their teams, create a Person-Centered Plan or (PCP) based on their life goals, supports/resources available, and unmet assessed needs.

- When people meet with their teams to make a person-centered plan, they begin by identifying their goals - the things they want to achieve or do.
- Then they work with the team to see if there are any natural supports in their community that can help them meet those goals.
- Once they have looked at the supports they currently have, the team is able to identify what DDA supports are needed.
- Those services are explained in the PCP and listed in LTSS (database CCS's use during this process).

Participant agreements can be created to bring a team together to support the person and to consider potential conflicts of interest among team members, use of family as staff, etc.

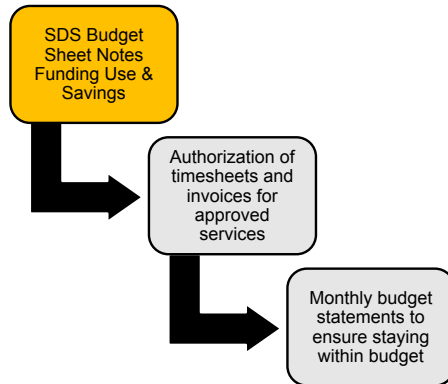
When the plan reflects and supports the person's goals, natural/community supports, and assessed need for DDA funded services it is submitted for the DDA reviews.

The DDA approved PCP service authorization (approval) includes the specific services, funding per service, and total budget allocation (amount).

The DDA approved budget allocation is then used to create a SDS budget specific that aligns with the PCP authorized services and within the budget allocation.

Based on the person's decisions for their employee wages, benefits, vendor rates, and other items, they may not allocate or use all of the DDA budget allocation. Funding that are not allocated are considered authorized unallocated funds.

Budget Responsibilities



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Speaker: Rhonda

- After the PCP and SDS budget is approved by the DDA, it is sent to the Fiscal Management Services provider
- The person with the support of their **team is responsible for approving timesheets and vendor invoices** for the approved services in their plan.
- The team receives a written statement from their FMS of all the funds in the approved line items.
- The person with the support of their team review the budget statement monthly to **ensure they do not exceed or overspend their budget**

Person Centered Planning

- Participants with new or changed assessed service needs can request services through the person centered planning process
- Annually, participants PCP are reviewed and updated to meet assessed needs and establish their annual budget allocation
 - Some participants may have completed two annual PCPs to include incorporating service and supports changes due to the public health emergency
- As per current practice, urgent service needs should be reported directly to the CCS or DDA Regional Office and an emergency Revised PCP can be created



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Speaker: Rhonda

- Participants with new or changed assessed service needs can request services through the person centered planning process.
- Annually, participants PCP shall be reviewed and updates to meet assessed needs and establish their annual budget allocation.
- Some participants may have completed two annual PCPs to include incorporating service and supports since the beginning of the public health emergency.
- As per current practice, urgent service needs should be reported directly to the CCS or DDA Regional Office and an emergency Revised PCP can be created.

SDS Budget Sheet - March Version

SELF-DIRECTED SERVICES - BUDGET SHEET ▶ Enter approved budget amount here

DEVELOPMENTAL DISABILITIES ADMINISTRATION

Name: _____ Effective Date: _____ Initial, Annual PCP or Revised PCP: _____

Personnel	Optional Waiver Services - Orientation, Coaching and Monitoring Support	Number employees and	Number vendors	Type of Waiver	Budget Total
Support Broker					
	Initial orientation and assistance up to 15 hours	# of Hours per month	Rate per hour	# of Months	\$0.00
	Ongoing Monthly Service - Staff				\$0.00
	Health Benefits				
	Life Insurance				
	Other Benefits - list				
	Cost and Fee (Applicable to Home Co. ONLY)	# of Staff	Cost per staff		
	Training				
W5680 - CPH	Training (e.g., CPR/1st AID/CITec, as applicable)				\$0.00
W5680 - CSM	Staff Transportation/Travel Reimbursement	# of Miles	Mileage Rate	# of Miles	
W5680 - FSP	Usage				\$0.00
	Staff Transportation/Travel Reimbursement, Cont.	# of Trips	Cost per Trip		
	Public (Maryland Based Travel Administration)				\$0.00
	Tuition				\$0.00
	Taxes				\$0.00
	Taxes - (indicate percentage)				\$0.00
	Support Broker - Vendor/Contractor	# of Hours per Month	Rate per hour	# of Months	\$0.00
	Personnel - Vendor				\$0.00
Services to Support My Daily Living					
Personal Supports (PS)					
	Personal Supports - Staff	# Hours per Week	Rate per hour	# of Weeks	Budget Total
	Personal Supports - Staff				\$0.00
	Personal Supports - Staff				\$0.00
	Personal Supports - Staff				\$0.00

Note: Screenshot of a SDS Budget Sheet - March 8, 2021 version



Speaker: Rhonda

This is a screen shot of the SDS Budget Sheet that is used to note the per PCP authorized services - the selected wages, benefits, vendors rates, etc.

It also includes information related to the approved DDA Budget Allocation and a total amount for the SDS budget sheet.

Note: This is a screenshot of a SDS Budget Sheet - Revised March 8, 2021 version

SDS Budget Sheet - Update *April Version*

- Dedicated line item for Back-Up Staff Taxes

63	Emergency Back-Up Staff			
64	Back-Up Staff			
65	Back-Up Taxes (indicate percentage)>			
66	Back-Up Vendor/Contractor			

Note: Screenshot of a [SDS Budget Sheet - Revised April 8, 2022 version](#)

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Speaker: Rhonda

One of the updates to the SDS budget sheet is the addition of a line to note Back-Up staff taxes.

This is a screenshot of the newly revised budget sheet update to add information related to taxes.

SDS Budget Sheet - Update *April Version*

- Dedicated lines for Personal Supports - Overnight Supports

44	Personal Supports - Overnight Staff			
45	Personal Supports - Overnight Staff			
46	Personal Supports - Overnight Staff			

Note: Screenshot of a [SDS Budget Sheet - Revised April 8, 2022 version](#)

Resource:

- [MDH Memo - Personal Supports - Overnight Supports](#)
- [Personal Supports Policy](#)

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Speaker: Rhonda

The second update to the SDS Budget Sheet is the addition of three dedicated line for Personal Supports - Overnight Supports.

You may recall that Deputy Secretary Schuh and Simmons issues a joint memo regarding an update to the Personal Supports - Overnight Support Policy.

Waiver participants' with an assessed needs for Personal Supports - Overnight Support must demonstrate there is a behavioral or medical risk that requires overnight supports, and this information must be documented in the participant's current person-centered plan and approved Nursing Care Plan and/or Behavior Plan.

We have also included links to the Memo and the updated Personal Supports Policy

SDS Budget Sheet - Update *April Version*

Dedicated boxes associated with funding including:

- Approved DDA Budget Allocation
- SDS Budget Total, and
- Unallocated Funds Total

The screenshot shows the 'SELF-DIRECTED SERVICES - BUDGET SHEET' form for 'Developmental Disabilities Administration'. A red arrow labeled 'a' points to the 'Enter Approved DDA Budget Allocation from the DSA here' field, which contains '\$60,000.00'. Below this, a blue arrow labeled 'b' points to the 'SDS Budget Total' field, which contains '\$48,000.00'. Another blue arrow labeled 'c' points to the 'Unallocated Funds' field, which contains '\$12,000.00'. Other fields include 'Name', 'Effective Date', 'Initial, Annual PCP or Revised PCP', 'Version 4/0/22', 'I will have (number) employees and (number) vendors', and 'Type of Waiver'.

Note: Screenshot of a [SDS Budget Sheet - Revised April 8, 2022 version](#)

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Speaker: Rhonda

The third update to the SDS Budget Sheet is the addition of dedicated boxes associated with funding including:

- Approved DDA Budget Allocation
- SDS Budget Total, and
- Unallocated Funds Total

This slide include blue arrows to show you how each of these figures are noted on the updated SDS Budget Sheet.

As with the current budget sheet:

- The approved DDA budget allocation is noted in the designated box - for this screenshot we noted the DDA SDS budget allocation total of \$60,000
- The participant with the support of their team then enter information regarding the authorized services, employee wages, benefits, and vendor rates The budget sheet will automatically add up all the cost and now reflect in the next box referenced as SDS Budget Total. You may recall on the current form this amount is noted above the words “checkform”. For our example, the total SDS Budget Sheet came to \$48,000.

- In addition, the updated form will also will automatically subtract the total SDS Budget Sheet total from the DDA budget allocation to determine unallocated funding which will noted in the next box referenced as Unallocated Funds. For our example this means the the sheet will subtract \$48,000 from the \$60,000 total budget allocation reflecting \$12,000 of unallocated funds.

We are updating the SDS Budget Sheet Instructions to include these updates and will post to the SDS dedicated webpage next week.

SDS Budget Sheet - March Version

SELF-DIRECTED SERVICES - BUDGET SHEET Enter approved budget amount here

DEVELOPMENTAL DISABILITIES ADMINISTRATION

Initial, Annual PCP or Revised PCP:

Effective Date:

(number) employees and (number) vendors ~ Type of Waiver:

\$48,000.00 checksum

DDA SDS Budget Allocation = \$60,000.00
- \$48,000.00 budgeted
\$12,000.00 available

-Watch your total (above checksum) to stay within approved budget. The box will turn red if you exceed your budget.
-Yellow spaces may be filled in. White cells will calculate
-Use "Tab" to move between cells
-You must enter your numbers into *Annual Budget* cells that are yellow

Note: Screenshot of a *SDS Budget Sheet - Revised March 8, 2022 version*

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Speaker: Rhonda

This slide has two screenshots of a person's SDS Budget sheet with a March 8, 2021 reference date.

Similar to the last slide, this example shows the person's total DDA approved budget allocation in the amount of \$60,000.

It also shows the total SDS Budget Sheet cost as \$48,000 noted above the word "checksum".

To determine unallocated funds, Participants with the support of their team can subtract the DDA SDS Budget Allocation from the SDS Budget Sheet figure to come up with the unallocated funding.

If we subtract these two numbers we see that there is \$12,000 savings or remaining unallocated funding for this budget.

DDA COVID Budget Modification

Due to the COVID public health emergency, the DDA temporarily changed the budget modification process to support immediate **health and safety** needs which is noted in the [Appendix K](#) guidance and will end on June 30, 2022.

- Under the [Appendix K](#) flexibilities, budget modifications within approved budgets can be submitted:
 - Without DDA's prior authorization, participants with the support of their team may move funding across approved budget service lines, as long as they remain within their total approved budget amount, including:
 - Changes within current services authorized by DDA, and
 - Changes from current service authorized to a new service covered by the Waiver program in which the participant is enrolled which will end on June 30, 2022.

Note: One exception is related to requesting Personal Supports overnight supports as a new service as per the recent memo and policy

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Speaker: Rhonda

Due to the COVID public health emergency, the DDA temporarily changed the budget modification process to support immediate **health and safety** needs which is noted in the [Appendix K](#) guidance and will end on June 30, 2022.

A. Under the [Appendix K](#) flexibilities, budget modifications within approved budgets can be submitted:

1. Without DDA's prior authorization, participants with the support of their team may move funding across approved budget service lines, as long as they remain within their total approved budget amount, including:
 - a. Changes within current services authorized by DDA, and
 - b. Changes from current service authorized to a new service covered by the Waiver program in which the participant is enrolled which will end on June 30, 2022.
 - c. Note: One exception is related to requesting Personal Supports overnight supports as a new service. New Personal Supports overnight support service request must be requested using the Revised or Annual PCP process as per the [MDH Memo - Personal Supports - Overnight Supports](#).

DDA COVID Budget Modification Updates

Accessing Unallocated Funding

- Without DDA's prior authorization, participants with the support of their team may use *up to \$5,000* of unallocated budget funding from their total budget, as long as they remain within their total approved budget amount, including:
 - Changes within current services authorized by DDA, and
 - Changes from current service authorized to a new service covered by the Waiver program in which the participant is enrolled will end on June 30, 2022
- Request to use unallocated funding *above \$5,000* must be submitted to the DDA Regional Office for review

Note: One exception is related to requesting Personal Supports overnight supports as a new service as per the recent memo and policy

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Speaker: Rhonda

- After receiving request for a process to access unallocated funding without needing to do a Revised PCP,
- Consulting with a stakeholder focus group including participants, family members, CCS, SB, and FMS, and
- In consideration of concerns shared by an FMS, the DDA has issued guidance for accessing Unallocated Funding within needing to do a Revised PCP.

Without DDA's prior authorization, participants with the support of their team may use ***up to \$5,000 of unallocated budget*** funding from their total budget, as long as they remain within their total approved budget amount, including:

- Changes within current services authorized by DDA, and
- Changes from current service authorized to a new service covered by the Waiver program in which the participant is enrolled will end on June 30, 2022

Request to use unallocated funding above \$5,000 must be submitted to the DDA Regional Office for review

Note: One exception is related to requesting Personal Supports overnight supports as a new service as per the recent memo and policy

As shared during our overview of the person centered planning process and budget allocation, participants PCP have been created up to two times during the PHE and services aligned with current needs and community engagement.

If at any time an urgent or emergency needs arises the CCS and or RO should be contacted and a Revised Emergency PCP can be created.

DDA COVID Budget Modification Updates

Accessing Unallocated Funding

- The revised DDA COVID Form #5 and process will be used to access unallocated funding until June 30, 2022
- All requests must be within the scope of the DDA waivers, policy, and guidance
- The best practice for completing budget modifications is for the participant and their team to meet to discuss the need for a modification and complete the form together
- The Appendix K budget modification shall remain in effect until the next PCP (e.g., Initial, Revised, or Annual)

Reference: DDA COVID-19 Self-Direction (DDACOVVID Form#5) - Revised April 8, 2020

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Speaker: Rhonda

We are sharing and issuing written guidance today to support accessing unallocated funds for budget modifications.

The revised DDA COVID Form #5 and process will be used to access unallocated funding until June 30, 2022

All requests must be within the scope of the DDA waivers, policy, and guidance

The best practice for completing budget modifications is for the participant and their team to meet to discuss the need for a modification and complete the form together.

It is important for the **team to discuss and to ensure any potential conflict of interest are addressed** (e.g., family as staff or Support Broker seeking increase hours or funding).

The Appendix K budget modification shall remain in effect until the next PCP (e.g., Initial, Revised, or Annual)

DDA COVID Budget Modification Updates

Accessing Unallocated Funding

- The Participant and their team members (including the CCS and FMS) are responsible for:
 - Identifying and confirming unallocated budget sheet funding;
 - Ensuring all requests are within the scope of the DDA waivers, policy, and guidance; and
 - Ensuring the total authorized budget is not exceeded

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Speaker: Rhonda

The Participant and their team members (including the CCS and FMS) are responsible for:

1. Identifying and confirming unallocated budget sheet funding;
2. Ensuring all requests are within the scope of the DDA waivers, policy, and guidance; and
3. Ensuring the total authorized budget is not exceeded.

DDA COVID Form #5 - Update April 2022

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Speaker: Rhonda

The DDA COVID Form #5 has been revised to include:

- The DDA SDS Budget Allocation
- The SDS Budget Sheet Total, and
- The SDS Unallocated Funding

Today we shared how participants with the support of their teams can determine unallocated funding using the SDS Budget Sheet - March version and the new revised April version.

Teams can also use the updated DDA COVID Form #5 form to enter the DDA Budget Allocation noted in the DSA or SDS Budget Sheet and the total SDS Budget Sheet and the form will also automatically calculate the total unallocated funds.

To support quick access to the revised DDA COVID Form #5 we have:

- Included it in the revised SDS Budget Sheet as a specific tab AND
- Also posted to the dedicated Appendix K webpage

DDA COVID Form #5 - Update April 2022

Section 1: Request to Move Funds across Existing Budget Service Lines or Add New Service Lines

People who are self-directing their services can move funding across approved budget service lines to meet immediate service needs changes, as long as they remain within their approved budget amount. People can also access authorized unallocated funds from the Detailed Service Authorization. People and their team members are responsible for identifying the unallocated amount and staying within the approved DDA budget allocation.

Service(s) Being Reduced or Taken from Unallocated Funds			Services Being Increased or Added*			
W.Code	Services	Amount	W.Code	Services	New Service? Y/N	Amount
Add Tax (14% for support services)			Add Tax (14% for support services)			
Total Cost*		\$ -	Total Cost*		\$ -	

Note: The total cost noted under the Service(s) Being Reduced or Taken From Unallocated Funds section must equal the total cost noted under Services Being Increased or Added* section



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Speaker: Rhonda

Section 1 of the form includes two tables to note the use of funding

The box on the left related to

Service(s) Being Reduced and we have added “or Taken From Unallocated Funds” to this section to indicate the use of unallocated funding

When accessing unallocated funds the

- W-Code – text field shall be left blank;
- Services – text field should note **Unallocated Funding**;
- For the Amount box you will insert the unallocated funding amount to support the services being increased or added as applicable per the DDA operated waiver programs, policies, and guidance;
- If applicable you will need to Add Tax (14% for support services) – by entering funding to support taxes for direct support staff waged support services as applicable; and
- The Total Cost* - this data field will **automatically** total based on information entered above.

The box on the right relates to **Services Being Increased or Added* section to note the increased or new service for which the use of unallocated funding. There is not changes to this box.**

- a. For the W-Code – insert the applicable service code;
- b. For Services –you insert the service name and details as applicable;
- c. You will indicated whether it is a New Service by– entering Y if the service is new or enter N if it is an existing service;
- d. For Amount – you insert the associated funding amount;
- e. Add Tax (14% for support services) as applicable; and
- f. Total Cost* - this data field will automatically total based on information entered above.

The total cost noted under the *Service(s) Being Reduced or Taken From Unallocated Funds* section must equal the total cost noted under *Services Being Increased or Added** section

DDA COVID Form #5 - Update April 2022

Signature Section

By signing below, certify that the services and request meet an immediate health and safety need due to the COVID-19 pandemic.

Self-directed Services Participant / Legal Guardian Signature: _____

FMS Determination (Check one): Approve Deny

FMS Signature: _____

Date: _____

DDA Determination (Check one): Approve Deny

DDA Approval is required if the amount in Section 1 exceeds \$5000 in unallocated funds or the amount in Section 2 exceeds \$2000.

DDA Signature: _____

Date: _____

Note: If the FMS provider's determination is to deny the request, the DDA Regional Office will review the determination. If DDA determines that the denial was proper, DDA will issue notice of its decision, its legal and factual basis, and applicable appeal rights as required by Section 10-207 of the State Government Article of the Maryland Annotated Code.

- The DDA COVID Form #5 is signed by the person or their legal guardian
- The form is submitted to the Fiscal Management Services (FMS) provider for processing and a copy should be provided for team members

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Speaker: Rhonda

As with the current process, the form is signed by the participant and their legal guardian (as applicable)

The form is submitted to the participant's Fiscal Management Services (FMS) provider for processing and a copy should be provided for team members

The FMS provider may **approve** a request to use unallocated funding when:

1. The request is associated with immediate direct staff supports or services needed during the COVID-19 crisis to ensure the health and safety of the participant;
2. The service and items are allowable under the DDA operated Medicaid Waiver programs or Appendix K flexibility;
3. The service and items do not exceed the limits under the DDA operated Medicaid Waiver programs or Appendix K flexibility; and
4. The total cost noted under the *Service(s) Being Reduced or Taken From Unallocated Funds* section **must equal** the total cost noted under *Services Being Increased or Added** section.

The FMS provider may **deny** a request to use unallocated funding when:

1. The request is not associated with an immediate direct staff supports or services needed during the COVID-19 crisis;
2. The service and items are not allowable under the DDA operated Medicaid

1. Waiver programs or Appendix K flexibility;
2. The service and items exceed the limits under the DDA operated Medicaid Waiver programs or Appendix K flexibility; and
3. The total cost noted under the Service(s) Being Reduced or Taken From Unallocated Funds section does not equal the total cost noted under Services Being Increased or Added* section.

The FMS provider shall send a copy of the DDACOVIDForm#5 to all team members and include a copy of it with an updated statement as soon as the modification is applied.

If the FMS provider's determination is to deny the request, the DDA Regional Office will review the determination. If DDA determines that the denial was proper, DDA will issue notice of its decision, its legal and factual basis, and applicable appeal rights as required by Section 10-207 of the State Government Article of the Maryland Annotated Code

Optional Tracker for Unallocated Funds

Optional Tracking Tool for Use of Unallocated Funds

People and their team members are responsible for identifying the unallocated amount and staying within the approved DDA budget allocation. You may use this optional tool to keep track of the unallocated funds that are moved to the SDS Budget.

Total Unallocated Funds	Date Used	Unallocated Funds Used
Remaining Unallocated Funds		\$ -

Note: Participants with the support of their team need to track and monitor funding use to ensure they stay within their budget and do not exceed or overspend



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Speaker: Rhonda

The revised DDACOVIDForm#5 includes an ***optional tracking tool*** for participants and their teams to use to track unallocated fund use at the bottom of the form.

This is a screenshot of the optional tool.

To complete this tool:

1. Total Unallocated Funds – is entered for the unallocated funds amount in the box referenced.
2. For Date Used – you enter the date of the DDACOVIDForm#5
 - If multiple budget modifications are used, they can all be recorded in this tracking tool to have a current balance of available unallocated funding.
3. For Unallocated Funds Used – enter the amount of funding being used for the associated DDACOVIDForm#5 budget modification and reference date
4. The Remaining Unallocated Funds – will ***automatically calculate*** based on the funding noted under Unallocated Funds Used.

Service Limitation Reminders

Service Limitation Reminders	
As a reminder, below are some of the service and associated limits. Please refer to the DDA operated federally approved Medicaid Waiver programs and Appendix K flexibilities for additional information and requirements.	
Service	Limitation
Environmental Modification	<ul style="list-style-type: none"> • Waiver - \$15,000 every three years • Appendix K – cost can be exceeded if approved by the DDA
Family and Peer Mentoring Supports	<ul style="list-style-type: none"> • Waiver - Up to 8 hours per day • Appendix K – May exceed 8 hours per day
Family Caregiver Training and Empowerment Services	<ul style="list-style-type: none"> • Waiver - Up to \$500 per plan year, 10 hour per day • Appendix K – May exceed 10 hours per day
Participant Education, Training, and Advocacy	<ul style="list-style-type: none"> • Waiver - Up to 10 hours per year, \$500 per year
Housing Support Services	<ul style="list-style-type: none"> • Waiver – Maximum of 8 hours/day, 175 hours/year • Appendix K – May exceed 8 hours per day
Individual and Family Directed Good and Service – Staff Recruitment and Advertising	<ul style="list-style-type: none"> • Waiver – Maximum of \$500 • Appendix K – May increase to \$1,000 per plan year
Individual and Family Directed Good and Service	<ul style="list-style-type: none"> • Maximum of \$5,000
Live-in Caregiver Support	<ul style="list-style-type: none"> • Total monthly additional cost of rent and food as determined by the Department of HUD and USDA monthly food plan at the two (2) person moderate plan level
Personal Supports	<ul style="list-style-type: none"> • Waiver – Limit of 62 hours per week unless authorized by the DDA • Appendix K – may exceed the 62 hours per week <u>within the person's overall authorized funding budget</u> (i.e. move funds within budget) without DDA's prior authorization
Remote Support Services	<ul style="list-style-type: none"> • Up to \$6000 per year
Respite Care Services	<ul style="list-style-type: none"> • Hourly and daily total hours may not exceed 720 hours • DDA Licensed Respite is based on daily rate and equals 24 hours • Camp up to \$7248 per plan year • Appendix K – 380 COVID-19 hours
Support Broker	<ul style="list-style-type: none"> • Waiver - Up to 4 hours per month unless otherwise authorized by the DDA • Appendix K flexibility – up to 20 hours per month
Transition Services	<ul style="list-style-type: none"> • Up to \$5,000
Vehicle Modification	<ul style="list-style-type: none"> • \$15,000 over a 10-year period

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- The guidance includes some service limitation reminders
- Please refer to the DDA operated federally approved Medicaid Waiver programs and Appendix K flexibilities for additional information and requirements



Speaker: Rhonda

The guidance includes some service limitation reminders

Please refer to the DDA operated federally approved Medicaid Waiver programs and Appendix K flexibilities for additional information and requirements.

Kristi is now going to share some examples and screenshots for completing the form.
Next slide

Example



Developmental Disabilities Administration

DDA COVID-19 Self-Direction (DDACVID Form *5) - Effective Until June 30, 2022

Participant Name: J. Doe Date: 4/8/2022

FMS: [FMS] Region: SMRO

DDA Budget Allocation		
\$	60,000.00	Enter Total Budget Allocation from DSA
SDS Budget Total		
\$	48,000.00	Enter Budget Total from the Budget Sheet
Total Unallocated Funds		
\$	12,000.00	Total Unallocated Funds will calculate automatically

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We want to share an example with you to show you how a person and their team may complete the COVID Form 5 to access unallocated funds.

In this scenario, J. Doe has \$60,000 for their DDA SDS budget allocation for their PCP authorized services and has budgeted \$48,000 in their SDS Budget Sheet.

By entering these figures into the revised form, it automatically calculated to reveal that J. has \$12,000 in unallocated funds.

Example

Service(s) Being Reduced or Taken from Unallocated Funds			Services Being Increased or Added*			
W-Code	Services	Amount	W-Code	Services	New Service? Y/N	Amount
	Unallocated Funds	\$ 6,840.00	W1993	Community Development Wage	Y	\$ 6,000.00
Add Tax (14% for support services)			Add Tax (14% for support services)			\$ 840.00
Total Cost*		\$ 6,840.00	Total Cost*			\$ 6,840.00

Community Development Employee
 8 hours / day * 6 weeks = 240 CDS Hours
 240 hours * \$25.00 hour = \$6000.00
 Employer taxes (14%) = \$840
Total needed: \$6840.00



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J. goes to a day program for about 8 hours on weekdays. J is informed that they Day Program has closed for six weeks because of a COVID outbreak - J. and their team don't want to go without community based services during this time, so J and their team decide to move money from Unallocated Funds to a new line item - Community Development Services.

J. wants to hire a neighbor to provide these services for \$25.00 per hour.

The team meets together to work on budget modification and does the math calculations together.

- 8 hours of community development services for Monday - Friday for six weeks is 240 total hours.
- 240 hours times \$25.00/hour is 6000.00. J. and their team need to consider employer taxes at 14% on the \$6000 (which is \$840).
- In total, J. and their team will need to move \$6840.00 from unallocated funds.

The team works together to make sure the total cost in the "Reduce/Taken from Unallocated" and "Being Increased or added" columns is the same.

Section 1 of the form is completed as shown on this slide.


Under Services Being Reduced or Taken From Unallocated Funds - they note "Unallocated Funds" in the service box and the form automatically calculates and notes the \$6840 figure for the total cost.

Under the Services Being Increased or Added - they enter the Community Development Services WCode - W1993, Community Development Services as the Service, Y to indicate it is a new service being accessed and then note the CDS amount of \$6000 for the 6 weeks and the additional \$840 for taxes. The form again automatically adds these figures for a total of \$6840.

As show in our example - the Total Cost of Services Being Reduced or Taken from Unallocated Funds equals the total cost of Services Being Increased or Added.

Example

By signing below, certify that the services and request meet an immediate health and safety need due to the COVID-19 pandemic.

Self-directed Services Participant / Legal Guardian
Signature: 

FMS Determination (Check one): Approve Deny

FMS Signature: _____ Date: _____

DDA Determination (Check one): Approve Deny

DDA Approval is required if the amount in Section 1 exceeds \$5000 in unallocated funds or the amount in Section 2 exceeds \$2000.



DDA Signature: _____ Date: _____

Note: If the FMS provider's determination is to deny the request, the DDA Regional Office will review the determination. If DDA determines that the denial was proper, DDA will issue notice of its decision, its legal and factual basis, and applicable appeal rights as required by Section 10-207 of the State Government Article of the Maryland Annotated Code.

J signs the form which is shared with team members and sent to the DDA SDS Regional Office Lead for review because the total exceeds \$5,000

Example

Optional Tracking Tool for Use of Unallocated Funds

People and their team members are responsible for identifying the unallocated amount and staying within the approved DDA budget allocation. You may use this optional tool to keep track of the unallocated funds that are moved to the SDS Budget.

Total Unallocated Funds	Date Used	Unallocated Funds Used
\$ 12,000.00	4/8/2022	\$ 6,840.00
Remaining Unallocated Funds		\$ 5,160.00

J using the optional tracking tool to note the request and so he can determine the remaining unallocated funding in the event that he has another service need

Summary

- The SDS Budget Sheet has been revised
- The revised DDA COVID Form #5 and process will be used to access up to \$5,000 of unallocated funding until June 30, 2022
- The DDA can approval the use of unallocated funds above \$5,000
- All requests must be within the scope of the DDA waivers, Appendix K, policy, and guidance
- The best practice for completing budget modifications is for the participant and their team to meet to discuss the need for a modification and complete the form together
- The Appendix K budget modification shall remain in effect until the next PCP (e.g., Initial, Revised, or Annual)

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Speaker: Rhonda

To slide is a summary of our discussion today:

- The SDS Budget Sheet has been revised
- The revised DDA COVID Form #5 and process will be used to access up to \$5,000 of unallocated funding until June 30, 2022
- The DDA can approval the use of unallocated funds above \$5,000
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- The best practice for completing budget modifications is for the participant and their team to meet to discuss the need for a modification and complete the form together
- The Appendix K budget modification shall remain in effect until the next PCP (e.g., Initial, Revised, or Annual)

Resources

Self Directed Budgets

- [DDA - Self Directed Services Budget Sheet - Revised April 8, 2022](#)

Resources and Tools

- [Self-Directed Services - Budget Allocation Rate Change Guidance - April 8, 2022](#)

Appendix K Form

- [DDA COVID-19 Self-Direction \(DDACOVID Form#5\) - Revised April 8, 2022](#)

Speaker: Rhonda

Questions

