

Appendix C: Participant Services

Appendix C-1/C-3: Summary of Services Covered and Services Specifications

C-1-a. Waiver Services Summary. Appendix C-3 sets forth the specifications for each service that is offered under this waiver. *List the services that are furnished under the waiver in the following table. If case management is not a service under the waiver, complete items C-1-b and C-1-c:*

| Statutory Services <i>(check each that applies)</i> | | |
|---|--------------------------|--|
| Service | Included | Alternate Service Title (if any) |
| Case Management | <input type="checkbox"/> | |
| Homemaker | <input type="checkbox"/> | |
| Home Health Aide | <input type="checkbox"/> | |
| Personal Care | <input type="checkbox"/> | |
| Adult Day Health | X | Medical Day Care |
| Habilitation | X | Personal Supports |
| Residential Habilitation | X | Community Living – Group Home Community Living – Enhanced Supports ** BEGINNING JULY 1, 2020** |
| Day Habilitation | X | |
| Prevocational Services | X | Career Exploration |
| Supported Employment | X | 1- Supported Employment |

Appendix C: 1

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | 2- Employment Services ** BEGINNING DECEMBER 1, 2019** |
| Education | <input type="checkbox"/> | |
| Respite | X | Respite Care Services |
| Day Treatment | <input type="checkbox"/> | |
| Partial Hospitalization | <input type="checkbox"/> | |
| Psychosocial Rehabilitation | <input type="checkbox"/> | |
| Clinic Services | <input type="checkbox"/> | |
| Live-in Caregiver (42 CFR §441.303(f)(8)) | X | Live-In Caregiver Supports |
| Other Services (select one) | | |
| <input type="radio"/> | Not applicable | |
| X | As provided in 42 CFR §440.180(b)(9), the State requests the authority to provide the following additional services not specified in statute (<i>list each service by title</i>): | |
| a. | Assistive Technology and Services | |
| b. | Behavioral Support Services | |
| c. | Community Development Services | |
| d. | Environmental Assessment | |
| e. | Employment Discovery & Customization | |
| f. | Environmental Modifications | |
| g. | Family and Peer Mentoring Supports | |

Appendix C: 2

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| h. | Family Caregiver Training & Empowerment Services |
| i. | Housing Support Services |
| j. | Individual & Family Directed Goods and Services |
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| n. | Participant Education, Training, & Advocacy Supports |
| o. | Remote Support Services |
| p. | Shared Living |
| q. | Supported Living ** BEGINNING JULY 1, 2019** |
| r. | Transition Services |
| s. | Transportation |
| t. | Vehicle Modifications |
| u. | Nursing Support Services |
| Extended State Plan Services (select one) | |
| X | Not applicable |
| <input type="radio"/> | The following extended State plan services are provided (list each extended State plan service by service title): |
| a. | |
| b. | |

Appendix C: 3

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| c. | | |
| Supports for Participant Direction (<i>check each that applies</i>) | | |
| <input type="radio"/> | The waiver provides for participant direction of services as specified in Appendix E. The waiver includes Information and Assistance in Support of Participant Direction, Financial Management Services or other supports for participant direction as waiver services. | |
| X | The waiver provides for participant direction of services as specified in Appendix E. Some or all of the supports for participant direction are provided as administrative activities and are described in Appendix E. | |
| <input type="radio"/> | Not applicable | |
| Support | Included | Alternate Service Title (if any) |
| Information and Assistance in Support of Participant Direction | X | Support Broker Coordination of Community Services |
| Financial Management Services | X | Financial Management and Counseling Services |
| Other Supports for Participant Direction (<i>list each support by service title</i>): | | |
| a. | | |
| b. | | |

C-1/C-3: Service Specification

State laws, regulations and policies referenced in the specification are readily available to CMS upon request through the Medicaid agency or the operating agency (if applicable).

Service Type: Other Service

Service (Name):

Appendix C: 4

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| State: | |
| Effective Date | |

Alternative Service Title: ASSISTIVE TECHNOLOGY AND SERVICES

| Service Specification | |
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| HCBS Taxonomy | |
| Category 1: | Sub-Category 1: |
| 14: Equipment, Technology, and Modifications | 14031 equipment and technology |
| Service Definition (Scope): | |
| <p>A. The purpose of assistive technology is to maintain or improve a participant’s functional abilities, enhance interactions, support meaningful relationships, and promote their ability to live independently, and meaningfully participate in their community.</p> <p>B. Assistive technology and services includes:</p> <ol style="list-style-type: none"> 1. Assistive technology needs assessment 2. Acquisition of assistive technology 3. Installation and instruction on use of assistive technology; and 4. Maintenance of assistive technology. <p>C. Assistive Technology means an item, computer application, piece of equipment, or product system. Assistive Technology may be acquired commercially, modified, or customized. Assistive Technology devices includes:</p> <ol style="list-style-type: none"> 1. Speech and communication devices, also known as augmentative and alternative communication devices (AAC), such as speech generating devices, text-to-speech devices and voice amplification devices; 2. Blind and low vision devices, such as video magnifiers, devices with optical character recognizer (OCR) and Braille note takers; | |

Appendix C: 5

| | |
|----------------|--|
| State: | |
| Effective Date | |

- 3. Deaf and hard of hearing devices, such as alerting devices, alarms, and assistive listening devices;
 - 4. Devices for computers and telephone use, such as alternative mice and keyboards or hands-free phones;
 - 5. Environmental control devices, such as voice activated lights, lights, fans, and door openers;
 - 6. Aides for daily living, such as weighted utensils, adapted writing implements, and dressing aids;
 - 7. Cognitive support devices and items, such as task analysis applications or reminder systems;
 - 8. Remote support devices, such as assistive technology health monitoring such as blood pressure bands and oximeter and personal emergency response systems; and
 - 9. Adapted toys and specialized equipment such as specialized car seats and adapted bikes.
- D. Assistive technology service means a service that directly assists an individual in the selection, acquisition, use, or maintenance of an assistive technology device. Assistive Technology services only include:
- 1. Assistive Technology needs assessment;
 - 2. Programs, materials, and assistance in the development of adaptive materials;
 - 3. Training or technical assistance for the individual and their support network including family members;
 - 4. Repair and maintenance of devices and equipment;
 - 5. Programming and configuration of devices and equipment;

Appendix C: 6

| | |
|----------------|--|
| State: | |
| Effective Date | |

- 6. Coordination and use of assistive technology devices and equipment with other necessary therapies, interventions, or services in the Person-Centered Plan; and
- 7. Services consisting of purchasing or leasing devices.

E. Specifically excluded under this service are:

- 1. Wheelchairs, architectural modifications, adaptive driving, vehicle modifications, and devices requiring a prescription by physicians or other licensed health care providers when these items are covered through: (i) the Medicaid State Plan as Durable Medical Equipment (DME); (ii) other Waiver program services (*e.g.*, environmental modification and vehicle modifications); (iii) the Division of Rehabilitation Services; or (iv) any other State funding program;
- 2. Services, equipment, items, or devices that are experimental or not authorized by applicable State or Federal authority; and
- 3. Smartphones and associated monthly service line and data cost.

SERVICE REQUIREMENTS:

- A. If the Assistive Technology, requested for the participant, costs up to, but does not equal or exceed, \$2,500 then an Assistive Technology Needs Assessment is not required, but may be requested by the waiver participant, prior to acquisition of the Assistive Technology.
- B. If the Assistive Technology, requested for the participant, has a cost that equals or exceeds \$2,500 then an Assistive Technology Needs Assessment is required prior to acquisition of the Assistive Technology.
- C. The Assistive Technology Needs Assessment must contain the following components:
 - 1. A description of the participant’s needs and goals;
 - 2. A description of the participant’s functional abilities without Assistive Technology;

Appendix C: 7

| | |
|----------------|--|
| State: | |
| Effective Date | |

- 3. A description of whether and how Assistive Technology will meet the participant’s needs and goals; and
 - 4. A list of all Assistive technology, and other Waiver program services (including a combination of any of the elements listed) that would be most effective to meet the technology needs of the participant.
- D. If the item costs over \$2,500, the most cost-effective option that best meets the participant’s needs shall be selected from the list, developed in the Assistive Technology assessment described in C. above, must be selected for inclusion on the Person-Centered Plan unless an explanation of why the chosen option is the most cost effective.
- E. If the Assistive Technology, requested for the participant, has a cost that equals or exceeds \$2,500, prior to acquisition of the Assistive Technology, the participant must submit three estimates for the Assistive Technology and services for review and selection by the DDA.
- F. Upon delivery to the participant (including installation) or maintenance performed, the assistive technology must be in good operating condition and repair in accordance with applicable specifications.
- G. Prior to accessing DDA funding for this service, all other available and appropriate funding sources, including those offered by Maryland Medicaid State Plan, Division of Rehabilitation Services , State Department of Education, and Department of Human Services, must be explored and exhausted to the extent applicable.
- 1. These efforts must be documented in the participant’s file.
 - 2. If these services are deemed by the participant's person-centered planning team to be inappropriate to meet the specific needs of the participant, the exploration efforts and reasons that these services do not meet the participant's needs shall be documented in the participant's person-centered plan. The DDA has authority to determine if further efforts must be made, and documented, prior to authorization of funding for the service under the Waiver program.

Appendix C: 8

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| <p>H. To the extent that any listed services are covered under the Medicaid State Plan, the services under the waiver would be limited to additional services not otherwise covered under the Medicaid State Plan, but consistent with waiver objectives of avoiding institutionalization.</p> | | | | | | |
| <p>I. A legally responsible person, relative, or legal guardian of the participant cannot be paid by the Waiver program, either directly or indirectly, to provide this Waiver program service.</p> | | | | | | |
| <p>Specify applicable (if any) limits on the amount, frequency, or duration of this service:</p> | | | | | | |
| | | | | | | |
| Service Delivery Method (<i>check each that applies</i>): | <input checked="" type="checkbox"/> | Participant-directed as specified in Appendix E | <input checked="" type="checkbox"/> | Provider managed | | |
| Specify whether the service may be provided by (<i>check each that applies</i>): | <input type="checkbox"/> | Legally Responsible Person | <input type="checkbox"/> | Relative <input type="checkbox"/> | <input type="checkbox"/> | Legal Guardian |
| Provider Specifications | | | | | | |
| Provider Category(s) (<i>check one or both</i>): | <input checked="" type="checkbox"/> | Individual. List types: | <input checked="" type="checkbox"/> | Agency. List the types of agencies: | | |
| | | Assistive Technology Professional | | Organized Health Care Delivery System Provider | | |
| | | | | | | |
| | | | | | | |
| Provider Qualifications | | | | | | |
| Provider Type: | License (<i>specify</i>) | Certificate (<i>specify</i>) | Other Standard (<i>specify</i>) | | | |
| Assistive Technology Professional | | | <p>Individual must complete the DDA provider application and be certified based on compliance with meeting the following standards:</p> <ol style="list-style-type: none"> 1. Be at least 18 years old; 2. Have required credentials, license, or certification in an area related to the specific | | | |

Appendix C: 9

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>type of technology needed as noted below;</p> <ol style="list-style-type: none"> 3. Pass a criminal background investigation and any other required background checks and credentials verifications as provided in Appendix C-2-a; 4. Have Commercial General Liability Insurance; 5. Complete required orientation and training designated by DDA; 6. Complete necessary pre/in-service training based on the Person-Centered Plan; 7. Have three (3) professional references which attest to the provider’s ability to deliver the support/service in compliance with the Department’s values in Annotated Code of Maryland, Health General, Title 7; 8. Demonstrate financial integrity through IRS, Department, and Medicaid Exclusion List checks; |
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Appendix C: 10

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| | | | <p>9. Complete and sign any agreements required by MDH or DDA and</p> <p>10. Have a signed Medicaid Provider Agreement.</p> <p>Assistive Technology Professional credentialing, licensing, or certification requirements:</p> <p>1. Individuals performing assessments for Assistive Technology (except for Speech Generating Devices) must meet following requirements:</p> <ul style="list-style-type: none"> a. Rehabilitation Engineering and Assistive Technology Society of North America (RESNA) Assistive Technology Practitioner (ATP); b. California State University Northridge (CSUN) Assistive Technology Applications Certificate; or c. Certificate of Clinical Competence in Speech Language Pathology (CCC-SLP). |
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Appendix C: 11

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
|--|--|--|---|
| | | | <p>2. Individuals performing assessments for any Speech Generating Devices must meet the following requirements:</p> <ul style="list-style-type: none"> a. Needs assessment and recommendation must be completed by a licensed Speech Therapist; b. Program and training can be conducted by a RESNA Assistive Technology Practitioner (ATP) or California State University North Ridge (CSUN) Assistive Technology Applications Certificate professional. <p>3. Assistive Technology Specialist/Practitioner must have an acceptable certification from any of the following:</p> <ul style="list-style-type: none"> a. Rehabilitation Engineering and Assistive Technology Society of North America (RESNA) Assistive Technology Practitioner (ATP); |
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Appendix C: 12

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
|--|--|--|---|
| | | | <ul style="list-style-type: none"> b. California State University Northridge (CSUN) Assistive Technology Applications Certificate; or c. Certificate of Clinical Competence in Speech Language Pathology (CCC-SLP); and d. Minimum of three years of professional experience in adaptive rehabilitation technology in each device and service area certified. <p>4. Licensed professional must have:</p> <ul style="list-style-type: none"> a. Maryland Board of Audiologists, Hearing Aid Dispensers & Speech-Language Pathologists license for Speech-Language Pathologist; or b. Maryland Board of Occupational Therapy Practice license for Occupational Therapist. <p>5. Entity designated by the Division of Rehabilitation Services</p> |
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Appendix C: 13

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | (DORS) as an Assistive Technology service vendor. |
| Organized Health Care Delivery System Provider | | | <p>Agencies must meet the following standards:</p> <ol style="list-style-type: none"> 1. Be certified or licensed by the DDA to provide at least one Medicaid waiver service; and 2. Complete the DDA provider application to be an Organized Health Care Delivery Services provider. <p>OHCDS providers shall verify the licenses, credentials, and experience of all professionals with whom they contract or employs and have a copy of the same available upon request.</p> <p>Assistive Technology Professional credentialing, licensing, or certification requirements:</p> <ol style="list-style-type: none"> 1. Individuals performing assessments for Assistive Technology (except for Speech Generating Devices) must meet following requirements <ol style="list-style-type: none"> a. Rehabilitation Engineering and Assistive Technology |

Appendix C: 14

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
|--|--|--|---|
| | | | <p>Society of North America (RESNA) Assistive Technology Practitioner (ATP);</p> <p>b. California State University Northridge (CSUN) Assistive Technology Applications Certificate; or</p> <p>c. Certificate of Clinical Competence in Speech Language Pathology (CCC-SLP).</p> <p>2. Individuals performing assessments for any Speech Generating Devices must meet the following requirements:</p> <p>a. Need assessment and recommendation must be completed by a licensed Speech Therapist;</p> <p>b. Program and training can be conducted by a RESNA Assistive Technology Practitioner (ATP) or California State University North Ridge (CSUN) Assistive Technology</p> |
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Appendix C: 15

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
|--|--|--|---|
| | | | <p>Applications Certificate professional.</p> <p>3. Assistive Technology Specialist/Practitioner must have an acceptable certification from any of the following:</p> <ul style="list-style-type: none"> a. Rehabilitation Engineering and Assistive Technology Society of North America (RESNA) Assistive Technology Practitioner (ATP); b. California State University Northridge (CSUN) Assistive Technology Applications Certificate; or c. Certificate of Clinical Competence in Speech Language Pathology (CCC-SLP); and d. Minimum of three years of professional experience in adaptive rehabilitation technology in each device and service area certified. <p>4. Licensed professional must have:</p> |
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Appendix C: 16

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>a. Maryland Board of Audiologists, Hearing Aid Dispensers & Speech-Language Pathologists license for Speech-Language Pathologist; or</p> <p>b. Maryland Board of Occupational Therapy Practice license for Occupational Therapist.</p> <p>5. Entity designated by the Division of Rehabilitation Services (DORS) as an Assistive Technology service vendor.</p> |
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| Verification of Provider Qualifications | | |
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| Provider Type: | Entity Responsible for Verification: | Frequency of Verification |
| Assistive Technology Professional | <ol style="list-style-type: none"> DDA for certified Assistive Technology Professional. FMCS provider, as described in Appendix E, for participants self-directing services. | <ol style="list-style-type: none"> DDA – Initial and at least every three years. FMCS provider - prior to services and continuing thereafter. |
| Organized Health Care Delivery System Provider | <ol style="list-style-type: none"> DDA for OHCDS OHCDS providers for entities and individuals they contract or employ. | <ol style="list-style-type: none"> OHCDS – Initial and at least every three years OHCDS providers – prior to service delivery and continuing thereafter |

Service Type: Other

Service (Name):

Appendix C: 17

| | |
|----------------|--|
| State: | |
| Effective Date | |

Alternative Service Title: BEHAVIORAL SUPPORT SERVICES

| Service Specification | |
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| HCBS Taxonomy | |
| Category 1: | Sub-Category 1: |
| 10: Other Mental Health and Behavioral Services | 10040 behavior support |
| Service Definition (Scope): | |
| <p>A. Behavioral Support Services are an array of services to assist participants who, without such supports, are experiencing or are likely to experience difficulty at home or in the community as a result of behavioral, psychological, social, or emotional issues. These services seek to help understand a participant’s challenging behavior and its function is to develop a Behavior Support Plan with the primary aim of enhancing the participant’s independence, quality of life, and inclusion in their community.</p> <p>B. Behavioral Support Services includes:</p> <ol style="list-style-type: none"> 1. Behavioral Assessment - identifies a participant’s challenging behaviors by collecting and reviewing relevant data, discussing the information with the participant’s support team, and developing a Behavior Support Plan that best addresses the function of the behavior, if needed; 2. Behavioral Consultation - services that implement, oversee, monitor, and modify the Behavior Support Plan; and 3. Brief Support Implementation Services - time limited service that provides direct assistance and modeling to families, staff, caregivers, and any other individuals supporting the participant so they can independently implement the Behavior Support Plan. <p>SERVICE REQUIREMENTS:</p> <p>A. Behavioral Assessment:</p> | |

Appendix C: 18

| | |
|----------------|--|
| State: | |
| Effective Date | |

1. Is based on the principles of person-centered thinking, a comprehensive Functional Behavioral Assessment (FBA), and supporting data;
2. Is performed by a qualified clinician;
3. Requires development of specific hypotheses for a participant’s challenging behavior, a description of the behaviors in behavioral terms, to include where the person lives and spends their time, frequency, duration, intensity/severity, and variability/cyclicity of the behaviors;
4. Must be based on a collection of current specific behavioral data; and
5. Includes the following:
 - a. An onsite observation of the interactions between the participant and their caregiver(s) and/or others who support them in multiple settings and observation of the relationships between the participant and others in their environment, and implementation of existing strategies (if any);
 - ;
 - b. Assessment of communication skills and how challenges with communication may relate to behavior (if applicable);
 - c. An environmental assessment of all primary environments;
 - d. An assessment of the participant’s medical conditions and needs, and how they relate to their behavior, (somatic and psychiatric), , the rationale for prescribing each medication, and the potential side effects of each medication;
 - e. A participant’s history based upon the records and interviews with the participant and with the people important To andFor the person (e.g., parents, caregivers, vocational staff, etc.);

Appendix C: 19

| | |
|----------------|--|
| State: | |
| Effective Date | |

- f. Record reviews and interviews recording the history of the challenging behaviors and attempts to modify it;
- g. Recommendations, after discussion of the results within the participant’s interdisciplinary team, on behavioral support strategies, including those required to be developed in a Behavior Support Plan;
- h. **Development of the Behavior Support Plan, if applicable, with** goals that are specific, measurable, attainable, relevant, time based, and based on a person-centered approach;
- i. **Support Plan, if applicable.**

B. Behavioral Consultation services only include:

1. Recommendations for subsequent professional evaluation services (e.g., Psychiatric, Neurological, Psychopharmacological, etc.), not identified in the Behavioral Assessment, that are deemed necessary and help support positive behavior;
2. Consultation, subsequent to the development of the Behavioral Support Plan which may include speaking with the participant’s Psychiatrists and other medical/therapeutic practitioners;
3. Developing, writing, presenting, and monitoring the strategies for working with the participant and their caregivers;
4. Providing ongoing education on recommendations, strategies, and next steps to the participant’s support network (i.e., caregiver(s), family members, agency staff, etc.) regarding the structure of the current environment, activities, and ways to communicate with and support the participant;
5. Developing, presenting, and providing ongoing education on recommendations, strategies, and next steps to ensure that the participant is able to continue to participate in home and

Appendix C: 20

| | |
|----------------|--|
| State: | |
| Effective Date | |

community environments, including those where they live, spend their days, work, volunteer, etc. to optimize community inclusion in the most integrated environment;

6. Ongoing assessment of progress in all appropriate environments against identified goals in all environments related to the behavior support plan.

7. Preparing written progress notes on the status of participant’s goals identified in the Behavior Support Plan at a minimum include the following information:

- a. Assessment of behavioral and environmental supports in the environment;
- b. Specific Behavior Support Plan interventions and outcomes for the participant;
- c. Data, trend analysis and graphs to detail progress on target behaviors identified in a Behavior Support Plan; and
- d. Recommendations for ongoing supports;

8. Development and updates to the Behavior Support Plan as required by regulations; and

9. Monitoring and ongoing assessment of the implementation of the Behavior Support Plan based on the following:

- a. At least monthly for the first six months; and
- b. At least quarterly after the first six months or more frequently as determined by progress in meeting their identified goals.

C. Brief Support Implementation Services includes:

- 1. Onsite execution and modeling of identified behavioral support strategies;
- 2. Timely semi-structured written feedback to the clinicians on the provision and effectiveness of the Behavior Support Plan and strategies for supporting positive behavior;

Appendix C: 21

| | |
|----------------|--|
| State: | |
| Effective Date | |

- 3. Participation in on-site meetings or instructional sessions with the participant’s support network regarding the recommendations, strategies, and next steps identified in the Behavior Support Plan;
- 4. Brief Support Implementation Services cannot be duplicative of other services being provided (e.g., 1:1 supports); and
- 5. Staff must provide Brief Support Implementation Services on-site and in person with the individuals supporting the participant in order to model the implementation of identified strategies to be utilized in the Behavior Support Plan.

D. The DDA policies, procedure and guidance must be followed when developing a Behavior Support Plan.

E. If the requested Behavioral Support Services, or Behavior Support Plan, restricts the participant’s rights, as set forth in Title 7 of the Health-General Article of the Maryland Annotated Code or COMAR Title 10, Subtitle 22, then the need for the restriction must be written in the participant’s Behavior Support Plan in accordance with applicable regulations and policies governing restrictions of participant rights, Behavior Support Plans, and positive behavior supports.

Prior to accessing DDA funding for this service, all other available and appropriate funding sources, including to those offered by Maryland Medicaid State Plan such as Applied Behavior Analysis, Division of Rehabilitation Services , State Department of Education, and Department of Human Services, must be explored and exhausted to the extent applicable. 1. These efforts must be documented in the participant’s file.

2. If these services are deemed by the participant's person-centered planning team to be inappropriate to meet the specific needs of the participant, the exploration efforts, and reasons that these services do not meet the participant's needs shall be documented in the participant's person-centered plan. The DDA has authority to determine if further efforts must be made, and documented, prior to authorization of funding for the service under the Waiver program.

Appendix C: 22

| | |
|----------------|--|
| State: | |
| Effective Date | |

- F. To the extent that any listed services are covered under the Medicaid State Plan, the services under the waiver would be limited to additional services not otherwise covered under the Medicaid State Plan, but consistent with waiver objectives of avoiding institutionalization.
- G. Behavioral Assessment is reimbursed based on a milestone for a completed assessment.
- H. The Behavior Support Plan is reimbursed based on a milestone for a completed plan.
- I. Behavioral Support Services may not be provided at the same time as the direct provision of Community Living – Enhanced Supports or Respite Care Services.
- J. Behavioral Consultation and Brief Support Implementation Services service hours are based on assessed needs, supporting data, plan implementation, and authorization from the DDA.
- K. Children have access to any medically necessary preventive, diagnostic, and treatment services under Medicaid’s Early and Periodic Screening, Diagnostic and Treatment (EPSDT) services to help meet children’s health and developmental needs. This includes age appropriate medical, dental, vision, and hearing screening services and diagnostic and treatment services to correct or ameliorate identified conditions. Supports provided by this waiver service is to improve and maintain the ability of the child to remain in and engage in community activities.
- L. A legally responsible person, relative, or legal guardian of the participant cannot be paid by the Waiver program, either directly or indirectly, to provide this Waiver program service.
- M. Services which are provided virtually, must:
 - 1. Be provided in accordance with federal and State requirements, policies, guidance, and regulations, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as amended by the Health Information Technology for Economic and Clinical Health (HITECH) Act, and their applicable regulations to protect the privacy and security of the participant’s protected health information;
 - 2. Support a participant to reach identified outcomes in their Person-Centered Plan;

Appendix C: 23

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | | |
|---|----------------------------|---|--|---|
| <p>3. Not be used for the provider's convenience; and</p> <p>4. The Waiver program will not fund any costs associated with the provider obtaining, installing, implementing, or using virtual supports, such as equipment, internet, software applications, and other related expenses. These costs, in the delivery of new business models, are part of the provider's operating cost.</p> | | | | |
| <p>Specify applicable (if any) limits on the amount, frequency, or duration of this service:</p> | | | | |
| <p>1. Behavioral Assessment and Behavior Support Plan is limited to one per person-centered plan year, unless otherwise approved by the DDA.</p> <p>2. For Behavioral Consultation and Brief Support Implementation Services, the Waiver program will fund up to a maximum of 8 hours per day.</p> <p>Note: Behavior Support Plan updates are completed under Behavioral Consultation.</p> | | | | |
| Service Delivery Method (<i>check each that applies</i>): | X | Participant-directed as specified in Appendix E | X | Provider managed |
| Specify whether the service may be provided by (<i>check each that applies</i>): | <input type="checkbox"/> | Legally Responsible Person | <input type="checkbox"/> | Relative Legal Guardian |
| Provider Category(s) (<i>check one or both</i>): | X | Individual. List types: Behavioral Support Services Professional | X | Agency. List the types of agencies: Behavioral Support Services Provider |
| Provider Qualifications | | | | |
| Provider Type: | License (<i>specify</i>) | Certificate (<i>specify</i>) | Other Standard (<i>specify</i>) | |
| Behavioral Support | | | Individual must complete the DDA provider application and be certified | |

Appendix C: 24

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| <p>Services Professional</p> | | | <p>based on compliance with meeting the following standards:</p> <ul style="list-style-type: none"> (a) Be at least 18 years old; (b) Have required credentials, license, or certification as noted below; (c) Pass a criminal background investigation and any other required background checks and credentials verifications as provided in Appendix C-2-a; (d) Complete required orientation and training designated by DDA; (e) Complete necessary pre/in-service training based on the Person-Centered Plan; (f) Have three (3) professional references which attest to the provider’s ability to deliver the support/service in compliance with the Department’s values in Annotated Code of Maryland, Health General, Title 7; (g) Have Commercial General Liability Insurance; |
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Appendix C: 25

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| State: | |
| Effective Date | |

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| | | | <p>(h) Demonstrate financial integrity through IRS, Department, and Medicaid Exclusion List checks;</p> <p>(i) Complete and sign any agreements required by MDH or DDA; and</p> <p>(j) Have a signed Medicaid provider agreement.</p> <p>An individual is qualified to complete the behavioral assessment and consultation services if they have one of the following licenses:</p> <p>(k) Licensed psychologist;</p> <p>(l) Psychology associate working under the license of the psychologist (and currently registered with and approved by the Maryland Board of Psychology);</p> <p>(m) Licensed professional counselor;</p> <p>(n) Licensed certified social worker; and</p> <p>(o) Licensed behavioral analyst.</p> <p>In addition, an individual who provides behavioral assessment and/or consultation services must have the following training and experience:</p> |
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Appendix C: 26

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| State: | |
| Effective Date | |

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| | | | <ul style="list-style-type: none"> (a) A minimum of one year of clinical experience under the supervision of a Licensed Health professional as described above, who has training and experience in functional analysis and tiered behavior support plans with the I/DD population; (b) A minimum of one-year clinical experience working with individuals with co-occurring mental health or neurocognitive disorders; and (c) Competencies in areas related to: (d) Analysis of different styles of communication and communication challenges related to behavior; (e) Behavior support strategies that promote least restrictive approved alternatives, including positive reinforcement/schedules of reinforcement; (f) Data collection, tracking and reporting; (g) Demonstrated expertise with populations being served; |
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Appendix C: 27

| | |
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| State: | |
| Effective Date | |

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| | | | <p>(h) Ethical considerations related to behavioral and psychological services;</p> <p>(i) Functional analysis and functional assessment and development of functional alternative behaviors and generalization and maintenance of behavior change;</p> <p>(j) Measurement of behavior and interpretation of data, including ABC (antecedent-behavior-consequence) analysis including antecedent interventions;</p> <p>(k) Identifying person-centered desired outcomes;</p> <p>(l) Selecting intervention strategies to achieve person-centered outcomes;</p> <p>(m) Staff/caregiver training; and</p> <p>(n) Support plan monitoring and revisions.</p> <p>(o) Positive behavioral supports and trauma informed care.</p> <p>Staff providing the Brief Support Implementation Services must be a person who has:</p> |
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Appendix C: 28

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| State: | |
| Effective Date | |

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| | | | <p>(p) Demonstrated completion of high school or equivalent/higher,</p> <p>(q) Successfully completed a 40-hour behavioral technician training and training in positive behavioral supports and trauma informed care, and</p> <p>(r) Receives ongoing supervision by a qualified clinician who meets the criteria to provide behavioral assessment and behavioral consultation.</p> |
| <p>(b) Behavioral Support Services Provider</p> | | | <p>Agencies must meet the following standards:</p> <ol style="list-style-type: none"> 1. Complete the DDA provider application and be certified based on compliance with meeting all of the following standards: <ol style="list-style-type: none"> A. Be properly organized as a Maryland corporation, or, if operating as a foreign corporation, be properly registered to do business in Maryland; B. A minimum of five (5) years demonstrated experience and |

Appendix C: 29

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|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>capacity providing quality similar services;</p> <p>C. Have a governing body that is legally responsible for overseeing the management and operation of all programs conducted by the licensee including ensuring that each aspect of the agency’s programs operates in compliance with all local, State, and federal requirements, applicable laws, and regulations;</p> <p>D. Except for currently DDA licensed or certified Behavioral Support Services providers, demonstrate the capability to provide or arrange for the provision of all behavioral support services required by submitting, at a minimum, the following documents with the application:</p> <p>(1) A program service plan that details the agencies service delivery model;</p> |
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Appendix C: 30

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| State: | |
| Effective Date | |

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| | | | <p>(2) A business plan that clearly demonstrates the ability of the agency to provide behavioral support services;</p> <p>(3) A written quality assurance plan to be approved by the DDA;</p> <p>(4) A summary of the applicant's demonstrated experience in the field of developmental disabilities; and</p> <p>(5) Prior licensing reports issued within the previous 10 years from any in-State or out-of-State entity associated with the applicant, including deficiency reports and compliance records.</p> <p>E. If currently licensed or certified, produce, upon written request from the DDA, the documents required under D;</p> <p>F. Be in good standing with the IRS and Maryland Department of Assessments and Taxation;</p> |
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Appendix C: 31

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| State: | |
| Effective Date | |

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| | | | <ul style="list-style-type: none"> G. Have Workers’ Compensation Insurance; H. Have Commercial General Liability Insurance; I. Submit results from required criminal background checks, Medicaid Exclusion List, and child protective clearances as provided in Appendix C-2-a and per DDA policy; J. Submit documentation of staff certifications, licenses, and/or trainings as required to perform services; K. Complete required orientation and training; L. Comply with the DDA standards related to provider qualifications; and M. Complete and sign any agreements required by MDH or DDA. <p>2. Have a signed Medicaid provider agreement.</p> <p>3. Have documentation that all vehicles used in the provision of</p> |
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Appendix C: 32

| | |
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| State: | |
| Effective Date | |

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| | | | <p>services have automobile insurance; and</p> <p>4. Submit a provider renewal application at least 60 days before expiration of its existing approval as per DDA policy.</p> <p>The DDA Deputy Secretary may waive the requirements noted above if an agency is licensed or certified by another State agency or accredited by a national accreditation agency, such as the Council on Quality and Leadership or the Council for Accreditation for Rehabilitation Facilities (CARF) for similar services for individuals with developmental disabilities, and be in good standing with the IRS and Maryland Department of Assessments and Taxation.</p> <p>Staff working for or contracted with the agency as well as volunteers utilized in providing any direct support services or spend any time alone with a participant must meet the following minimum standards:</p> <p>1. Be at least 18 years old;</p> |
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Appendix C: 33

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <ol style="list-style-type: none"> 2. Have required credentials, license, or certification as noted below; 3. Pass a criminal background investigation and any other required background checks and credentials verifications as provided in Appendix C-2-a; 4. Complete necessary pre/in-service training based on the Person-Centered Plan; and 5. Complete required orientation and training designated by DDA including training in positive behavioral supports and trauma informed care . <p>An individual is qualified to complete the behavioral assessment and consultation services if they have one of the following licenses:</p> <ol style="list-style-type: none"> 1. Licensed psychologist; 2. Psychology associate working under the license of the psychologist (and currently registered with and approved by the Maryland Board of Psychology); |
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Appendix C: 34

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| | | | <p>3. Licensed professional counselor;</p> <p>4. Licensed certified social worker; and</p> <p>5. Licensed behavioral analyst.</p> <p>In addition, an individual who provides behavioral assessment and/or consultation services must have the following training and experience:</p> <p>1. A minimum of one year of clinical experience under the supervision of a Licensed Health professional as defined above, who has training and experience in functional analysis and tiered behavior support plans with the I/DD population;</p> <p>2. A minimum of one-year clinical experience working with individuals with co-occurring mental health or neurocognitive disorders; and</p> <p>3. Competencies in areas related to:</p> <p style="padding-left: 40px;">a. Analysis of different styles of communication and communication challenges related to behavior</p> |
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Appendix C: 35

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>b. Behavior support strategies that promote least restrictive approved alternatives, including positive reinforcement/schedules of reinforcement;Data collection, tracking and reporting;Demonstrated expertise with populations being served;Ethical considerations related to behavioral and psychological services;</p> <p>a) Functional analysis and functional assessment and development of functional alternative behaviors and generalization and maintenance of behavior change;</p> <p>b) Measurement of behavior and interpretation of data, including ABC (antecedent-behavior-consequence) analysis including antecedent interventions;</p> <p>c) Identifying person-centered outcomes;</p> <p>d) Selecting intervention strategies to achieve person-centered outcomes;</p> |
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Appendix C: 36

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>e) Staff/caregiver training;</p> <p>f) Support plan monitors and revisions; and</p> <p>g) Positive behavioral supports and trauma informed care.</p> <p>.</p> <p>Staff providing the Brief Support Implementation Services must be a person who has:</p> <ol style="list-style-type: none"> 1. Demonstrated completion of high school or equivalent/higher, 2. Successfully completed a 40-hour behavioral technician training and training in positive behavioral supports and trauma informed care, and 3. Receives ongoing supervision by a qualified clinician who meets the criteria to provide behavioral assessment and behavioral consultation. |
| Verification of Provider Qualifications | | | |
| Provider Type: | Entity Responsible for Verification: | Frequency of Verification | |

Appendix C: 37

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| Behavioral Support Services Professional | <ol style="list-style-type: none"> 1. DDA for certified Behavioral Support Services Professional 2. FMCS provider, as described in Appendix E for participants self-directing services | <ol style="list-style-type: none"> 1. DDA – Initial and at least every three years 2. FMCS provider – prior to service delivery and continuing thereafter |
| Behavioral Support Services Provider | <ol style="list-style-type: none"> 1. DDA for approval of Behavioral Support Services provider 2. Providers for verification of clinician’s and staff qualifications and training | <ol style="list-style-type: none"> 1. DDA - Initial and at least every three years 2. Providers – prior to service delivery and continuing thereafter |

Service Type: Other

Service (Name): COMMUNITY DEVELOPMENT SERVICES

| Service Specification | |
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| HCBS Taxonomy | |
| Category 1: | Sub-Category 1: |
| 4: Day Services | 04070 Community Integration |
| Service Definition (Scope): | |
| <p>A. Community Development Services provide the participant with development and maintenance of skills related to community membership through engagement in community-based activities with people without disabilities.</p> <p>B. Community-based activities under this service will provide the participant access and supports to engage in community-based activities for development, acquisition, and maintenance of skills to</p> | |

Appendix C: 38

| | |
|----------------|--|
| State: | |
| Effective Date | |

increase the participant’s independence related to community integration with individuals without disabilities, such as:

1. Promoting positive growth and developing general skills and social supports necessary to gain, retain, or advance competitive integrated employment opportunities;
2. Learning behaviors that can promote further community integration; and
3. Learning self-advocacy skills.

C. Community Development Services may include participation in the following activities:

1. Engaging in activities that facilitate and promote integration and inclusion of a participant in their chosen community, including identifying a path to employment for working age participants;
2. Travel training;
3. Participating in self-advocacy classes and activities;
4. Participating in local community events;
5. Volunteering;
6. Time limited generic paid and unpaid internships and apprenticeships for development of employment skills, and
7. Time-limited participation in Project Search, or similar programs approved by the DDA.

D. Community Development Services can be provided in a variety of community settings and activities that promote opportunities for increased independence and inclusion. Through the person-centered planning process, all opportunities should be explored based on the person’s preferences and support their desired outcomes and goals. The setting should not have institutional qualities. Considering the person’s overall person-centered plan, activities should not isolate or

Appendix C: 39

| | |
|----------------|--|
| State: | |
| Effective Date | |

segregate. If the individual chooses any disability specific classes, activities, events or programs, the choice must be documented in the person-centered plan

E. Community Development Services include:

1. Provision of direct support services that enable the participant to learn, develop, and maintain general skills related to participate in community activities as provided in Sections A-C above;
2. Transportation to, from, and within this Waiver program service;
3. Delegated nursing tasks or other nursing support services covered by this Waiver program based on assessed need; and
4. Personal care assistance, based on an assessed need and subject to limitations set forth below.

SERVICE REQUIREMENTS:

A. The participant must be 18 years of age or older and no longer enrolled in primary or secondary school.

B. The level of staffing and meaningful activities provided to the participant under this Waiver program service must be based on the participant’s assessed level of service need.

1. Based on the participant’s assessed need, the DDA may authorize a 1:1 and 2:1 staff-to-participant ratio.
2. The following criteria will be used to authorize 1:1 and 2:1 staff-to-participant ratio:

~~a. The participant has a Health Risk Screening Tool (HRST) Score of 4 or higher; and~~

a. The participant has an approved Behavior Support Plan documenting the need for 1:1 or 2:1 staff-to-participant ratio necessary to support the person with specific behavioral needs unless otherwise authorized by the DDA; or

Appendix C: 40

| | |
|----------------|--|
| State: | |
| Effective Date | |

b. The participant has an approved Nursing Care Plan documenting the need for 1:1 or 2:1 staff-to-participant ratio **necessary to support the person with specific health and safety needs unless otherwise authorized by the DDA.**

C. Community Development Services are separate and distinct from residential services. Participants may return home or to the provider operated site during time-limited periods of the day due to lack of accessible restrooms and public areas to support personal care, health, emotional, and behavioral needs as indicated in the Person-Centered Plan. Residential services cannot be billed during these times.

D. If personal care assistance services are provided as part of this Waiver program service, then the personal care assistance may not comprise the entirety of the service. For purposes of this Waiver program service, personal care assistance means the provision of supports to assist a participant in performing activities of daily living and instrumental activities of daily living.

E. For participants enrolled in the self-directed services delivery model, this Waiver program service includes:

1. The reasonable and customary costs of training the participant’s direct support staff, including First Aid and Cardiopulmonary Resuscitation certifications;
2. Travel reimbursement, benefits, and leave time for the participant’s direct support staff, subject to the following requirements:

a. The reimbursement, benefits and leave time requested are:

- i. Within applicable reasonable and customary standards as established by the DDA policy; or
- ii. Required for the participant’s compliance, as the employer of record, with applicable federal, State, or local laws; and

b. Any reimbursement (e.g., mileage), benefit and leave time requested by the participant must comply with applicable federal, State, or local laws.

Appendix C: 41

| | |
|----------------|--|
| State: | |
| Effective Date | |

c. Cost for training, mileage, benefits, and leave time are allocated from the participant’s total budget allocation.

d. Mileage reimbursement, under the self-directed service delivery model, to the owner of a specialized, modified, or accessible vehicle driven by an employee of the participant and for the purpose of the participant engaging in activities specified in the recipient's person-centered plan of service.

F. Until the service transitions to the LTSS Maryland system, under the traditional service delivery model, a participant’s Person-Centered Plan may include a mix of employment and day related daily waiver services units such as Day Habilitation, Career Exploration, Employment Discovery and Customization, Supported Employment, and Employment Services provided on different days.

G. Service may be provided in a group of no more than three (3) up to four (4) participants, all of whom have similar interests and goals outlined in their Person-Centered Plan, unless it is to participate in a time limited internship through Project Search, or a similar program approved by the DDA.

H. If transportation is provided as part of this Waiver program service, then:

1. The participant cannot receive Transportation services separately at the same time as provision of this Waiver program service;

2. The Provider or participants self-directing their services must:

a. Provide, or arrange for provision of, transportation to meet the needs of the participant identified in the participant’s person-centered plan; and

b. Use the most cost-effective mode of transportation, with priority given to the use of public transportation; and

c. Transportation services may not compromise the entirety of this Waiver program service.

Appendix C: 42

| | |
|----------------|--|
| State: | |
| Effective Date | |

- I. If direct support staff perform delegated nursing tasks as part of this Waiver program service, then:
 - 1. The participant must receive Nursing Support Services under this Waiver program service; and
 - 2. The delegated nursing tasks:
 - a. Must be provided by direct support staff who are currently certified as a Medication Technician by the Maryland Board of Nursing; and
 - b. May not compromise the entirety of this Waiver program service.

- J. An individualized schedule will be used to provide an estimate of what the participant will do and where the participant will spend their time when in this service. Updates should be made as needed to meet the changing needs, desires, and circumstances of the participant. The individualized schedule will be based on a Person-Centered Plan that clearly outlines how this time would be used.

- K. A legally responsible person or a relative (who is not a spouse) and of a participant may be paid to provide this service in accordance with the applicable requirements set forth in Appendix C-2.

- L. Prior to accessing DDA funding for this service, all other available and appropriate funding sources, including but not limited to those offered by Maryland’s State Plan, Division of Rehabilitation Services (“DORS”), State Department of Education, and Department of Human Services, must be explored and exhausted to the extent applicable.
 - 1. These efforts must be documented in the participant’s file.
 - 2. If these services are deemed by the participant's person-centered planning team to be inappropriate to meet the specific needs of the participant, the exploration efforts and reasons that these services do not meet the participant's needs shall be documented in the participant's person-centered plan. The DDA has authority to determine if further efforts

Appendix C: 43

| | |
|----------------|--|
| State: | |
| Effective Date | |

must be made, and documented, prior to authorization of funding for the service under the Waiver program.

M. Until the service transitions to the LTSS Maryland system, Community Development Services daily service units are not available:

1. On the same day a participant is receiving Career Exploration, Day Habilitation, Employment Discovery and Customization, Medical Day Care, or Supported Employment services under the Traditional Services delivery model; and
2. At the same time as the direct provision of Community Living—Enhanced Supports, Community Living-Group Homes, Personal Supports, Respite Care Services, Shared Living, Supported Living, or Transportation services.
3. Effective July 1, 2020, Community Development Services are not available at the same time as the direct provision of Career Exploration, Community Living—Enhanced Supports, Community Living-Group Homes, Day Habilitation, Employment Discovery and Customization, Employment Services, Medical Day Care, Personal Supports, Respite Care Services, Shared Living, Supported Employment, Supported Living, or Transportation services.

N. To the extent any listed services are covered under the Medicaid State Plan, the services under the waiver will be limited to additional services not otherwise covered under the Medicaid State Plan, but consistent with waiver objectives of avoiding institutionalization.

O. Nursing Support Services as applicable, can be provided during activities so long as it is not the primary or only service provided. The scope of the Nursing Support Services are defined under the stand-alone service in Appendix C.

P. In the event that additional Nursing Support Services Delegation training supports are needed as indicated in the Health Risk Screening Tool (HRST) because of a change in the participant’s health status or after discharge from a hospital or skilled nursing facility, the request is reviewed

Appendix C: 44

| | |
|----------------|--|
| State: | |
| Effective Date | |

by the DDA’s Regional Office and additional standalone Nursing Support Services hours can be authorized.

Q. Direct Support Professional staffing services may be provided in an acute care hospital for the purposes of supporting the participant’s personal, behavioral and communication supports not otherwise provided in that setting. Services may not be duplicative of hospital or short-term institutional services.

1. The State has mechanisms in place to prevent duplicate billing for both institutional and home and community-based services.

2. These necessary waiver services:

a. Must be identified in the individual’s person-centered service plan;

b. Must be provided to meet the individual’s needs and are not covered in such settings;

c. Should not substitute for services that the setting is obligated to provide through its condition of participation under federal or State law, under another applicable requirement; and

d. Should be designed to ensure smooth transitions between the setting and the home community-based setting and preserves the participant’s functional abilities.

R. Services which are provided virtually, must:

1. Be provided in accordance with federal and State requirements, policies, guidance, and regulations, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as amended by the Health Information Technology for Economic and Clinical Health (HITECH) Act, and their applicable regulations to protect the privacy and security of the participant’s protected health information;

2. Support a participant to reach identified outcomes in their Person-Centered Plan;

Appendix C: 45

| | |
|----------------|--|
| State: | |
| Effective Date | |

- 3. Not be used for the provider's convenience; and
- 4. The Waiver program will not fund any costs associated with the provider obtaining, installing, implementing, or using virtual supports, such as equipment, internet, software applications, and other related expenses. These costs, in the delivery of new business models, are part of the provider's operating cost.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

Community Development Services may not exceed a maximum of eight (8) hours per day or 40 hours weekly, including in combination with any of the following other Waiver program services in a single day: Employment Services – Job Development, Supported Employment, Career Exploration, Employment Discovery and Customization and Day Habilitation Services.

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| Service Delivery Method (check each that applies): | <input checked="" type="checkbox"/> | Participant-directed as specified in Appendix E | <input checked="" type="checkbox"/> | Provider managed |
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| Specify whether the service may be provided by (check each that applies): | <input checked="" type="checkbox"/> | Legally Responsible Person | <input checked="" type="checkbox"/> | Relative | <input checked="" type="checkbox"/> | Legal Guardian |
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| Provider Category(s) (check one or both): | <input checked="" type="checkbox"/> | Individual. List types: | <input checked="" type="checkbox"/> | Agency. List the types of agencies: |
| | | Community Development Services Professional | | Community Development Services Provider |
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Provider Qualifications

| Provider Type: | License (specify) | Certificate (specify) | Other Standard (specify) |
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| Community Development Services Professional | | | Individual must complete the DDA provider application and be certified based on compliance with meeting the following standards: 1. Be at least 18 years old; |

Appendix C: 46

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|----------------|--|
| State: | |
| Effective Date | |

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| | | | <ol style="list-style-type: none"> 2. Possess current first aid and CPR certification; 3. Pass a criminal background investigation and any other required background checks and credentials verifications as provided in Appendix C-2-a; 4. Unlicensed direct support professional staff who administer medication or perform delegatable nursing tasks as part of this Waiver service must be certified by the Maryland Board of Nursing (MBON) as Medication Technicians, except if the participant and his or her medication administration or nursing tasks qualifies for exemption from nursing delegation pursuant to COMAR 10.27.11; 5. Possess a valid driver’s license, if the operation of a vehicle is necessary to provide services; 6. Have automobile insurance for all automobiles that are owned, |
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Appendix C: 47

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>leased, and/or hired and used in the provision of services;</p> <ol style="list-style-type: none"> 7. Complete required orientation and training designated by DDA; 8. Complete necessary pre/in-service training based on the Person-Centered Plan; 9. Have three (3) professional references which attest to the provider’s ability to deliver the support/service in compliance with the Department’s values in Annotated Code of Maryland, Health General, Title 7; 10. Demonstrate financial integrity through IRS, Department, and Medicaid Exclusion List checks; 11. Complete and sign any agreements required by MDH or DDA; and 12. Have a signed Medicaid provider agreement. <p>Individuals providing services for participants self-directing their services must meet the standards 1 through 6 noted above. They do not need to complete the DDA provider application. Individuals must submit</p> |
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Appendix C: 48

| | |
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| State: | |
| Effective Date | |

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| | | | <p>forms and documentation as required by the Financial Management and Counseling Service (FMCS) agency. FMCS must ensure the individual or entity performing the service meets the qualifications.</p> <p>Participants in self-directing services, as the employer, may require additional reasonable staffing requirements based on their preferences and level of needs.</p> |
| <p>Community Development Services Provider</p> | | | <p>Agencies must meet the following standards:</p> <ol style="list-style-type: none"> 1. Complete the DDA provider application and be certified based on compliance with meeting all of the following standards: <ol style="list-style-type: none"> A. Be properly organized as a Maryland corporation, or, if operating as a foreign corporation, be properly registered to do business in Maryland; B. A minimum of five (5) years demonstrated experience and capacity providing quality similar services; |

Appendix C: 49

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>C. Have a governing body that is legally responsible for overseeing the management and operation of all programs conducted by the licensee including ensuring that each aspect of the agency’s programs operates in compliance with all local, State, and federal requirements, applicable laws, and regulations;</p> <p>D. Except for currently DDA licensed or certified Community Development Services providers, demonstrate the capability to provide or arrange for the provision of all services required by submitting, at a minimum, the following documents with the application:</p> <p>(1) A program service plan that details the agencies service delivery model;</p> <p>(2) A business plan that clearly demonstrates the ability of the agency to provide</p> |
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Appendix C: 50

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>community development services;</p> <p>(3) A written quality assurance plan to be approved by the DDA;</p> <p>(4) A summary of the applicant's demonstrated experience in the field of developmental disabilities; and</p> <p>(5) Prior licensing reports issued within the previous 10 years from any in-State or out-of-State entity associated with the applicant, including deficiency reports and compliance records.</p> <p>E. If currently licensed or certified, produce, upon written request from the DDA, the documents required under D;</p> <p>F. Be in good standing with the IRS and Maryland Department of Assessments and Taxation;</p> <p>G. Have Workers' Compensation Insurance;</p> |
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Appendix C: 51

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>H. Have Commercial General Liability Insurance;</p> <p>I. Submit results from required criminal background checks, Medicaid Exclusion List, and child protective clearances as provided in Appendix C-2-a and as per DDA policy;</p> <p>J. Submit documentation of staff certifications, licensees, and/or trainings as required to perform services;</p> <p>K. Complete required orientation and training;</p> <p>L. Comply with the DDA standards related to provider qualifications and;</p> <p>M. Complete and sign any agreements required by MDH or DDA.</p> <p>2. All new providers must meet and comply with the federal community settings regulations and requirements prior to enrollment;</p> |
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Appendix C: 52

| | |
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| State: | |
| Effective Date | |

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| | | | <ol style="list-style-type: none"> 3. Have a signed Medicaid provider agreement; 4. Have documentation that all vehicles used in the provision of services have automobile insurance; and 5. Submit a provider renewal application at least 60 days before expiration of its existing approval as per DDA policy. <p>The DDA Deputy Secretary may waive the requirements noted above if an agency is licensed or certified by another State agency or accredited by a national accreditation agency, such as the Council on Quality and Leadership or the Council for Accreditation for Rehabilitation Facilities (CARF) for similar services for individuals with developmental disabilities and be in good standing with the IRS, and Maryland Department of Assessments and Taxation.</p> <p>Staff working for or contracted with the agency as well as volunteers utilized in providing any direct support services or spend any time alone with</p> |
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Appendix C: 53

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| State: | |
| Effective Date | |

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| | | | <p>a participant must meet the following minimum standards:</p> <ol style="list-style-type: none"> 1. Be at least 18 years old; 2. Possess current First Aid and CPR certification; 3. Pass a criminal background investigation and any other required background checks and credentials verifications as provided in Appendix C-2-a; 4. Complete necessary pre/in-service training based on the Person-Centered Plan; 5. Complete required orientation and training designated by DDA; 6. Unlicensed direct support professional staff who administer medication or perform delegatable nursing tasks as part of this Waiver service must be certified by the Maryland Board of Nursing (MBON) as Medication Technicians, except if the participant and their |
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Appendix C: 54

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| State: | |
| Effective Date | |

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| | | | <p>medication administration or nursing tasks qualifies for exemption from nursing delegation pursuant to COMAR 10.27.11;</p> <p>7. Possess a valid driver’s license, if the operation of a vehicle is necessary to provide services; and</p> <p>8. Have automobile insurance for all automobiles that are owned, leased, and/or hired and used in the provision of services.</p> |
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Verification of Provider Qualifications

| Provider Type: | Entity Responsible for Verification: | Frequency of Verification |
|---|---|---|
| Community Development Services Professional | <ol style="list-style-type: none"> DDA for certified Community Development Services Professional Financial Management and Counseling Service (FMCS) providers, as described in Appendix E, for participants self-directing services | <ol style="list-style-type: none"> DDA – Initial and at least every three years FMCS provider - prior to service delivery and continuing thereafter |
| Community Development Services Provider | <ol style="list-style-type: none"> DDA for certified provider | <ol style="list-style-type: none"> DDA – Initial and annual |

Appendix C: 55

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | 2. Provider for individual staff members’ licenses, certifications, and training | 2. Provider – prior to service delivery and continuing thereafter |
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Service Type: Other Service

**Service (Name): COMMUNITY LIVING – ENHANCED SUPPORTS **
BEGINNING JULY 1, 2020****

| Service Specification | |
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| HCBS Taxonomy | |
| Category 1: | Sub-Category 1: |
| 02: Round-the-Clock Services | 02011 group living, residential habilitation |
| Service Definition (Scope): | |
| <p>** BEGINNING JULY 1, 2020**</p> <p>A. Community Living-Enhanced Supports provide the participant, who exhibits challenging behaviors or have court ordered restrictions, with development, acquisition, and maintenance of skills related to activities of daily living, instrumental activities of daily living, socialization, and safety of self and others, by providing additional observation and direction in a community residential setting.</p> <p>B. Skills to be developed, acquired, or maintained under this service will be determined based on the participant’s individualized goals and outcomes as documented in his or her Person-Centered Plan.</p> <p>C. Formal teaching methods are used such as systematic instruction.</p> <p>D. This service provides additional observation and direction to address the participant’s documented challenging behaviors or court order.</p> | |

Appendix C: 56

| | |
|----------------|--|
| State: | |
| Effective Date | |

- E. This service includes Nursing Support Services and Behavioral Support Services as noted in the stand-alone services. The scope of the Nursing Support Services and Behavioral Support Services are defined under the stand-alone service in Appendix C.
- F. This service will provide the participant with opportunities to develop skills related to activities of daily living, instrumental activities of daily living, socialization, and safety of self and others, including:
 - 1. Learning socially acceptable behavior;
 - 2. Learning effective communication;
 - 3. Learning self-direction and problem solving;
 - 4. Engaging in safety practices;
 - 5. Performing household chores in a safe and effective manner;
 - 6. Performing self-care; and
 - 7. Learning skills for employment.
- G. Community Living-Enhanced Supports services include coordination, training, mentoring, supports, or supervision (as indicated in the Person-Centered Plan) related to development or maintenance of the participant’s skills, particularly pertaining to remediating the participant’s challenging behaviors.
- H. This Waiver program service includes provision of:
 - 1. Direct support services, for provision of services as provided in Sections A-G above; and
 - 2. The following services provided in combination with, and incidental to, the provision of this Waiver program service:
 - a. Transportation to and from and within this Waiver program service;

Appendix C: 57

| | |
|----------------|--|
| State: | |
| Effective Date | |

- b. Delegated nursing tasks or other Nursing Support Services covered by this Waiver program, based on the participant’s assessed need;
- c. Behavioral Support Services, based on the participant’s assessed needs;
- d. Personal care assistance, based on the participant’s assessed need.

SERVICE REQUIREMENTS:

- A. The participant must be 18 years of age or older unless otherwise authorized by the DDA.
- B. Participants must be preauthorized by the DDA based on documented level of supports needed.
- C. **If the participant’s needs dedicated support hours due to medical or behavioral support needs, daytime support needs, or increased community integration needs, then a request for dedicated staff hours may be submitted as per guidance and policy.**
- D. The level of staffing and meaningful activities provided to the participant under this Waiver program service must be based on the participant’s assessed level of service need.
 - 1. Based on the participant’s assessed needs, the DDA may authorize dedicated hours for 1:1 and 2:1 staff-to-participant supports.
 - 2. The following criteria will be used to authorize 1:1 and 2:1 staff-to-participant ratio:
 - ~~a. The participant has a Health Risk Screening Tool (HRST) Score of 4 or higher; and~~
 - a. The participant has an approved Behavior Support Plan documenting the need for 1:1 or 2:1 staff-to-participant ratio necessary to support the person with specific behavioral needs unless otherwise authorized by the DDA; or
 - b. The participant has an approved Nursing Care Plan documenting the need for 1:1 or 2:1 staff-to-participant ratio necessary to support the person with specific health and safety needs unless otherwise authorized by the DDA.

Appendix C: 58

| | |
|----------------|--|
| State: | |
| Effective Date | |

E. The following criteria will be used to determine if the participant has an assessed need for Community Living – Enhanced Supports Services:

- 1. The participant has critical support needs that cannot be met by other residential or in-home services and supports; and
- 2. The participant meets the following criteria:
 - a. The participant has (i) court ordered restrictions to community living; (ii) demonstrated history of severe behaviors requiring restrictions and the need for enhanced skills staff; or (iii) extensive needs; and
 - b. Community Living – Enhanced Support Services are provided in the most integrated environment to meet the participant’s needs.

F. Under this Waiver program service, the participant’s primary residence must meet the following requirements:

- 1. This Waiver program service must be provided in a group home setting, owned, or operated by the provider.
- 2. No more than four participants may receive this Waiver program service in a single residence, unless otherwise approved by the DDA.
- 3. The provider must ensure that the home and community-based setting in which the services are provided comply with all applicable federal, State, and local law and regulation, including, but not limited to, 42 CFR § 441.301©(4), as amended.
- 4. Each participant receiving this Waiver program service must be provided with a private, single occupancy bedroom.

G. If transportation is provided as part of this Waiver program service, then:

- 1. The participant cannot receive Transportation services separately at the same time as provision of this Waiver program service;

Appendix C: 59

| | |
|----------------|--|
| State: | |
| Effective Date | |

2. The Provider must:

a. Provide, or arrange for provision of, transportation to meet the needs of the participant identified in the participant’s person-centered plan; and

b. Use the most cost-effective mode of transportation, with priority given to the use of public transportation; and

3. Transportation services may not compromise the entirety of this Waiver program service.

H. If direct support staff perform delegated nursing tasks as part of this Waiver program service, then:

1. The participant must receive Nursing Support Services under this Waiver program service; and

2. The delegated nursing tasks:

a. Must be provided by direct support staff who are currently certified as a Medication Technician by the Maryland Board of Nursing; and

b. May not compromise the entirety of this Waiver program service.

I. If direct support staff provide behavioral supports as part of this Waiver program service, then:

1. The participant must receive Behavioral Support Services under this Waiver program service; and

2. The behavioral supports:

a. Must be provided by direct support who have received training in the participant’s Behavior Support Plan; and

b. May not compromise the entirety of this Waiver program service.

J. If personal care assistance services are provided as part of this Waiver program service, then the personal care assistance may not comprise the entirety of the service. For purposes of this Waiver

Appendix C: 60

| | |
|----------------|--|
| State: | |
| Effective Date | |

program service, personal care assistance means the provision of supports to assist a participant in performing activities of daily living and instrumental activities of daily living.

K. The provider must have an organizational structure that ensures services are available at each licensed site on a 24-hour, 7-day a week basis, including back-up and emergency support, in accordance with staffing requirements set forth in each participant’s person-centered plan.

L. Community Living – Enhanced Support trial experience is for people transitioning from an institutional or non-residential site on a temporary, trial basis, and meets the following criteria:

1. Service must be preauthorized by the DDA.
2. Services may be provided for a maximum of seven (7) days or overnight stays within the 180-day period in advance of their move.
3. When services are furnished to participants returning to the community from a Medicaid institutional setting through entrance to the waiver, the costs of such services are considered to be incurred and billable when the individual leaves the institutional setting and enters the waiver.
4. The individual must be reasonably expected to be eligible for and to enroll in the waiver. Services are billed to Medicaid as an administrative cost.

M. The Medicaid payment for Community Living-Enhanced Supports may not include either of the following items which the provider is expected to collect from the participant:

1. Room and board; or
2. Any assessed amount of contribution by the participant for the cost of care

N. Residential Retainer Fee is available for up to 18 days per calendar year, per recipient, when the recipient is unable to receive services due to hospitalization, behavioral respite, or family/friend visits.

Appendix C: 61

| | |
|----------------|--|
| State: | |
| Effective Date | |

- O. Community Living-Enhanced Supports services shall be provided for at least 6 hours a day to a participant or overnight when the participant spends the night in the residential home.
- P. In the event that additional Nursing Support Services Delegation training supports are needed as indicated in the Health Risk Screening Tool (HRST) because of a change in the participant’s health status or after discharge from a hospital or skilled nursing facility, the request is reviewed by the DDA’s Regional Office and additional standalone Nursing Support Services hours can be authorized.
- Q. Prior to accessing DDA funding for this service, all other available and appropriate funding sources, including but not limited to those offered by Maryland’s State Plan, Division of Rehabilitation Services , State Department of Education, and Department of Human Services, must be explored and exhausted to the extent applicable.
 - 1. These efforts must be documented in the participant’s file.
 - 2. If these services are deemed by the participant’s person-centered planning team to be inappropriate to meet the specific needs of the participant, the exploration efforts and reasons that these services do not meet the participant’s needs shall be documented in the participant’s person-centered plan. The DDA has authority to determine if further efforts must be made, and documented, prior to authorization of funding for the service under the Waiver program.
- R. Community Living-Enhanced Supports services are not available at the same time as the direct provision of Behavioral Support Services, Career Exploration, Community Development Services, Community Living-Group Homes, Day Habilitation, Employment Discovery and Customization, Employment Services, Medical Day Care, Personal Supports, Respite Care Services, Shared Living, Supported Employment, Supported Living, or Transportation services.
- S. To the extent any listed services are covered under the Medicaid State Plan, the services under the waiver will be limited to additional services not otherwise covered under the Medicaid State Plan, but consistent with waiver objectives of avoiding institutionalization.

Appendix C: 62

| | |
|----------------|--|
| State: | |
| Effective Date | |

- T. A legally responsible person, relative, or legal guardian of the participant cannot be paid by the Waiver program, either directly or indirectly, to provide this Waiver program service.
- U. Direct Support Professional services may be provided in an acute care hospital for the purposes of supporting the participant’s personal, behavioral and communication supports not otherwise provided in that setting. Services may not be duplicative of hospital or short-term institutional services.
 - 1. The State has mechanisms in place to prevent duplicate billing for both institutional and home and community-based services.
 - 2. These necessary waiver services:
 - a. Must be identified in the individual’s person-centered service plan;
 - b. Must be provided the meet the individual’s needs and are not covered in such settings;
 - c. Should not substitute for services that the setting is obligated to provide through its condition of participation under federal or State law, under another applicable requirement; and
 - d. Should be designed to ensure smooth transitions between the setting and the home community-based setting and preserves the participant’s functional abilities.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

- 1. Community Living – Enhanced Supervision Residential Retainer Fee is limited to up to 18 days per calendar year, per participant per provider.
- 2. Community Living – Enhanced Support trial experience is limited to a maximum of seven (7) days or overnight stays per provider.

Appendix C: 63

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|----------------|--|
| State: | |
| Effective Date | |

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| Service Delivery Method (<i>check each that applies</i>): | | Participant-directed as specified in Appendix E | | | X | Provider managed | |
| Specify whether the service may be provided by (<i>check each that applies</i>): | | <input type="checkbox"/> | Legally Responsible Person | <input type="checkbox"/> | Relative | <input type="checkbox"/> | Legal Guardian |
| Provider Category(s) (<i>check one or both</i>): | Individual. List types: | | | X | Agency. List the types of agencies: | | |
| | | | | | Community Living- Enhanced Supports Provider | | |
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| Provider Qualifications | | | | | | | |
| Provider Type: | License (<i>specify</i>) | Certificate (<i>specify</i>) | | | Other Standard (<i>specify</i>) | | |
| Community Living- Enhanced Supports Provider | Licensed DDA Residential Enhanced Supports Provider | | | | <p>Agencies must meet the following standards:</p> <p>A. Complete the DDA provider application and be certified based on compliance with meeting all of the following standards:</p> <p>B. Be properly organized as a Maryland corporation, or, if operating as a foreign corporation, be properly registered to do business in Maryland;</p> <p>C. A minimum of five (5) years demonstrated experience and</p> | | |

Appendix C: 64

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>capacity providing quality similar services;</p> <p>D. Have a governing body that is legally responsible for overseeing the management and operation of all programs conducted by the licensee including ensuring that each aspect of the agency’s programs operates in compliance with all local, State, and federal requirements, applicable laws, and regulations;</p> <p>E. Demonstrate the capability to provide or arrange for the provision of all Community Living – Enhanced Services required by submitting, at a minimum, the following documents with the application:</p> <p>F. A program service plan that details the agencies service delivery model;</p> <p>G. A business plan that clearly demonstrates the ability of the agency to provide Community Living – Enhanced Supports;</p> |
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Appendix C: 65

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>H. A written quality assurance plan to be approved by the DDA;</p> <p>I. A summary of the applicant’s demonstrated experience in the field of developmental disabilities; and</p> <p>J. Prior licensing reports issued within the previous 10 years from any in-State or out-of-State entity associated with the applicant, including deficiency reports and compliance records.</p> <p>K. Be in good standing with the IRS and Maryland Department of Assessments and Taxation;</p> <p>L. Complete required orientation and training designated by DDA;</p> <p>M. Complete necessary pre/in-service training based on the Person-Centered Plan;</p> <p>N. Have Workers’ Compensation Insurance;</p> <p>O. Have Commercial General Liability Insurance;</p> |
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Appendix C: 66

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
|--|--|--|---|
| | | | <p>P. Submit results from required criminal background checks, Medicaid Exclusion List, and child protective clearances as provided in Appendix C-2-a and per DDA policy;</p> <p>Q. Submit documentation of staff certifications, licenses, and/or trainings as required to perform services;</p> <p>R. Comply with the DDA standards related to provider qualifications;</p> <p>S. Have an organizational structure that assures services for each residence as specified in the Person-Centered Plan and the availability of back-up and emergency support 24 hours a day; and</p> <p>T. Complete and sign any agreements required by MDH or DDA.</p> <p>U. Be licensed by the Office of Health Care Quality;</p> <p>V. Meet and comply with the federal community settings</p> |
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Appendix C: 67

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>regulations and requirements prior to enrollment;</p> <p>W. Have a signed Medicaid provider agreement;</p> <p>X. Have documentation that all vehicles used in the provision of services have automobile insurance; and</p> <p>Y. Submit a provider renewal application at least 60 days before expiration of its existing approval as per DDA policy.</p> <p>The DDA Deputy Secretary may waive the requirements noted above if an agency is licensed or certified by another State agency or accredited by a national accreditation agency, such as the Council on Quality and Leadership or the Council for Accreditation for Rehabilitation Facilities (CARF) for similar services for individuals with developmental disabilities, and be in good standing with the IRS and Maryland Department of Assessments and Taxation.</p> <p>Staff working for or contracted with the agency, as well as volunteers, utilized in providing any direct support services</p> |
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Appendix C: 68

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>or spend any time alone with a participant must meet the following minimum standards:</p> <ul style="list-style-type: none"> A. Be at least 18 years old; B. Have a GED or high school diploma; C. Have required credentials, license, or certification as noted below; D. Possess current First Aid and CPR certification; E. Pass a criminal background investigation and any other required background checks and credentials verifications as provided in Appendix C-2-a; F. Complete necessary pre/in-service training based on the Person-Centered Plan; G. Unlicensed staff paid to administer medication and/or perform treatments must be certified by the Maryland Board of Nursing (MBON) as Medication Technicians; |
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Appendix C: 69

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>H. Complete required orientation and training designated by DDA;</p> <p>I. Possess a valid driver’s license, if the operation of a vehicle is necessary to provide services; and</p> <p>J. Have automobile insurance for all automobiles that are owned, leased, and/or hired and used in the provision of services.</p> <p>In addition to the DDA mandated training, direct support staff must be trained in:</p> <p>A. Person-Centered Planning;</p> <p>B. Working with people with behavioral challenges;</p> <p>C. Positive Behavioral Supports;</p> <p>D. Trauma informed care;</p> <p>E. De-escalation; and</p> <p>F. Physical management.</p> <p>Based on the needs of the participants, the following additional training will be required for direct support staff:</p> |
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Appendix C: 70

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>A. Working with Sex Offenders;</p> <p>B. Working with people in the criminal justice system; and/or</p> <p>C. Working with the Community Forensics Aftercare program.</p> <p>Agency must contract or employ Licensed Behavioral Analysis (LBA), Board Certified Behavioral Analysis (BCBA), Psychologist, or Licensed Clinician (LCPC, LCSW-C, LGPC, LMSW) on staff that has experience in the following areas:</p> <p>A. Working with deinstitutionalized individuals;</p> <p>B. Working with the court and legal system;</p> <p>C. Trauma informed care;</p> <p>D. Behavior Management;</p> <p>E. Crisis management models; and</p> <p>F. Counseling.</p> |
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| Verification of Provider Qualifications | | |
| Provider Type: | Entity Responsible for Verification: | Frequency of Verification |

Appendix C: 71

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | |
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| Community Living – Enhanced Supports Provider | <ol style="list-style-type: none"> 1. DDA for provider license and licensed site 2. Provider for verification of certifications, credentials, licenses, staff training and experience | <ol style="list-style-type: none"> 1. DDA – Initial and at least every three years 2. Provider – prior to service delivery and continuing thereafter |
| | | |

Service Type: Statutory Service

Service (Name): COMMUNITY LIVING – GROUP HOMES

| Service Specification | |
|---|--|
| HCBS Taxonomy | |
| Category 1: | Sub-Category 1: |
| 02: Round-the-Clock Services | 02011 group living, residential habilitation |
| Service Definition (Scope): | |
| <p>B. Community Living Group Home services provide the participant with development, acquisition, and maintenance of skills related to activities of daily living, instrumental activities of daily living, and socialization, through application of formal teaching methods in a community residential setting.</p> <ol style="list-style-type: none"> 1. Skills to be developed, acquired, or maintained under this service will be determined based on the participant’s individualized goals and outcomes as documented in their Person-Centered Plan. 2. Formal teaching methods are used such as systematic instruction. | |

Appendix C: 72

| | |
|----------------|--|
| State: | |
| Effective Date | |

3. This service will provide the participant with opportunities to develop skills related to activities of daily living, instrumental activities of daily living, and vocation and socialization including:

- a. Learning socially acceptable behavior;
- b. Learning effective communication;
- c. Learning self-direction and problem solving;
- d. Engaging in safety practices;
- e. Performing household chores in a safe and effective manner;
- f. Performing self-care; and
- g. Learning skills for employment.

This service includes Nursing Support Services based on assessed need. The scope of the Nursing Support Services is defined under the stand-alone service in Appendix C.

C. Community Living Group Home services include coordination, training, supports, or supervision (as indicated in the Person-Centered Plan) related to development and maintenance of the participant’s skills.

D. This Waiver program service includes provision of:

- 1. Direct support services, for provision of services as provided in Sections A-B above; and
- 2. The following services provided in combination with, and incidental to, the provision of this Waiver program service:
 - a. Transportation to and from and within this Waiver program service;
 - b. Delegated nursing tasks or other nursing support services covered by this Waiver program, based on the participant’s assessed need; and

Appendix C: 73

| | |
|----------------|--|
| State: | |
| Effective Date | |

- c. Personal care assistance, based on the participant’s assessed need.

SERVICE REQUIREMENTS:

- A. The participant must be 18 years of age or older unless otherwise authorized by the DDA.
- B. Participants must be preauthorized by the DDA based on documented level of supports needed.
- C. If the participant’s needs dedicated support hours due to medical or behavioral support needs, daytime support needs, or increased community integration needs, then a request for dedicated staff hours may be submitted as per guidance and policy.
- D. The level of staffing and meaningful activities provided to the participant under this Waiver program service must be based on the participant’s level of service need.
 - 1. Based on the participant’s assessed needs, the DDA may authorize dedicated hours for 1:1 and 2:1 staff -to-participant supports.
 - 2. The following criteria will be used to authorize 1:1 and 2:1 staff-to-participant ratio:
 - ~~a. The participant has a Health Risk Screening Tool (HRST) Score of 4 or higher; and~~
 - a. The participant has an approved Behavior Support Plan documenting the need for 1:1 or 2:1 staff-to-participant ratio to support the person with specific behavioral needs unless otherwise authorized by the DDA; or
 - b. The participant has an approved Nursing Care Plan documenting the need for 1:1 or 2:1 staff-to-participant ratio necessary to support the person with specific health and safety needs unless otherwise authorized by the DDA.
 - 2. Dedicated hours can be used to support more than one participant if it meets their assessed needs and the following requirements are met:

Appendix C: 74

| | |
|----------------|--|
| State: | |
| Effective Date | |

- a. The participants are retired, transitioning from one meaningful day service to another, recovering from a health condition, or receives less than 40 hours of meaningful day services;
- b. Support is documented in each participant’s Person-Centered Plans and provider implementation plan; and
- c. Dedicated hours are billed for only one participant.

B. The following criteria will be used to determine if the participant has an assessed need for Community Living – Group Home services:

- 1. Participant has critical support needs that cannot be met by other residential or in-home services and supports;
- 2. This residential model is the most integrated and most cost-effective service to meet the participant’s needs; and
- 3. The participant meets one of the following criteria:
 - a. They currently live on their own and are unable to care for themselves even with services and supports;
 - b. They currently live on their own or with family or other unpaid caregivers and such living situation presents an imminent risk to their physical or mental health and safety or the health and safety of others;
 - c. The participant is (i) homeless and living on the street; (ii) has no permanent place to live; or (ii) at immediate risk of homelessness or having no permanent place to live;
 - d. The Participant currently lives with family or other unpaid caregivers and documentation exists that in-home services available through the other waiver services would not be sufficient to meet the needs of the participant;

Appendix C: 75

| | |
|----------------|--|
| State: | |
| Effective Date | |

- e. The participant’s family’s or unpaid caregiver’s health changes significantly where the primary caregiver is incapacitated and there is no other available caregiver. Examples of such significant health changes include a long-term illness or permanent injury;
- f. There is no family or unpaid caretaker to provide needed care;
- g. There is a risk of abuse or neglect to the participant in their current living situation as evidenced by: (1) recurrent involvement of the Child Protective Services (CPS) or Adult Protective Services (APS) as documented by the case manager that indicates the participant’s health and safety cannot be assured and attempts to resolve the situation are not effective with CPS or APS involvement or (2) removal from the home by CPS or APS;
- h. With no other home or residential setting available, the participant is: (i) ready for discharge from a hospital, nursing facility, State Residential Center, psychiatric facility, or other institution; (ii) ready for release from incarceration; (iii) residing in a temporary setting such as a shelter, hotel, or hospital emergency department (iv) transitioning from a residential school; or (v) returning from an out of State placement; or
- i. Extenuating circumstances.

C. Under this Waiver program service, the participant’s primary residence must meet the following requirements:

1. This Waiver program service must be provided in a group home setting, owned or operated by the provider.
2. No more than four participants may receive this Waiver program service in a single residence, unless otherwise approved by the DDA.

Appendix C: 76

| | |
|----------------|--|
| State: | |
| Effective Date | |

- 3. The provider must ensure that the home and community-based setting in which the services are provided comply with all applicable federal, State, and local law and regulation, including, but not limited to, 42 CFR § 441.301©(4) **as amended**: and
- 4. Each participant receiving this Waiver program service must be provided with a private, single occupancy bedroom unless two participants choose each other as roommates because they prefer to share a room, or they are married or otherwise in a relationship and choose to share a bedroom.

D. If transportation is provided as part of this Waiver program service, then:

- 1. The participant cannot receive Transportation services separately at the same time as provision of this Waiver program service;
- 2. The Provider must:
 - a. Provide, or arrange for provision of, transportation to meet the needs of the participant identified in the participant’s person-centered plan; and
 - b. Use the most cost-effective mode of transportation, with priority given to the use of public transportation; and
- 3. Transportation services may not compromise the entirety of this Waiver program service.

E. If direct support staff perform delegated nursing tasks as part of this Waiver program service, then:

- 1. The participant must receive Nursing Support Services under this Waiver program; and
- 2. The delegated nursing tasks:
 - a. Must be provided by direct support staff who are currently certified as a Medication Technician by the Maryland Board of Nursing; and
 - b. May not compromise the entirety of this Waiver program service.

Appendix C: 77

| | |
|----------------|--|
| State: | |
| Effective Date | |

- F. If personal care assistance services are provided as part of this Waiver program service, then the personal care assistance may not comprise the entirety of the service. For purposes of this Waiver program service, personal care assistance means the provision of supports to assist a participant in performing activities of daily living and instrumental activities of daily living.
- G. The provider must have an organizational structure that ensures services are available at each licensed site on a 24-hour, 7-day a week basis, including back-up and emergency support, in accordance with staffing requirements set forth in each participant’s person-centered plan.
- H. Community Living – Group Home trial experience for people transitioning from an institutional or non-residential site on a temporary, trial basis.
 - 1. Service must be preauthorized by the DDA.
 - 2. Services may be provided for a maximum of seven (7) days or overnight stays within the 180-day period in advance of their move.
 - 3. When services are furnished to participants returning to the community from a Medicaid institutional setting through entrance to the waiver, the costs of such services are considered to be incurred and billable when the individual leaves the institutional setting and enters the waiver.
 - 4. The individual must be reasonably expected to be eligible for and to enroll in the waiver. Services are billed to Medicaid as an administrative cost.
- I. A Residential Retainer Fee is available for up to 18 days per calendar year, per recipient, when the recipient is unable to receive services due to hospitalization, behavioral respite, or family/friend visits.
- J. Community Living – Group Home services shall be provided for at least 6 hours a day to a participant or when the participant spends the night in the residential home.
- K. In the event that additional Nursing Support Services Delegation training supports are needed as indicated in the HRST because of a change in the participant’s health status or after discharge from

Appendix C: 78

| | |
|----------------|--|
| State: | |
| Effective Date | |

a hospital or skilled nursing facility, the request is reviewed by DDA’s Regional Office and additional standalone Nursing Support Services hours can be authorized.

L. The Medicaid payment for Community Living – Group Home service may not include either of the following items which the provider is expected to collect from the participant:

- 1. Room and board; or
- 2. Any assessed amount of contribution by the participant for the cost of care.

M. As defined in Appendix C-2, the following individuals may not be paid either directly or indirectly (via a licensed provider) to provide this service: legally responsible person, spouse, legal guardian, or relatives.

N. Prior to accessing DDA funding for this service, all other available and appropriate funding sources, including but not limited to those offered by Maryland’s State Plan, Division of Rehabilitation Services , State Department of Education, and Department of Human Services, must be explored and exhausted to the extent applicable.

- 1. These efforts must be documented in the participant’s file.
- 2. If these services are deemed by the participant’s person-centered planning team to be inappropriate to meet the specific needs of the participant, the exploration efforts and reasons that these services do not meet the participant’s needs shall be documented in the participant’s person-centered plan. The DDA has authority to determine if further efforts must be made, and documented, prior to authorization of funding for the service under the Waiver program.

O. Community Living—Group Home services are not available at the same time as the direct provision of Career Exploration, Community Development Services, Community Living-Enhanced Supports, Day Habilitation, Employment Discovery and Customization, Employment Services, Medical Day Care, Personal Supports, Respite Care Services, Shared Living, Supported Employment, Supported Living, or Transportation services.

Appendix C: 79

| | |
|----------------|--|
| State: | |
| Effective Date | |

- P. To the extent any listed services are covered under the Medicaid State Plan, the services under the waiver will be limited to additional services not otherwise covered under the Medicaid State Plan, but consistent with waiver objectives of avoiding institutionalization.
- Q. A legally responsible person, relative, or legal guardian of the participant cannot be paid by the Waiver program, either directly or indirectly, to provide this Waiver program service.
- R. Direct Support Professional services may be provided in an acute care hospital for the purposes of supporting the participant’s personal, behavioral and communication supports not otherwise provided in that setting. Services may not be duplicative of hospital or short-term institutional services.
 - 1. The State has mechanisms in place to prevent duplicate billing for both institutional and home and community-based services.
 - 2. These necessary waiver services:
 - a. Must be identified in the individual’s person-centered service plan;
 - b. Must be provided the meet the individual’s needs and are not covered in such settings;
 - c. Should not substitute for services that the setting is obligated to provide through its condition of participation under federal or State law, under another applicable requirement; and
 - d. Should be designed to ensure smooth transitions between the setting and the home community-based setting and preserves the participant’s functional abilities.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

- 1. Community Living – Group Home Retainer Fee is limited to up to 18 days per calendar year per recipient per provider.

Appendix C: 80

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| 2. Community Living – Group Home trial experience is limited to a maximum of seven (7) days or overnight stays per provider. | | | | | | | |
| Service Delivery Method (<i>check each that applies</i>): | | Participant-directed as specified in Appendix E | | | X | Provider managed | |
| Specify whether the service may be provided by (<i>check each that applies</i>): | <input type="checkbox"/> | Legally Responsible Person | <input type="checkbox"/> | Relative | <input type="checkbox"/> | Legal Guardian | |
| | | | | | | | |
| Provider Category(s) (<i>check one or both</i>): | Individual. List types: | | | X | Agency. List the types of agencies: | | |
| | | | | Community Living- Group Home Provider | | | |
| | | | | | | | |
| | | | | | | | |
| Provider Qualifications | | | | | | | |
| Provider Type: | License (<i>specify</i>) | Certificate (<i>specify</i>) | | Other Standard (<i>specify</i>) | | | |
| Community Living- Group Home Provider | Licensed DDA Community Residential Services Provider | | | Agencies must meet the following standards: 1. Complete the DDA provider application and be certified based on compliance with meeting all of the following standards: A. Be properly organized as a Maryland corporation, or, if operating as a foreign corporation, be properly registered to do business in Maryland; B. A minimum of five (5) years demonstrated experience and capacity providing quality similar services; C. Have a governing body that is legally responsible for | | | |

Appendix C: 81

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>overseeing the management and operation of all programs conducted by the licensee including ensuring that each aspect of the agency’s programs operates in compliance with all local, State, and federal requirements, applicable laws, and regulations;</p> <p>D. Except for currently DDA licensed or certified Community Living- Group Home providers, demonstrate the capability to provide or arrange for the provision of all services required by submitting, at a minimum, the following documents with the application:</p> <ul style="list-style-type: none">(1) A program service plan that details the agencies service delivery model;(2) A business plan that clearly demonstrates the ability of the agency to provide Community Living- Group Home services;(3) A written quality assurance plan to be approved by the DDA;(4) A summary of the applicant’s demonstrated |
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Appendix C: 82

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>experience in the field of developmental disabilities; and</p> <p>(5) Prior licensing reports issued within the previous 10 years from any in-State or out-of-State entity associated with the applicant, including deficiency reports and compliance records.</p> <p>E. If currently licensed or certified, produce, upon written request from the DDA, the documents required under D;</p> <p>F. Be in good standing with the IRS and Maryland Department of Assessments and Taxation;</p> <p>G. Have Workers’ Compensation Insurance;</p> <p>H. Have Commercial General Liability Insurance;</p> <p>I. Submit results from required criminal background checks, Medicaid Exclusion List, and child protective clearances as provided in Appendix C-2-a and per DDA policy;</p> <p>J. Submit documentation of staff certifications, licenses, and/or</p> |
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Appendix C: 83

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
|--|--|--|---|
| | | | <p>trainings as required to perform services;</p> <p>K. Complete required orientation and training;</p> <p>L. Comply with the DDA standards related to provider qualifications;</p> <p>M. Have an organizational structure that assures services for each residence as specified in the Person-Centered Plan and the availability of back-up and emergency support 24 hours a day; and</p> <p>N. Complete and sign any agreements required by MDH or DDA.</p> <p>2. Be licensed by the Office of Health Care Quality;</p> <p>3. All new providers must meet and comply with the federal community settings regulations and requirements prior to enrollment;</p> <p>4. Have a signed Medicaid provider agreement;</p> <p>5. Have documentation that all vehicles used in the provision of services have automobile insurance; and</p> <p>6. Submit a provider renewal application at least 60 days before</p> |
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Appendix C: 84

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>expiration of its existing approval as per DDA policy.</p> <p>The DDA Deputy Secretary may waive the requirements noted above if an agency is licensed or certified by another State agency or accredited by a national accreditation agency, such as the Council on Quality and Leadership or the Council for Accreditation for Rehabilitation Facilities (CARF) for similar services for individuals with developmental disabilities, and be in good standing with the IRS and Maryland Department of Assessments and Taxation.</p> <p>Staff working for or contracted with the agency, as well as volunteers, utilized in providing any direct support services or spend any time alone with a participant must meet the following minimum standards:</p> <ol style="list-style-type: none"> 1. Be at least 18 years old; 2. Have required credentials, license, or certification as noted below; 3. Possess current first aid and CPR certification; 4. Pass a criminal background investigation and any other |
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Appendix C: 85

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| | | | <p>required background checks and credentials verifications as provided in Appendix C-2-a;</p> <ol style="list-style-type: none"> 5. Complete necessary pre/in-service training based on the Person-Centered Plan; 6. Complete required orientation and training designated by DDA ; 7. Unlicensed staff paid to administer medication and/or perform treatments must be certified by the Maryland Board of Nursing (MBON) as Medication Technicians; 8. Possess a valid driver’s license, if the operation of a vehicle is necessary to provide services; and 9. Have automobile insurance for all automobiles that are owned, leased, and/or hired and used in the provision of services. |
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Verification of Provider Qualifications

| Provider Type: | Entity Responsible for Verification: | Frequency of Verification |
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| Community Living-Group Home Provider | 1. DDA for verification of provider’s license to provide this service, including the individual licensed site | 1. DDA – initial and at least every three years |

Appendix C: 86

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | 2. Provider for individual staff members’ licenses, certifications, and training | 2. Provider – prior to service delivery and continuing thereafter |
| | | |

Service Type: Statutory

Service (Name): DAY HABILITATION

| Service Specification | |
|---|------------------------|
| HCBS Taxonomy | |
| Category 1: | Sub-Category 1: |
| 04: Day Services | 04020 Day Habilitation |
| Service Definition (Scope): | |
| <p>A. Day Habilitation services provide the participant with development and maintenance of skills related to activities of daily living, instrumental activities of daily living, and vocation and socialization, through application of formal teaching methods and participation in meaningful activities.</p> <ol style="list-style-type: none"> 1. Teaching methods based on recognized best practices are used such as systematic instruction. 2. Meaningful activities under this service will provide the participant with opportunities to develop skills related to the learning new skills, building positive social skills and interpersonal skills, greater independence, and personal choice including: <ol style="list-style-type: none"> a. Learning skills for employment b. Learning acceptable social skills; c. Learning effective communication; | |

Appendix C: 87

| | |
|----------------|--|
| State: | |
| Effective Date | |

- d. Learning self-direction and problem solving;
- e. Engaging in safety practices;
- f. Performing household chores in a safe and effective manner; and
- g. Performing self-care.

B. Day habilitation services may include participation in the following regularly scheduled meaningful activities:

1. Learning general skills that can be used to do the type of work the person is interested in;
2. Participating in self-advocacy classes/activities;
3. Participating in local and community events;
4. Volunteering;
5. Training and supports designed to maintain abilities and to prevent or slow loss of skills for participants with declining conditions;
6. Time-limited participation in Project Search, or similar programs approved by the DDA;
7. Transportation services; and
8. Nursing Support Services. The scope of the Nursing Support Services is defined under the stand-alone service in Appendix C.

C. This Waiver program service includes provision of:

1. Direct support services, for provision of services as provided in Sections A-B above; and
2. The following services provided in combination with, and incidental to, the provision of this Waiver program service:

- a. Transportation to and from and within this Waiver program service;

Appendix C: 88

| | |
|----------------|--|
| State: | |
| Effective Date | |

b. Delegated nursing tasks or other nursing support services covered by this Waiver program, based on the participant’s assessed need; and

c. Personal care assistance, based on the participant’s assessed need.

SERVICE REQUIREMENTS:

- A. The participant must be 18 years of age or older and no longer enrolled in primary or secondary school.
- B. Day Habilitation services can be provided in a variety of settings in the community or in a facility owned or operated by the provider agency. Services take place in non-residential settings separate from a participant’s private residence or other residential living arrangements.
- C. Services may also be provided in small groups (i.e., 1 to 5 participants) or large groups (i.e., 6 to 10 participants). The level of staffing and meaningful activities provided to the participant under this Waiver program service must be based on the participant’s assessed level of service need.
 - 1. Based on the participant’s assessed need, the DDA may authorize a 1:1 or 2:1 staff-to-participant ratio.
 - 2. The following criteria will be used to authorize 1:1 and 2:1 staff-to-participant ratio:
 - ~~a. The participant has a Health Risk Screening Tool (HRST) Score of 4 or higher; and~~
 - a. The participant has an approved Behavior Support Plan documenting the need for 1:1 or 2:1 staff-to-participant ratio necessary to support the person with specific behavioral needs unless otherwise authorized by the DDA; or
 - b. The participant has an approved Nursing Care Plan documenting the need for 1:1 or 2:1 staff-to-participant ratio necessary to support the person with specific health and safety needs unless otherwise authorized by the DDA.
- D. Day Habilitation services are separate and distinct from other waiver services, including residential services.

Appendix C: 89

| | |
|----------------|--|
| State: | |
| Effective Date | |

- E. Until the service transitions to the LTSS Maryland system, under the traditional service delivery model, a participant’s Person-Centered Plan may include a mix of employment and day related daily waiver services units such as Supported Employment, Employment Discovery and Customization, Community Development Services, and Career Exploration provided on different days.
- F. An individualized schedule will be used to provide an estimate of what the participant will do and where the participant will spend their time when in this service. Updates should be made as needed to meet the changing needs, desires and circumstances of the participant. The individualized schedule will be based on a Person-Centered Plan.
- G. If transportation is provided as part of this Waiver program service, then:
 - 1. The participant cannot receive Transportation services separately at the same time as provision of this Waiver program service;
 - 2. The Provider must:
 - a. Provide, or arrange for provision of, transportation to meet the needs of the participant identified in the participant’s person-centered plan; and
 - b. Use the most cost-effective mode of transportation, with priority given to the use of public transportation; and
 - 3. Transportation services may not compromise the entirety of this Waiver program service.
- H. If direct support staff perform delegated nursing tasks as part of this Waiver program service, then:
 - 1. The participant must receive Nursing Support Services under this Waiver program service; and
 - 2. The delegated nursing tasks:

Appendix C: 90

| | |
|----------------|--|
| State: | |
| Effective Date | |

a. Must be provided by direct support staff who are currently certified as a Medication Technician by the Maryland Board of Nursing; and

b. May not compromise the entirety of this Waiver program service.

- I. If personal care assistance services are provided as part of this Waiver program service, then the personal care assistance may not comprise the entirety of the service. For purposes of this Waiver program service, personal care assistance means the provision of supports to assist a participant in performing activities of daily living and instrumental activities of daily living.
- J. Day Habilitation includes supports for volunteering and time limited generic paid and unpaid internships and apprenticeships for development of employment skills.
- K. Day Habilitation does not include meals as part of a nutritional regimen.
- L. Day Habilitation does not include vocational services that: (1) teach job task specific skills required by a participant for the primary purpose of completing those tasks for a specific facility-based job or (2) are delivered in an integrated work setting through employment supports.
 - 1. Prior to accessing DDA funding for this service, all other available and appropriate funding sources, including those offered by Maryland’s State Plan, Division of Rehabilitation Services , State Department of Education, and Department of Human Services, must be explored and exhausted to the extent applicable. These efforts must be documented in the participant’s file.
 - 2. If these services are deemed by the participant’s person-centered planning team to be inappropriate to meet the specific needs of the participant, the exploration efforts and reasons that these services do not meet the participant’s needs shall be documented in the participant’s person-centered plan. The DDA has authority to determine if further efforts must be made, and documented, prior to authorization of funding for the service under the Waiver program.

Appendix C: 91

| | |
|----------------|--|
| State: | |
| Effective Date | |

- M. Until the service transitions to the LTSS Maryland system, Day Habilitation daily services units are not available:
1. On the same day a participant is receiving Career Exploration, Community Development Services, Employment Discovery and Customization, Medical Day Care, or Supported Employment services under the Traditional Services delivery model; and
 2. At the same time as the direct provision of Community Living—Enhanced Supports, Community Living-Group Homes, Personal Supports, Respite Care Services, Shared Living, Supported Living, or Transportation services.
- N. Effective July 1, 2020, Day Habilitation services are not available at the same time as the direct provision of Career Exploration, Community Development Services, Community Living—Enhanced Supports, Community Living-Group Homes, Employment Discovery and Customization, Employment Services, Medical Day Care, Personal Supports, Respite Care Services, Shared Living, Supported Employment, Supported Living, or Transportation services.
- O. To the extent any listed services are covered under the Medicaid State Plan, the services under the waiver will be limited to additional services not otherwise covered under the Medicaid State Plan, but consistent with waiver objectives of avoiding institutionalization.
- P. As per Attachment #1: Transition Plan, beginning December 2019, services will begin to transition to small groups (i.e. 1 to 5 people) and large groups (i.e. 6 to 10) to support the development and maintenance of skills during community engagement and provider offered activities.
- Q. Nursing Support Services, as applicable, can be provided during day habilitation activities so long as it is not the primary or only service provided. The scope of the Nursing Support Services are defined under the stand-alone service in Appendix C.
- R. In the event that additional Nursing Support Services Delegation training supports are needed as indicated in the HRST because of a change in the participant’s health status or after discharge

Appendix C: 92

| | |
|----------------|--|
| State: | |
| Effective Date | |

from a hospital or skilled nursing facility, the request is reviewed by DDA’s Regional Office and additional standalone Nursing Support Services hours can be authorized.

- S. A legally responsible person, relative, or legal guardian of the participant cannot be paid by the Waiver program, either directly or indirectly, to provide this Waiver program service.
- T. Direct Support Professional services may be provided in an acute care hospital for the purposes of supporting the participant’s personal, behavioral and communication supports not otherwise provided in that setting. Services may not be duplicative of hospital or short-term institutional services.

- 1. The State has mechanisms in place to prevent duplicate billing for both institutional and home and community-based services.

- 2. These necessary waiver services:

- a. Must be identified in the individual’s person-centered service plan;

- b. Must be provided to meet the individual’s needs and are not covered in such settings;

- c. Should not substitute for services that the setting is obligated to provide through its condition of participation under federal or State law, under another applicable requirement; and

- d. Should be designed to ensure smooth transitions between the setting and the home community-based setting and preserves the participant’s functional abilities.

- U. Services which are provided virtually, must:

- 1. Be provided in accordance with federal and State requirements, policies, guidance, and regulations, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as amended by the Health Information Technology for Economic and Clinical

Appendix C: 93

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| <p>Health (HITECH) Act, and their applicable regulations to protect the privacy and security of the participant’s protected health information;</p> <p>2. Support a participant to reach identified outcomes in their Person-Centered Plan;</p> <p>3. Not be used for the provider’s convenience; and</p> <p>4. ”The Waiver program will not fund any costs associated with the provider obtaining, installing, implementing, or using virtual - supports, such as equipment, internet, software applications, and other related expenses. These costs, in the delivery of new business models, are part of the provider’s operating cost</p> | | | | |
| <p>Specify applicable (if any) limits on the amount, frequency, or duration of this service:</p> | | | | |
| <p>1. Day Habilitation services may not exceed a maximum of eight (8) hours per day or 40 hours per week including in combination with any of the following other Waiver program services in a single day: including other Employment Services– Job Development, Supported Employment, Career Exploration, Employment Discovery and Customization and Community Development Services;</p> | | | | |
| Service Delivery Method (<i>check each that applies</i>): | <input checked="" type="checkbox"/> | Participant-directed as specified in Appendix E | <input checked="" type="checkbox"/> | Provider managed |
| Specify whether the service may be provided by (<i>check each that applies</i>): | <input type="checkbox"/> | Legally Responsible Person | <input type="checkbox"/> | Relative |
| | <input type="checkbox"/> | | <input type="checkbox"/> | Legal Guardian |
| Provider Category(s) (<i>check one or both</i>): | <input type="checkbox"/> | Individual. List types: | <input checked="" type="checkbox"/> | Agency. List the types of agencies: |
| | | | | Day Habilitation Service Provider |
| Provider Qualifications | | | | |
| Provider Type: | License (<i>specify</i>) | Certificate (<i>specify</i>) | Other Standard (<i>specify</i>) | |

Appendix C: 94

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| <p>Day Habilitation Service Provider</p> | <p>Licensed DDA Day Habilitation Service Provider</p> | | <p>Agencies must meet the following standards:</p> <ol style="list-style-type: none"> 1. Complete the DDA provider application and be certified based on compliance with meeting all of the following standards: <ol style="list-style-type: none"> A. Be properly organized as a Maryland corporation, or, if operating as a foreign corporation, be properly registered to do business in Maryland; B. A minimum of five (5) years demonstrated experience and capacity providing quality similar services; C. Have a governing body that is legally responsible for overseeing the management and operation of all programs conducted by the licensee including ensuring that each aspect of the agency’s programs operates in compliance with all local, State, and federal requirements, applicable laws, and regulations; |
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Appendix C: 95

| | |
|-----------------------|--|
| <p>State:</p> | |
| <p>Effective Date</p> | |

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| | | | <p>D. Except for currently DDA licensed or certified Day Habilitation providers, demonstrate the capability to provide or arrange for the provision of all services required by submitting, at a minimum, the following documents with the application:</p> <ul style="list-style-type: none"> (1) A program service plan that details the agencies service delivery model; (2) A business plan that clearly demonstrates the ability of the agency to provide Day Habilitation; (3) A written quality assurance plan to be approved by the DDA; (4) A summary of the applicant’s demonstrated experience in the field of developmental disabilities; and (5) Prior licensing reports issued within the previous 10 years from any in-State or out-of-State entity |
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Appendix C: 96

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>associated with the applicant, including deficiency reports and compliance records.</p> <p>E. If currently licensed or certified, produce, upon written request from the DDA, the documents required under D;</p> <p>F. Be in good standing with the IRS and Maryland Department of Assessments and Taxation;</p> <p>G. Have Workers’ Compensation Insurance;</p> <p>H. Have Commercial General Liability Insurance;</p> <p>I. Submit results from required criminal background checks, Medicaid Exclusion List, and child protective clearances as provided in Appendix C-2-a and per DDA policy;</p> <p>J. Submit documentation of staff certifications, licenses, and/or trainings as required to perform services;</p> |
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Appendix C: 97

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>K. Complete required orientation and training;</p> <p>L. Comply with the DDA standards related to provider qualifications; and</p> <p>M. Complete and sign any agreements required by MDH or DDA.</p> <p>2. Be licensed by the Office of Health Care Quality;</p> <p>3. All new providers must meet and comply with the federal community settings regulations and requirements prior to enrollment;</p> <p>4. Have a signed Medicaid provider agreement;</p> <p>5. Have documentation that all vehicles used in the provision of services have automobile insurance; and</p> <p>6. Submit a provider renewal application at least 60 days before expiration of its existing approval as per DDA policy.</p> <p>The DDA Deputy Secretary may waive the requirements noted above if an</p> |
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Appendix C: 98

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>agency is licensed or certified by another State agency or accredited by a national accreditation agency, such as the Council on Quality and Leadership or the Council for Accreditation for Rehabilitation Facilities (CARF) for similar services for individuals with developmental disabilities, and be in good standing with the IRS and Maryland Department of Assessments and Taxation.</p> <p>Staff working for or contracted with the agency as well as volunteers utilized in providing any direct support services or spend any time alone with a participant must meet the following minimum standards:</p> <ol style="list-style-type: none"> 1. Be at least 18 years old; 2. Have required credentials, license, or certification as noted below; 3. Possess current first aid and CPR certification; 4. Pass a criminal background investigation and any other required background checks and |
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Appendix C: 99

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>credentials verifications as provided in Appendix C-2-a;</p> <ol style="list-style-type: none"> 5. Complete necessary pre/in-service training based on the Person-Centered Plan; 6. Complete required orientation and training designated by DDA; 7. Unlicensed staff paid to administer medication and/or perform treatments must be certified by the Maryland Board of Nursing (MBON) as Medication Technicians; 8. Possess a valid driver’s license, if the operation of a vehicle is necessary to provide services; and 9. Have automobile insurance for all automobiles that are owned, leased, and/or hired and used in the provision of services. |
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| Verification of Provider Qualifications | | |
| Provider Type: | Entity Responsible for Verification: | Frequency of Verification |

Appendix C: 100

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | |
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| <p>Day Habilitation Service Provider</p> | <ol style="list-style-type: none"> 1. DDA for Provider’s license to provide services 2. Provider for individual staff member’s licenses, certifications, and training | <ol style="list-style-type: none"> 1. DDA – Initial and at least every three years for license and license sites 2. Provider – prior to service delivery and continuing thereafter |
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Service Type: Other

Service (Name): EMPLOYMENT DISCOVERY AND CUSTOMIZATION

| Service Specification | |
|--|-----------------------|
| HCBS Taxonomy | |
| Category 1: | Sub-Category 1: |
| 03 Supported Employment | 03030 Career Planning |
| Service Definition (Scope): | |
| <p>A. Employment Discovery and Customization services are time limited services to identify and develop customized employment options for participants working towards competitive integrated employment or self-employment.</p> <p>B. Employment Discovery is a time-limited comprehensive, person-centered, community-based employment planning process. The Employment Discovery process and activities include:</p> <ol style="list-style-type: none"> 1. Completing assessment and employment-related profiles in a variety of community settings; 2. Assessment of the community surrounding the participant’s home; | |

Appendix C: 101

| | |
|----------------|--|
| State: | |
| Effective Date | |

3. Work skills and interest inventory;
4. Community-based job trials and community-based situations in order to identify skills, interest, and learning style;
5. Identification of the ideal conditions for employment for the participant which may include self-employment; and
6. Development of an Employment Discovery Profile with all pertinent information about the participant’s skills, job preferences, possible contributions to an employer, and useful social networks. The profile may also include a picture or written resume.

C. Customization is support to assist a participant to obtain a negotiated competitive integrated job or self-employment. The Customization process and activities include:

1. The use of the participant’s social network, community resources and relationships, the American Job’s Centers, and provider business contacts to identify possible employers.
2. Flexible strategies designed to assist in obtaining a negotiated competitive integrated job including: (a) job development, (b) job carving, (c) job sharing, (d) self-employment; and other national recognized best practices, based on the needs of both the job seeker and the business needs of the employer.

D. Employment Discovery and Customization does not include volunteering, apprenticeships, or internships unless it is part of the discovery process and time limited.

E. This Waiver program service includes provision of:

1. Direct support services, for provision of services as provided in Sections A-C above; and
2. The following services provided in combination with, and incidental to, the provision of this Wavier program service:

a. Transportation to and from and within this Waiver program service;

Appendix C: 102

| | |
|----------------|--|
| State: | |
| Effective Date | |

b. Personal care assistance, based on the participant’s assessed need

SERVICE REQUIREMENTS:

- A. The participant must be 18 years of age or older and no longer enrolled in primary or secondary school.
- B. Employment Discovery and Customization services and supports are provided for participants wanting to work in competitive integrated jobs paid by a community employer or through self-employment.
- C. Until the service transitions to the LTSS Maryland system , under the traditional service delivery model, a participant’s Person-Centered Plan may include a mix of employment and day related daily waiver services units such as Day Habilitation, Community Development Services, Career Exploration, and Supported Employment Services provided on different days.
- D. Beginning July 1, 2020, a participant’s Person-Centered Plan may include a mix of employment and day related hourly waiver services such as Day Habilitation, Community Development Services, Career Exploration, and Employment Services provided at different times.
- E. If transportation is provided as part of this Waiver program service, then:
 - 1. The participant cannot receive Transportation services separately at the same time as provision of this Waiver program service;
 - 2. The Provider must:
 - a. Provide, or arrange for provision of, transportation to meet the needs of the participant identified in the participant’s person-centered plan; and
 - b. Use the most cost-effective mode of transportation, with priority given to the use of public transportation; and
 - 3. Transportation services may not compromise the entirety of this Waiver program service.

Appendix C: 103

| | |
|----------------|--|
| State: | |
| Effective Date | |

- F. If personal care assistance services are provided as part of this Waiver program service, then the personal care assistance may not comprise the entirety of the service. For purposes of this Waiver program service, personal care assistance means the provision of supports to assist a participant in performing activities of daily living and instrumental activities of daily living.
- G. Until the service transitions to the LTSS Maryland system, Employment Discovery and Customization daily services units are not available:
 - 1. On the same day a participant is receiving Career Exploration, Community Development Services, Day Habilitation, Medical Day Care, or Supported Employment services under the Traditional Services delivery model; and
 - 2. At the same time as the direct provision of Behavioral Support Services, Community Living—Enhanced Supports, Community Living-Group Homes, , Nursing Support Services Personal Supports, Respite Care Services, Shared Living, Supported Living, or Transportation services.
- H. Prior to accessing DDA funding for this service, all other available and appropriate funding sources, including but not limited to those offered by Maryland’s Medicaid State Plan, Division of Rehabilitation Services, State Department of Education, and Department of Human Services, must be explored and exhausted to the extent applicable.’
 - 1. These efforts must be documented in the participant’s file.
 - 2. If these services are deemed by the participant’s person-centered planning team to be inappropriate to meet the specific needs of the participant, the exploration efforts and reasons that these services do not meet the participant’s needs shall be documented in the participant’s person-centered plan. The DDA has authority to determine if further efforts must be made, and documented, prior to authorization of funding for the service under the Waiver program.

Appendix C: 104

| | |
|----------------|--|
| State: | |
| Effective Date | |

- I. To the extent any listed services are covered under the Medicaid State Plan, the services under the waiver will be limited to additional services not otherwise covered under the Medicaid State Plan, but consistent with waiver objectives of avoiding institutionalization.
- J. Documentation must be maintained in the file of each participant receiving this service that the service is not available under a program funded under section 110 of the Rehabilitation Act of 1973 or the IDEA (20 USC 1401 et seq.).
- K. A legally responsible person, relative, or legal guardian of the participant cannot be paid by the Waiver program, either directly or indirectly, to provide this Waiver program service.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

- 1. Employment Discovery and Customization activities must be completed within a six (6) month period unless otherwise authorized by the DDA.
- 2. Employment Discovery and Customization services may not exceed a maximum of eight (8) hours per day or 40 hours per week, including in combination with any of the following other Waiver program services in a single day: Supported Employment, Career Exploration, Community Development Services, and Day Habilitation services.

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| Service Delivery Method <i>(check each that applies):</i> | <input checked="" type="checkbox"/> | Participant-directed as specified in Appendix E | <input checked="" type="checkbox"/> | Provider managed |
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| Specify whether the service may be provided by <i>(check each that applies):</i> | <input type="checkbox"/> | Legally Responsible Person | <input type="checkbox"/> | Relative | <input type="checkbox"/> | Legal Guardian |
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| Provider Category(s) <i>(check one or both):</i> | <input checked="" type="checkbox"/> | Individual. List types: | <input checked="" type="checkbox"/> | Agency. List the types of agencies: |
| | | Employment Discovery and Customization Professional | | Employment Discovery and Customization Provider |
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Provider Qualifications

Appendix C: 105

| | |
|----------------|--|
| State: | |
| Effective Date | |

| Provider Type: | License (<i>specify</i>) | Certificate (<i>specify</i>) | Other Standard (<i>specify</i>) |
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| Employment Discovery and Customization Professional | | | Individual must complete the DDA provider application and be certified based on compliance with meeting the following standards: <ol style="list-style-type: none"> 1. Be at least 18 years old; 2. Have a GED or high school diploma; 3. Possess current first aid and CPR certification; 4. Pass a criminal background investigation and any other required background checks and credentials verifications as provided in Appendix C-2-a; 5. Possess a valid driver’s license, if the operation of a vehicle is necessary to provide services; 6. Have automobile insurance for all automobiles that are owned, leased, and/or hired and used in the provision of services; 7. Unlicensed direct support professional staff who administer medication or perform delegable |

Appendix C: 106

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| | | | <p>nursing tasks as part of this Waiver service must be certified by the Maryland Board of Nursing (MBON) as Medication Technicians, except if the participant and their medication administration or nursing tasks qualifies for exemption from nursing delegation pursuant to COMAR 10.27.11;</p> <p>8. Complete required orientation and training designated by DDA;</p> <p>9. Complete necessary pre/in-service training based on the Person-Centered Plan;</p> <p>10. Have three (3) professional references which attest to the provider’s ability to deliver the support/service in compliance with the Department’s values in Annotated Code of Maryland, Health General, Title 7;</p> <p>11. Demonstrate financial integrity through IRS, Department, and Medicaid Exclusion List checks;</p> |
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Appendix C: 107

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
|--|--|--|--|
| | | | <p>12. Complete and sign any agreements required by MDH or DDA; and</p> <p>13. Have a signed Medicaid Provider Agreement.</p> |
| <p>Employment Discovery and Customization Provider</p> | | | <p>Agencies must meet the following standards:</p> <ol style="list-style-type: none"> 1. Complete the DDA provider application and be certified based on compliance with meeting all of the following standards: <ol style="list-style-type: none"> A. Be properly organized as a Maryland corporation, or, if operating as a foreign corporation, be properly registered to do business in Maryland; B. A minimum of five (5) years demonstrated experience and capacity providing quality similar services; C. Have a governing body that is legally responsible for overseeing the management and operation of all programs conducted by the licensee including ensuring that each |

Appendix C: 108

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| | | | <p>aspect of the agency’s programs operates in compliance with all local, State, and federal requirements, applicable laws, and regulations;</p> <p>D. Except for currently DDA licensed or certified Employment Discovery and Customization providers, demonstrate the capability to provide or arrange for the provision of all services required by submitting, at a minimum, the following documents with the application:</p> <p>(1) A program service plan that details the agencies service delivery model;</p> <p>(2) A business plan that clearly demonstrates the ability of the agency to provide Employment Discovery and Customization services;</p> |
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Appendix C: 109

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
|--|--|--|--|
| | | | <p>(3) A written quality assurance plan to be approved by the DDA;</p> <p>(4) A summary of the applicant’s demonstrated experience in the field of developmental disabilities; and</p> <p>(5) Prior licensing reports issued within the previous 10 years from any in-State or out-of-State entity associated with the applicant, including deficiency reports and compliance records.</p> <p>E. If currently licensed or certified, produce, upon written request from the DDA, the documents required under D;</p> <p>F. Be in good standing with the IRS and Maryland Department of Assessments and Taxation;</p> <p>G. Have Workers’ Compensation Insurance;</p> |
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Appendix C: 110

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
|--|--|--|---|
| | | | <ul style="list-style-type: none"> H. Have Commercial General Liability Insurance; I. Submit results from required criminal background checks, Medicaid Exclusion List, and child protective clearances as provided in Appendix C-2-a and per DDA policy; J. Submit documentation of staff certifications, licenses, and/or trainings as required to perform services; K. Complete required orientation and training; L. Comply with the DDA standards related to provider qualifications; and M. Complete and sign any agreements required by MDH or DDA. <ol style="list-style-type: none"> 2. All new providers must meet and comply with the federal community settings regulations and requirements; 3. Have a signed Medicaid Provider Agreement; |
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Appendix C: 111

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
|--|--|--|--|
| | | | <p>4. Have documentation that all vehicles used in the provision of services have automobile insurance; and</p> <p>5. Submit a provider renewal application at least 60 days before expiration of its existing approval as per DDA policy.</p> <p>The DDA Deputy Secretary may waive the requirements noted above if an agency is licensed or certified by another State agency or accredited by a national accreditation agency, such as the Council on Quality and Leadership or the Council for Accreditation for Rehabilitation Facilities (CARF) for similar services for individuals with developmental disabilities, and be in good standing with the IRS and Maryland Department of Assessments and Taxation.</p> <p>Staff working for or contracted with the agency as well as volunteers utilized in providing any direct support services or spend any time alone with a participant must meet the following minimum standards:</p> |
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Appendix C: 112

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| | | | <ol style="list-style-type: none"> 1. Be at least 18 years old; 2. Have required credentials, license, or certification as noted below; 3. Possess current first aid and CPR certification; 4. Pass a criminal background investigation and any other required background checks and credentials verifications as provided in Appendix C-2-a; 5. Complete necessary pre/in-service training based on the Person-Centered Plan; 6. Complete required orientation and training designated by DDA 7. Unlicensed direct support professional staff who administer medication or perform delegable nursing tasks as part of this Waiver service must be certified by the Maryland Board of Nursing (MBON) as Medication Technicians, except if the participant and their medication administration or nursing tasks qualifies for exemption from |
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Appendix C: 113

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| | | | <p>nursing delegation pursuant to COMAR 10.27.11;</p> <p>8. Possess a valid driver’s license, if the operation of a vehicle is necessary to provide services; and</p> <p>9. Have automobile insurance for all automobiles that are owned, leased, and/or hired and used in the provision of services.</p> |
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Verification of Provider Qualifications

| Provider Type: | Entity Responsible for Verification: | Frequency of Verification |
|---|---|---|
| Employment Discovery and Customization Professional | <ol style="list-style-type: none"> DDA for certified professional FMCS provider, as described in Appendix E, for participant’s self-directing services | <ol style="list-style-type: none"> DDA – Initial and at least every three years FMCS provider – prior to service delivery and continuing thereafter |
| Employment Discovery and Customization Provider | <ol style="list-style-type: none"> DDA for Provider’s approval to provide service Provider for individual staff members’ licenses, certifications, and training | <ol style="list-style-type: none"> DDA – Initial and at least every three years Provider – prior to service delivery and continuing thereafter |

Service Type: Other

Appendix C: 114

| | |
|----------------|--|
| State: | |
| Effective Date | |

Service (Name): EMPLOYMENT SERVICES ** BEGINNING DECEMBER 1, 2019**

| Service Specification | |
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| HCBS Taxonomy OTHER | |
| Category 1: | Sub-Category 1: |
| 03 Supported Employment | 03010 Job development 03021 Ongoing supported employment, individual 03030 Career planning |
| Service Definition (Scope): | |
| <p>** BEGINNING DECEMBER 1, 2019**</p> <p>A. Employment Services provides the participant with a variety of flexible supports to help the participant to identify career and employment interest, find and keep a job including:</p> <ol style="list-style-type: none"> 1. Discovery – a process to assist the participant in finding out who they are, what they want to do, and what they have to offer; 2. Job Development – supports finding a job including customized employment and self-employment; 3. Ongoing Job Supports – various supports a participant may need to successfully maintain their job; 4. Follow Along Supports – periodic supports after a participant has transitioned into their job; 5. Self-Employment Development Supports – supports to assist a participant whose discovery activities and profile indicate a specific skill or interest that would benefit from resource ownership or small business operation; | |

Appendix C: 115

| | |
|----------------|--|
| State: | |
| Effective Date | |

- 6. Co-Worker Employment Support-supports in a situation when an employer has identified that an onsite job coach would not be optimal, yet the participant could still benefit from additional supports; and
 - 7. Nursing Support Servicesbased on assessed need. The scope of the Nursing Support Servicesis defined under the stand-alone service in Appendix C.
- B. Discovery is a time limited comprehensive, person-centered, and community-based employment planning support service to assist the participant to identify the participant’s abilities, conditions, and interests. Discovery includes:
- 1. A visit to a participant’s home or community location, a review of community employers, job trials, interest inventory to create a profile and picture resume; and
 - 2. The development of a Discovery Profile.
- C. Job Development is support for a participant to obtain an individual job in a competitive integrated employment setting in the general workforce, including:
- 1. Customized employment – a flexible process designed to personalize the employment relationship between a job candidate and an employer in a way that meets the needs of both. It is based on an individualized match between the strengths, conditions, and interests of a job candidate and the identified business needs of an employer; and
 - 2. Self-employment – including exploration of how a participant’s interests, skills and abilities might be suited for the development of business ownership.
- D. Ongoing Job Supports are supports in learning and completing job tasks either when beginning a new job, after a promotion, or after a significant change in duties or circumstances and individualized supports a participant may need to successfully maintain their job. Ongoing Job Supports include:

Appendix C: 116

| | |
|----------------|--|
| State: | |
| Effective Date | |

1. Job coaching (e.g., job tasks analysis and adaptations, self-management strategies, natural and workplace supports facilitation, and fading assistance), needed to complete job tasks like setting up workstations;
 2. The facilitation of natural supports in the workplace;
 3. Systematic instruction and other learning strategies based on the participant’s learning style and needs;
 4. Travel training to independently get to the job; and
 5. Personal care assistance, behavioral supports, transportation, and delegated nursing tasks to support the employment activity.
- E. Follow Along Supports:
1. Occurs after the participant has transitioned into their job.
 2. Ensure the participant has the assistance necessary to maintain their jobs; and
 3. Include at least two face-to-face contacts with the participant in the course of the month.
- F. Self-Employment Development Supports include assistance in the development of a business and marketing plan, including potential sources of business financing and other assistance in developing and launching a business. The completion of a business and marketing plan does not guarantee future funding to support a business outlined in the plans.
- G. Co-Worker Employment Supports are time-limited supports provided by the employer to assist the participant, upon employment, with extended orientation and training beyond what is typically provided for an employee.
- H. Employment Services does not include:
1. Volunteering, apprenticeships, or internships unless it is part of the discovery process and time limited; and

Appendix C: 117

| | |
|----------------|--|
| State: | |
| Effective Date | |

- 2. Payment for supervision, training, supports and adaptations typically available to other workers without disabilities filling similar positions.

I. This Waiver program service includes provision of:

- 1. Direct support services, for provision of services as provided in Sections A-G above;
- 2. The following services provided in combination with, and incidental to, the provision of this Waiver program service:
 - a. Transportation to, from, and within this Waiver program service;
 - b. Delegated nursing tasks or other nursing support services covered by this Waiver program, based on the participant’s assessed need; and
 - c. Personal care assistance, based on the participant’s assessed need.

SERVICE REQUIREMENTS:

- A. The participant must be 18 years of age or older and no longer enrolled in primary or secondary school.
- B. As per Attachment #1: Transition Plan, beginning December 2019, employment related services will begin to transition from supported employment and employment discovery and customization to applicable employment services (i.e., discovery, job development, ongoing job supports, and follow along).
- C. Discovery includes three distinct milestones. Best practices demonstrate that quality person-centered discovery milestones can typically be completed within 90 days. However, the completion of each milestone is flexible and will be considered in conjunction with the participant’s unique circumstances.
- D. Each discovery milestone must be completed as per DDA regulations and policy with evidence of completion of the required activities before being paid.

Appendix C: 118

| | |
|----------------|--|
| State: | |
| Effective Date | |

- E. Discovery activities shall be reimbursed based on the following milestones:
 1. Milestone #1 – includes home visit, survey of the community near the individual’s home, record reviews for pertinent job experience, education, and assessments.
 2. Milestone #2 – includes observation of the job seeker in a minimum of three (3) community-based situations in order to identify skills, interest, and learning style.
 3. Milestone #3 – includes discovery profile, picture and/or written resume, and the creation of an Employment Plan, outlining next recommended steps, including a Job Development plan if applicable.
- F. Job Development is reimbursed based on 15-minute increments.
- G. Ongoing Job Supports is reimbursed based on 15-minute increments and includes a “fading plan”, when appropriate, that notes the anticipated number of support hours needed.
- H. Follow Along Supports are reimbursed as one monthly payment.
- I. Self-Employment Development Supports shall be reimbursed based on one milestone for the completion of a business and marketing plan.
- J. Employment Services (specifically, discovery, job development, and self-employment development supports) must be provided by staff who has the appropriate proof of competency required as outlined in the DDA Meaningful Day Training Policy.
- K. Participants that are promoted with new job tasks or changes positions or circumstances, can receive Ongoing Job Supports.
- L. Co-Worker Employment Supports are not intended to replace the support provider’s work, rather, it is an additional mentoring/support role for which coworkers could receive additional compensation above what they receive in the course of their typical job responsibilities. The payment of this compensation is at the discretion of the employer. Co-worker employment supports may be provided by a co-worker or other job site personnel provided that the services

Appendix C: 119

| | |
|----------------|--|
| State: | |
| Effective Date | |

that are furnished are not part of the normal duties of the co-worker, supervisor, or other personnel.

M. If enrolled in the self-directed services delivery model, the participant may exercise employer authority for Ongoing Job Supports and Follow Along Supports only. The participant may not exercise employer authority for the following types of Employment Services: Discovery, Job Development, Self-Employment Development Supports, or Co-Worker Employment Supports.

N. If transportation is provided as part of this Waiver program service, then:

1. Except during Follow Along Supports, the participant cannot receive Transportation services separately at the same time as provision of this Waiver program service;
2. The Provider or participants self-directing their services must:
 - a. Provide, or arrange for provision of, transportation to meet the needs of the participant identified in the participant’s person-centered plan; and
 - b. Use the most cost-effective mode of transportation, with priority given to the use of public transportation; and
3. Transportation services may not compromise the entirety of this Waiver program service.

O. If direct support staff perform delegated nursing tasks as part of this Waiver program service, then:

1. The participant must receive Nursing Support Services under this Waiver program service; and
2. The delegated nursing tasks:
 - a. Must be provided by direct support staff who are currently certified as a Medication Technician by the Maryland Board of Nursing; and
 - b. May not compromise the entirety of this Waiver program service.

Appendix C: 120

| | |
|----------------|--|
| State: | |
| Effective Date | |

- P. If personal care assistance services are provided as part of this Waiver program service, then the personal care assistance may not comprise the entirety of the service. For purposes of this Waiver program service, personal care assistance means the provision of supports to assist a participant in performing activities of daily living and instrumental activities of daily living.
- Q. A participant’s Person-Centered Plan may include a mix of hourly employment and day services units such as Day Habilitation, Community Development Services, Co-Worker Supports, and Career Exploration provided at different times.
- R. Medicaid funds may not be used to defray the expenses associated with starting up or operating a business.
- S. Employment Services are not available at the same time as the direct provision of Career Exploration, Community Development Services, Day Habilitation, Medical Day Care, Personal Supports, Respite Care Services, or Transportation (except during follow along supports) services.
- T. Prior to accessing DDA funding for this service, all other available and appropriate funding sources, including those offered by Maryland Medicaid State Plan, Division of Rehabilitation Services (“DORS”), State Department of Education, and Department of Human Services, must be explored and exhausted to the extent applicable. These efforts must be documented in the participant’s file. DORS service must be accessed first if the service the participant needs is provided and available by DORS and funding is authorized.
 - 1. These efforts must be documented in the participant’s file.
 - 2. If these services are deemed by the participant’s person-centered planning team to be inappropriate to meet the specific needs of the participant, the exploration efforts and reasons that these services do not meet the participant’s needs shall be documented in the participant’s person-centered plan. The DDA has authority to determine if further efforts must be made, and documented, prior to authorization of funding for the service under the Waiver program.

Appendix C: 121

| | |
|----------------|--|
| State: | |
| Effective Date | |

- U. Documentation must be maintained in the file of each participant receiving this service that the service is not available under a program funded under section 110 of the Rehabilitation Act of 1973 or the IDEA (20 U.S.C. 1401 et seq.).
- V. A relative (who is not a spouse), legal guardian, or legally responsible person may be paid to provide this service in accordance with the applicable requirements set forth in Appendix C-2.
- W. Nursing Support Services, as applicable, can be provided during supports so long as it is not the primary or only service provided. The scope of the Nursing Support Services are defined under the stand-alone service in Appendix C.
- X. In the event that additional Nursing Support Services ~~Nurse-Case Management~~ and Delegation training supports are needed, as indicated in the HRST because of a change in the participant’s health status or after discharge from a hospital or skilled nursing facility, the request is reviewed by DDA’s Regional Office and additional standalone Nursing Support Services Delegation Service support service hours can be authorized.
- Y. Services which are provided virtually, must:
 1. Be provided in accordance with federal and State requirements, policies, guidance, and regulations, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as amended by the Health Information Technology for Economic and Clinical Health (HITECH) Act, and their applicable regulations to protect the privacy and security of the participant’s protected health information;
 2. Support a participant to reach identified outcomes in their Person-Centered Plan;
 3. Not be used for the provider’s convenience; and
 - ”.
 4. The Waiver program will not fund any costs associated with the provider obtaining, installing, implementing, or using virtual /supports, such as equipment, internet, software

Appendix C: 122

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | | |
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| <p>applications, and other related expenses. These costs, in the delivery of new business models, are part of the provider’s operating cost</p> | | | | |
| <p>Specify applicable (if any) limits on the amount, frequency, or duration of this service:</p> | | | | |
| <ol style="list-style-type: none"> 1. Discovery services are limited to once every two years unless otherwise authorized by the DDA. 2. Job Development services cannot exceed eight (8) hours per day. 3. Job Development services cannot exceed a total maximum of 90 hours per year unless otherwise authorized by DDA. 4. Job Development services may not exceed a maximum of 40 hours per week including in combination with any of the following other Waiver program services in Meaningful Day Services (e.g., Community Development Services, Career Exploration, and Day Habilitation services). 5. Co-Worker Employment Supports are limited to the first three months of employment unless otherwise authorized by the DDA. | | | | |
| Service Delivery Method (<i>check each that applies</i>): | <input checked="" type="checkbox"/> | Participant-directed as specified in Appendix E | <input checked="" type="checkbox"/> | Provider managed |
| Specify whether the service may be provided by (<i>check each that applies</i>): | <input checked="" type="checkbox"/> | Legally Responsible Person | <input checked="" type="checkbox"/> | Relative |
| | | | <input checked="" type="checkbox"/> | Legal Guardian |
| Provider Category(s) (<i>check one or both</i>): | <input checked="" type="checkbox"/> | Individual. List types: | <input checked="" type="checkbox"/> | Agency. List the types of agencies: |
| | | Employment Services Professional | | Employment Service Provider |
| Provider Qualifications | | | | |
| Provider Type: | License (<i>specify</i>) | Certificate (<i>specify</i>) | Other Standard (<i>specify</i>) | |

Appendix C: 123

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| <p>Employment Services Professional</p> | | | <p>Individual must complete the DDA provider application and be certified based on compliance with meeting the following standards:</p> <ol style="list-style-type: none"> 1. Be at least 18 years old; 2. Have DDA required credentials, license, or certification ; 3. Possess current first aid and CPR certification; 4. Pass a criminal background investigation and any other required background checks and credentials verifications as provided in Appendix C-2-a; 5. Have DDA approved certification in employment to provide discovery services; 6. Unlicensed direct support professional staff who administer medication or perform delegable nursing tasks as part of this Waiver service must be certified by the Maryland Board of Nursing (MBON) as Medication Technicians, except if the participant and his or her medication administration or |
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Appendix C: 124

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>nursing tasks qualifies for exemption from nursing delegation pursuant to COMAR 10.27.11;</p> <p>7. Possess a valid driver’s license, if the operation of a vehicle is necessary to provide services;</p> <p>8. Have automobile insurance for all automobiles that are owned, leased, and/or hired and used in the provision of services;</p> <p>9. Complete required orientation and training designated by DDA;</p> <p>10. Complete necessary pre/in-service training based on the Person-Centered Plan; ;</p> <p>11. Have three (3) professional references which attest to the provider’s ability to deliver the support/service in compliance with the Department’s values in Annotated Code of Maryland, Health General, Title 7;</p> <p>12. Demonstrate financial integrity through IRS, Department, and Medicaid Exclusion List checks;</p> |
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Appendix C: 125

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| State: | |
| Effective Date | |

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| | | | <p>13. Complete and sign any agreements required by MDH or DDA; and</p> <p>14. Have a signed Medicaid Provider Agreement.</p> <p>Individuals providing services for participants self-directing their services must meet the standards 1 through 8 noted above. They do not need to complete the DDA provider application. Individuals must submit forms and documentation as required by the Financial Management and Counseling Service (FMCS) agency. The FMCS provider must ensure the individual or entity performing the service meets the qualifications.</p> |
| <p>Employment Service Provider</p> | | | <p>Agencies must meet the following standards:</p> <ol style="list-style-type: none"> 1. Complete the DDA provider application and be certified based on compliance with meeting all of the following standards: <ol style="list-style-type: none"> A. Be properly organized as a Maryland corporation, or, if operating as a foreign corporation, be properly |

Appendix C: 126

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| <p>State:</p> | |
| <p>Effective Date</p> | |

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| | | | <p>registered to do business in Maryland;</p> <p>B. A minimum of five (5) years demonstrated experience and capacity providing quality similar services;</p> <p>C. Have a governing body that is legally responsible for overseeing the management and operation of all programs conducted by the licensee including ensuring that each aspect of the agency’s programs operates in compliance with all local, State, and federal requirements, applicable laws, and regulations;</p> <p>D. Except for currently DDA licensed or certified Employment Services providers, demonstrate the capability to provide or arrange for the provision of all services required by submitting, at a minimum, the following documents with the application:</p> |
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Appendix C: 127

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>(1) A program service plan that details the agencies service delivery model;</p> <p>(2) A business plan that clearly demonstrates the ability of the agency to provide Employment Services;</p> <p>(3) A written quality assurance plan to be approved by the DDA;</p> <p>(4) A summary of the applicant’s demonstrated experience in the field of developmental disabilities; and</p> <p>(5) Prior licensing reports issued within the previous 10 years from any in-State or out-of-State entity associated with the applicant, including deficiency reports and compliance records.</p> <p>E. Be in good standing with the IRS and Maryland Department of Assessments and Taxation;</p> |
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Appendix C: 128

| | |
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| State: | |
| Effective Date | |

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| | | | <p>F. Have Workers’ Compensation Insurance;</p> <p>G. Have Commercial General Liability Insurance;</p> <p>H. Submit results from required criminal background checks, Medicaid Exclusion List, and child protective clearances as provided in Appendix C-2-a and per DDA policy;</p> <p>I. Submit documentation of staff certifications, licenses, and/or trainings as required to perform services;</p> <p>J. Complete required orientation and training;</p> <p>K. Comply with the DDA standards related to provider qualifications; and</p> <p>L. Complete and sign any agreements required by MDH or DDA.</p> <p>2. All new providers must meet and comply with the federal community settings regulations and requirements;</p> |
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Appendix C: 129

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | <p>3. Have a signed Medicaid Provider Agreement;</p> <p>4. Have documentation that all vehicles used in the provision of services have automobile insurance; and</p> <p>5. Submit a provider renewal application at least 60 days before expiration of its existing approval as per DDA policy.</p> <p>The DDA Deputy Secretary may waive the requirements noted above if an agency is licensed or certified by another State agency or accredited by a national accreditation agency, such as the Council on Quality and Leadership or the Council for Accreditation for Rehabilitation Facilities (CARF) for similar services for individuals with developmental disabilities, and be in good standing with the IRS and Maryland Department of Assessments and Taxation.</p> <p>Staff working for or contracted with the agency as well as volunteers utilized in providing any direct support services or spend any time alone with a participant</p> |
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Appendix C: 130

| | |
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| State: | |
| Effective Date | |

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| | | | <p>must meet the following minimum standards:</p> <ol style="list-style-type: none"> 1. Be at least 18 years old; 2. Have required credentials, license, or certification; 3. Possess current first aid and CPR certification; 4. Have DDA approved certification in employment to provide discovery services; 5. Unlicensed staff paid to administer medication and/or perform treatments must be certified by the Maryland Board of Nursing (MBON) as Medication Technicians; 6. Pass a criminal background investigation and any other required background checks and credentials verifications as provided in Appendix C-2-a; 7. Complete necessary pre/in-service training based on the Person-Centered Plan; |
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Appendix C: 131

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>8. Complete all DDA required training prior to service delivery;</p> <p>9. Possess a valid driver’s license, if the operation of a vehicle is necessary to provide services; and</p> <p>10. Have automobile insurance for all automobiles that are owned, leased, and/or hired and used in the provision of services.</p> |
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Verification of Provider Qualifications

| Provider Type: | Entity Responsible for Verification: | Frequency of Verification |
|----------------------------------|--|--|
| Employment Services Professional | <p>1. DDA for certified Employment Services Professional</p> <p>2. FMCS provider, as described in Appendix E, for participants self-directing services</p> | <p>1. DDA – Initial and at least every three years</p> <p>2. FMCS provider – prior to initial services and continuing thereafter</p> |
| Employment Service Provider | <p>1. DDA for certified providers</p> <p>2. Provider for staff licenses, certifications, and training</p> | <p>1. DDA – Initial and at least every three years</p> <p>2. Provider – prior to service delivery and continuing thereafter</p> |

Appendix C: 132

| | |
|----------------|--|
| State: | |
| Effective Date | |

Service Type: Other Service

Service (Name):

Alternative Service Title: ENVIRONMENTAL ASSESSMENT

| Service Specification | |
|---|---|
| HCBS Taxonomy | |
| Category 1: | Sub-Category 1: |
| 14: Equipment, Technology, and Modifications | 14020 home and/or vehicle accessibility adaptations |
| Service Definition (Scope): | |
| <p>A. An environmental assessment is an on-site assessment with the participant at their primary residence to determine if environmental modifications or assistive technology may be necessary in the participant’s home.</p> <p>B. Environmental assessment includes:</p> <ol style="list-style-type: none"> 1. An evaluation of the participant; 2. Environmental factors in the participant’s home; 3. The participant’s ability to perform activities of daily living; 4. The participant’s strength, range of motion, and endurance; 5. The participant’s need for assistive technology and or modifications; and 6. The participant’s support network including family members’ capacity to support independence. <p>SERVICE REQUIREMENTS:</p> <p>A. The assessment must be conducted by an Occupational Therapist licensed in the State of Maryland.</p> | |

Appendix C: 133

| | |
|----------------|--|
| State: | |
| Effective Date | |

B. The Occupational Therapist must complete an Environmental Assessment Service Report to document findings and recommendations based on an onsite environmental assessment of a home or residence (where the participant lives or will live) and interviews the participant and their support network (e.g., family, direct support staff, delegating nurse/nurse monitor, etc.).

The report shall:

1. Detail the environmental assessment process, findings, and specify recommendations for the home modification and assistive technology that are recommended for the participant;
2. Be typed; and
3. Be completed within 10 business days of the completed assessment and forwarded to the participant and their Coordinator of Community Service (CCS) in an accessible format.

C. Prior to accessing DDA funding for this service, all other available and appropriate funding sources, including those offered by Maryland Medicaid State Plan, Division of Rehabilitation Services , State Department of Education, and Department of Human Services, must be explored and exhausted to the extent applicable.

1. These efforts must be documented in the participant’s file.
2. If these services are deemed by the participant’s person-centered planning team to be inappropriate to meet the specific needs of the participant, the exploration efforts and reasons that these services do not meet the participant’s needs shall be documented in the participant’s person-centered plan. The DDA has authority to determine if further efforts must be made, and documented, prior to authorization of funding for the service under the Waiver program.

D. To the extent that any listed services are covered under the Medicaid State Plan , the services under the waiver would be limited to additional services not otherwise covered under the Medicaid State Plan, but consistent with waiver objectives of avoiding institutionalization.

Appendix C: 134

| | |
|----------------|--|
| State: | |
| Effective Date | |

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|---|----------------------------|---|--------------------------------|----------|--|-------------------------------------|------------------|
| <p>E. Children have access to any medically necessary preventive, diagnostic, and treatment services under Medicaid’s Early and Periodic Screening, Diagnostic and Treatment (EPSDT) services to help meet children’s health and developmental needs. This includes age appropriate medical, dental, vision, and hearing screening services and diagnostic and treatment services to correct or ameliorate identified conditions. Supports provided by this waiver service is to improve and maintain the ability of the child to remain in and engage in community activities.</p> | | | | | | | |
| <p>F. A legally responsible person, relative, or legal guardian of the participant cannot be paid by the Waiver program, either directly or indirectly, to provide this Waiver program service.</p> | | | | | | | |
| <p>Specify applicable (if any) limits on the amount, frequency, or duration of this service:</p> | | | | | | | |
| <p>Environment assessment is limited to one (1) assessment annually unless otherwise authorized by the DDA.</p> | | | | | | | |
| Service Delivery Method (<i>check each that applies</i>): | X | Participant-directed as specified in Appendix E | | | | X | Provider managed |
| Specify whether the service may be provided by (<i>check each that applies</i>): | <input type="checkbox"/> | Legally Responsible Person | <input type="checkbox"/> | Relative | <input type="checkbox"/> | Legal Guardian | |
| Provider Category(s) (<i>check one or both</i>): | X | Individual. List types: | | | X | Agency. List the types of agencies: | |
| | | Environment Assessment Professional | | | Organized Health Care Delivery System Provider | | |
| Provider Qualifications | | | | | | | |
| Provider Type: | License (<i>specify</i>) | | Certificate (<i>specify</i>) | | Other Standard (<i>specify</i>) | | |

Appendix C: 135

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| <p>Environment Assessment Professional</p> | | | <p>Individual must complete the DDA provider application and be certified based on compliance with meeting the following standards:</p> <ol style="list-style-type: none"> 1. Be at least 18 years old; 2. Be a licensed Occupational Therapist by the Maryland Board of Occupational Therapy Practice or a Division of Rehabilitation Services (DORS) approved vendor; 3. Pass a criminal background investigation and any other required background checks and credentials verifications as provided in Appendix C-2-a; 4. Have Commercial General Liability Insurance; 5. Complete required orientation and training designated by DDA; 6. Complete necessary pre/in-service training based on the Person-Centered Plan ; 7. Have three (3) professional references which attest to the provider’s ability to deliver the support/service in compliance with the Department’s |
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Appendix C: 136

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| | | | <p>values in Annotated Code of Maryland, Health General, Title 7;</p> <p>8. Demonstrate financial integrity through IRS, Department, and Medicaid Exclusion List checks;</p> <p>9. Complete and sign any agreements required by MDH or DDA; and</p> <p>10. Have a signed Medicaid Provider Agreement.</p> |
| <p>Organized Health Care Delivery System Provider</p> | | | <p>Agencies must meet the following standards:</p> <ol style="list-style-type: none"> 1. Be certified or licensed by the DDA to provide at least one Medicaid waiver service; and 2. Complete the DDA provider application to be an Organized Health Care Delivery Services provider. <p>OHCDS providers shall:</p> <ol style="list-style-type: none"> 1. Verify the licenses, credentials, and experience of all professionals with whom they contract or employs and have a |

Appendix C: 137

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>copy of the same available upon request; and</p> <p>2. Obtain Workers Compensation if required by applicable law.</p> <p>Environmental Assessment Professional requirements:</p> <p>1. Employ or contract staff licensed by the Maryland Board of Occupational Therapy Practice as a licensed Occupational Therapist in Maryland or</p> <p>2. Contract with a Division of Rehabilitation Services (DORS) approved vendor</p> |
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Verification of Provider Qualifications

| Provider Type: | Entity Responsible for Verification: | Frequency of Verification |
|---------------------------------------|---|--|
| Environmental Assessment Professional | <p>1. DDA for certified Environmental Assessment Professional</p> <p>2. FMCS provider, as described in Appendix E, for participants self-directing services</p> | <p>1. DDA – Initial and at least every three years</p> <p>2. FMCS provider – prior to initial services and continuing thereafter</p> |

Appendix C: 138

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | |
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| Organized Health Care Delivery System Provider | <ol style="list-style-type: none"> 1. DDA for verification of the OHCDS 2. OHCDS provider will verify Occupational Therapist (OT) license and DORS approved vendor | <ol style="list-style-type: none"> 1. Initial and at least every three years 2. Prior to service delivery and continuing thereafter |
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Service Type: Other Service

Service (Name):

Alternative Service Title: ENVIRONMENTAL MODIFICATIONS

| Service Specification | |
|---|---|
| HCBS Taxonomy | |
| Category 1: | Sub-Category 1: |
| 14: Equipment, Technology, and Modifications | 14020 home and/or vehicle accessibility adaptations |
| Service Definition (Scope): | |
| <p>A. Environmental modifications are physical modifications to the participant’s home based on an assessment designed to support the participant’s efforts to function with greater independence or to create a safer, healthier environment.</p> <p>B. Environmental Modifications include:</p> <ol style="list-style-type: none"> 1. The following types of environmental modifications: <ol style="list-style-type: none"> a. Installation of grab bars; b. Construction of access ramps and railings; c. Installation of detectable warnings on walking surfaces; | |

Appendix C: 139

| | |
|----------------|--|
| State: | |
| Effective Date | |

- d. Alerting devices for participant who has a hearing or sight impairment;
 - e. Adaptations to the electrical, telephone, and lighting systems;
 - f. Generator to support medical and health devices that require electricity;
 - g. Widening of doorways and halls;
 - h. Door openers;
 - i. Installation of lifts and stair glides (with the exception of elevators), such as overhead lift systems and vertical lifts;
 - j. Bathroom modifications for accessibility and independence with self-care;
 - k. Kitchen modifications for accessibility and independence;
 - l. Alarms or locks on windows, doors, and fences; protective padding on walls, floors, or pipes; Plexiglas, safety glass, a protected glass coating on windows; outside gates and fences; brackets for appliances; raised/lowered electrical switches and sockets; and safety screen doors which are necessary for the health, welfare, and safety of the participant;
2. Training on use of modification; and
 3. Service and maintenance of the modification.

C. Environmental Modifications do not include:

1. Improvements to the residence that:
 - a. Are of general utility;
 - b. Are not of direct medical or remedial benefit to the participant or otherwise meets the needs of the participant as defined in Sections A-B above;

Appendix C: 140

| | |
|----------------|--|
| State: | |
| Effective Date | |

c. Add to the home’s total square footage, unless the construction is necessary, reasonable, and directly related to the participant’s access to the participant’s primary residence; or

d. Are required by local, county, or State law when purchasing or licensing a residence;

2. A generator for use other than to support the participant’s medical and health devices that require electricity for safe operation; or

3. An elevator.

SERVICE REQUIREMENTS:

A. If an Environmental Assessment is required prior to authorization of Environmental Modification services, then it must be completed as per the environmental assessment waiver services requirements.

1. If the estimated cost of the requested Environmental Modification is equal to or greater than \$2,000, then the participant must receive an Environmental Assessment, performed in a reasonable amount of time prior to installation of an Environmental Modification.

2. If the estimated cost of the requested Environmental Modification is less than \$2,000, then an Environmental Assessment is not required.

B. Unless otherwise approved by the DDA, if the requested Environmental Modification is estimated to cost over \$2,000 over a 12-month period, then the participant must provide at least three bids

C. If the requested Environmental Modification restricts the participant’s rights, as set forth in Title 7 of the Health-General Article of the Maryland Annotated Code or COMAR Title 10, Subtitle 22, then the need for the restriction must be set forth in the participant’s Behavior Support Plan in accordance with applicable regulations and policies governing restrictions of participant rights, Behavior Support Plans, and positive behavior supports.

Appendix C: 141

| | |
|----------------|--|
| State: | |
| Effective Date | |

D. For a participant to be eligible to receive Environmental Modification services funded by the Waiver program, either:

- 1. The participant is the owner of the primary residence; or
- 2. If the participant is not the owner of the primary residence, the property manager or owner of the primary residence provides in writing:
 - a. Approval for the requested Environmental Modification; and
 - b. Agreement that the participant will be allowed to remain in the primary residence for at least one year.

E. Deliverable Requirements:

- 1. Prior to installation, the provider must obtain any required permits or approvals from State or local governmental units for the Environmental Modification.
- 2. The provider must provide this Waiver program service in accordance with a written schedule that:
 - a. The provider provides to the participant and the Coordinator of Community Services prior to commencement of the work; and
 - b. Indicates an estimated start date and completion date
- 3. The provider must provide progress reports regarding work to the participant, the Coordinator of Community Services, the Financial Management and Counseling Services (FMCS) provider, and, if applicable, the property owner.
- 4. The provider must perform all work in accordance with applicable laws and regulations, including, but not limited to, the Americans with Disabilities Act and State and local building codes.

Appendix C: 142

| | |
|----------------|--|
| State: | |
| Effective Date | |

- 5. The provider must obtain any final inspections and ensure work passes required inspections.
 - 6. Upon delivery to the participant (including installation) or maintenance performed, the Environmental Modification must be in good operating condition and repair in accordance with applicable specifications.
- F. A legally responsible person, relative, or legal guardian of the participant cannot be paid by the Waiver program, either directly or indirectly, to provide this Waiver program service.
- G. Prior to accessing DDA funding for this service, all other available and appropriate funding sources, including but not limited to those offered by Maryland Medicaid State Plan, Division of Rehabilitation Services , State Department of Education, and Department of Human Services, must be explored and exhausted to the extent applicable. These efforts must be documented in the participant’s file.
- 1. These efforts must be documented in the participant’s file.
 - 2. If these services are deemed by the participant’s person-centered planning team to be inappropriate to meet the specific needs of the participant, the exploration efforts and reasons that these services do not meet the participant’s needs shall be documented in the participant’s person-centered plan. The DDA has authority to determine if further efforts must be made, and documented, prior to authorization of funding for the service under the Waiver program.
- H. Environmental Modifications to support participants with new accessibility needs (e.g., grab bars, ramp, stair glide, etc.) to support health, safety, access to the home, and independence are available to participants receiving support services in residential models including Community Living—Enhanced Supports and Community Living-Group Home services. To the extent that any listed services are covered under the Medicaid State Plan, the services under the waiver would be limited to additional services not otherwise covered under the Medicaid State Plan, but consistent with waiver objectives of avoiding institutionalization.

Appendix C: 143

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| Specify applicable (if any) limits on the amount, frequency, or duration of this service: | | | | |
| Cost of services must be customary, reasonable, and may not exceed a total of \$50,000 every three years unless otherwise authorized by the DDA. | | | | |
| Service Delivery Method (<i>check each that applies</i>): | <input checked="" type="checkbox"/> | Participant-directed as specified in Appendix E | <input checked="" type="checkbox"/> | Provider managed |
| Specify whether the service may be provided by (<i>check each that applies</i>): | <input type="checkbox"/> | Legally Responsible Person | <input type="checkbox"/> | Relative |
| | | | <input type="checkbox"/> | Legal Guardian |
| Provider Category(s) (<i>check one or both</i>): | <input checked="" type="checkbox"/> | Individual. List types: | <input checked="" type="checkbox"/> | Agency. List the types of agencies: |
| | | Environmental Modifications Professional | | Organized Health Care Delivery System Provider |
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| Provider Qualifications | | | | |
| Provider Type: | License (<i>specify</i>) | Certificate (<i>specify</i>) | Other Standard (<i>specify</i>) | |
| Environmental Modifications Professional | | | Individual must complete the DDA provider application and be certified based on compliance with meeting the following standards: <ol style="list-style-type: none"> 1. Be at least 18 years old; 2. Be a licensed home contractor or Division of Rehabilitation Services (DORS) approved vendor; 3. Be properly licensed or certified by the State; | |

Appendix C: 144

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <ol style="list-style-type: none"> 4. Obtain and maintain Commercial General Liability Insurance; 5. Obtain and maintain worker’s compensation insurance sufficient to cover all employees, if any; 6. Be bonded as is legally required; 7. Complete required orientation and training designated by DDA; 8. Have three (3) professional references which attest to the provider’s ability to deliver the support/service in compliance with the Department’s values in Annotated Code of Maryland, Health General, Title 7; 9. Demonstrate financial integrity through IRS, Department, and Medicaid Exclusion List checks; 10. Complete and sign any agreements required by MDH or DDA; and 11. Have a signed Medicaid Provider Agreement. <p>Environmental Modification Professional shall:</p> |
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Appendix C: 145

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <ol style="list-style-type: none"> 1. Ensure all staff, contractors and subcontractors meet required qualifications including verifying the licenses and credentials of all individuals whom the contractor employs or with whom the provider has a contract with and have a copy of same available for inspection; 2. Obtain, in accordance with Department of Labor and Licensing requirements, a Home Improvement License for projects which may be required to complete where an existing home structure is modified (such as a stair glide) as applicable; and 3. Ensure all home contractors and subcontractors of services shall: <ol style="list-style-type: none"> a. Be properly licensed or certified by the State; b. Be in good standing with the Maryland Department of Assessment and Assessments and Taxation to provide the service; c. Maintain Commercial General Liability Insurance; and |
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Appendix C: 146

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>d. Be bonded as is legally required.</p> |
| <p>Organized Health Care Delivery System Provider</p> | | | <p>Agencies must meet the following standards:</p> <ol style="list-style-type: none"> 1. Be certified or licensed by the DDA to provide at least one Medicaid waiver service; and 2. Complete the DDA provider application to be an Organized Health Care Delivery Services provider. <p>OHCDS providers shall ensure the following requirements and verify the licenses, credentials, and experience of all professionals with whom they contract or employ and have a copy of the same available upon request including:</p> <ol style="list-style-type: none"> 1. Be licensed home contractors or Division of Rehabilitation Services (DORS) approved vendors; 2. All staff, contractors and subcontractors meet required qualifications including verifying the licenses and credentials of all individuals whom the contractor employs or with whom the provider |

Appendix C: 147

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| | | | <p>has a contract with and have a copy of same available for inspection;</p> <p>3. Obtain, in accordance with Department of Labor and Licensing requirements, a Home Improvement License for projects which may be required to complete where an existing home structure is modified (such as a stair glide) as applicable; and</p> <p>4. All home contractors and subcontractors of services shall:</p> <ul style="list-style-type: none"> a. Be properly licensed or certified by the State; b. Be in good standing with the Maryland Department of Assessments and Taxation to provide the service; c. Obtain and maintain Commercial General Liability Insurance; and d. Obtain and maintain worker’s compensation insurance sufficient to cover all employees, if required by law; |
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Appendix C: 148

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| | | | e. Be bonded as is legally required. |
| Verification of Provider Qualifications | | | |
| Provider Type: | Entity Responsible for Verification: | | Frequency of Verification |
| Environmental Modifications Professional | <ol style="list-style-type: none"> DDA for certified Environmental Modifications professional FMCS providers, as described in Appendix E, for participants self-directing services | | <ol style="list-style-type: none"> DDA – Initial and at least every three years FMCS provider – prior to service delivery and continuing thereafter |
| Organized Health Care Delivery System Provider | <ol style="list-style-type: none"> DDA for verification of the OHCDS Organized Health Care Delivery System provider for verification of the contractors and subcontractors to meet required qualifications | | <ol style="list-style-type: none"> DDA – Initial and at least every three years OHCDS – Contractors and subcontractors prior to service delivery and continuing thereafter |

Service Type: Other

Service (Name): FAMILY AND PEER MENTORING SUPPORTS

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| HCBS Taxonomy | |
| Category 1: | Sub-Category 1: |
| 9: Caregiver Support | 09020 caregiver counseling and/or training |

Appendix C: 149

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| Category 2: | Sub-Category 2: |
| 13: Participant Training | 13010 participant training |
| Service Definition (Scope): | |
| <p>A. Family and Peer Mentoring Supports provide mentors who have shared experiences as the participant, family, or both participant and family and who provide support and guidance to the participant and their family members. Family and Peer mentors explain community services, programs, and strategies they have used to achieve the waiver participant’s goals. It fosters connections and relationships which builds the resilience of the participant and their family.</p> <p>B. Family and Peer Mentoring Supports services encourage participants and their family members to share their successful strategies and experiences in navigating a broad range of community resources beyond those offered through the waiver with other waiver participants and their families.</p> <p>C. Family and Peer Mentoring Supports includes:</p> <ol style="list-style-type: none"> 1. Facilitation of connection between: <ol style="list-style-type: none"> i. The participant and the participant’s relatives; and ii. A mentor; and 2. Follow-up support to assure the match between the mentor and the participant and the participant’s relatives meets peer expectations. <p>D. Family and Peer Mentoring Supports do not include:</p> <ol style="list-style-type: none"> 1. Provision of Coordination of Community Services; 2. Determination of participant eligibility for enrollment in the Waiver program, as described in Appendix B; 3. Development of the person-centered plan, as described in Appendix D; | |

Appendix C: 150

| | |
|----------------|--|
| State: | |
| Effective Date | |

4. Support Broker services, as described in Appendices C and E.

SERVICE REQUIREMENTS:

- A. Family and Peer Mentoring Supports are provided from an experienced peer mentor, parent or other family member to a peer, another parent or family caregiver who is the primary unpaid support to the participant.
- B. Support needs for peer mentoring are identified in the participant’s Person-Centered Plan.
- C. The mentor can be an individual with developmental disabilities or the member of a family that includes an individual with developmental disabilities.
- D. Mentors cannot mentor their own family members. A legally responsible person, relative, or legal guardian of the participant cannot be paid by the Waiver program, either directly or indirectly, to provide this Waiver program service.
- E. Prior to accessing DDA funding for this service, all other available and appropriate funding sources, including those offered by Maryland Medicaid State Plan, Division of Rehabilitation Services , State Department of Education, and Department of Human Services, must be explored and exhausted to the extent applicable.
 - 1. These efforts must be documented in the participant’s file.
 - 2. If these services are deemed by the participant’s person-centered planning team to be inappropriate to meet the specific needs of the participant, the exploration efforts and reasons that these services do not meet the participant’s needs shall be documented in the participant’s person-centered plan. The DDA has authority to determine if further efforts must be made, and documented, prior to authorization of funding for the service under the Waiver program.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

Peer and Family Mentoring Services are limited to 8 hours per day.

Appendix C: 151

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| State: | |
| Effective Date | |

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| Service Delivery Method (<i>check each that applies</i>): | <input checked="" type="checkbox"/> | Participant-directed as specified in Appendix E | <input checked="" type="checkbox"/> | Provider managed |
| Specify whether the service may be provided by (<i>check each that applies</i>): | <input type="checkbox"/> | Legally Responsible Person | <input type="checkbox"/> | Relative |
| | <input type="checkbox"/> | | <input type="checkbox"/> | Legal Guardian |
| Provider Category(s) (<i>check one or both</i>): | <input checked="" type="checkbox"/> | Individual. List types: | <input checked="" type="checkbox"/> | Agency. List the types of agencies: |
| | | Family or Peer Mentor | | Family and Peer Mentoring Provider |
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| Provider Qualifications | | | | |
| Provider Type: | License (<i>specify</i>) | Certificate (<i>specify</i>) | Other Standard (<i>specify</i>) | |
| Family or Peer Mentor | | | <p>Individual must complete the DDA provider application and be certified based on compliance with meeting the following standards:</p> <ol style="list-style-type: none"> 1. Be at least 18 years old; 2. Have a Bachelor’s Degree or demonstrated life experiences and skills to provide the service; 3. Possess current first aid and CPR certification; 4. Pass a criminal background investigation and any other required background checks and credentials verifications as provided in Appendix C-2-a; | |

Appendix C: 152

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <ol style="list-style-type: none"> 5. Possess a valid driver’s license, if the operation of a vehicle is necessary to provide services; 6. Have automobile insurance for all automobiles that are owned, leased, and/or hired and used in the provision of services; 7. Complete required orientation and training designated by DDA; 8. Complete necessary pre/in-service training based on the Person-Centered Plan; 9. Have three (3) professional references which attest to the provider’s ability to deliver the support/service in compliance with the Department’s values in Annotated Code of Maryland, Health General, Title 7; 10. Demonstrate financial integrity through IRS, Department, and Medicaid Exclusion List checks; 11. Complete and sign any agreements required by MDH or DDA; and 12. Have a signed Medicaid Provider Agreement. |
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Appendix C: 153

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| State: | |
| Effective Date | |

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| <p>Family and Peer Mentoring Provider</p> | | | <p>Agencies must meet the following standards:</p> <ol style="list-style-type: none"> 1. Complete the DDA provider application and be certified based on compliance with meeting all of the following standards: <ol style="list-style-type: none"> A. Be properly organized as a Maryland corporation, or, if operating as a foreign corporation, be properly registered to do business in Maryland; B. A minimum of five (5) years demonstrated experience and capacity with providing quality similar services such as self-advocacy and parent organizations; C. Have a governing body that is legally responsible for overseeing the management and operation of all programs conducted by the licensee including ensuring that each aspect of the agency’s programs operates in compliance with all local, State, and federal |
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Appendix C: 154

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| State: | |
| Effective Date | |

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| | | | <p>requirements, applicable laws, and regulations;</p> <p>D. Demonstrate the capability to provide or arrange for the provision of all services required by submitting, at a minimum, the following documents with the application:</p> <ul style="list-style-type: none">(1) A program service plan that details the agencies service delivery model;(2) A business plan that clearly demonstrates the ability of the agency to provide mentoring services;(3) A written quality assurance plan to be approved by the DDA;(4) A summary of the applicant’s demonstrated experience in the field of developmental disabilities; and(5) Prior licensing reports issued within the previous 10 years from any in-State or out-of-State entity |
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Appendix C: 155

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| State: | |
| Effective Date | |

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| | | | <p>associated with the applicant, including deficiency reports and compliance records.</p> <p>E. If currently licensed or certified, produce, upon written request from the DDA, the documents required under D;</p> <p>F. Be in good standing with the IRS and Maryland Department of Assessments and Taxation;</p> <p>G. Have Workers’ Compensation Insurance;</p> <p>H. Have Commercial General Liability Insurance;</p> <p>I. Submit results from required criminal background checks, Medicaid Exclusion List, and child protective clearances as provided in Appendix C-2-a and per DDA policy;</p> <p>J. Submit documentation of staff certifications, licenses, and/or trainings as required to perform services;</p> |
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Appendix C: 156

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| State: | |
| Effective Date | |

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| | | | <p>K. Complete required orientation and training;</p> <p>L. Comply with the DDA standards related to provider qualifications; and</p> <p>M. Complete and sign any agreements required by MDH or DDA.</p> <p>2. Have a signed Medicaid provider agreement;</p> <p>3. Have documentation that all vehicles used in the provision of services have automobile insurance; and</p> <p>4. Submit a provider renewal application at least 60 days before expiration of its existing approval as per DDA policy.</p> <p>The DDA Deputy Secretary may waive the requirements noted above if an agency is licensed or certified by another State agency or accredited by a national accreditation agency, such as the Council on Quality and Leadership or the Council for Accreditation for Rehabilitation Facilities (CARF) for similar services for individuals with</p> |
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Appendix C: 157

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| State: | |
| Effective Date | |

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| | | | <p>developmental disabilities, and be in good standing with the IRS and Maryland Department of Assessments and Taxation</p> <p>Staff working for or contracted with the agency as well as volunteers utilized in providing any direct support services or spend any time alone with a participant must meet the following minimum standards:</p> <ol style="list-style-type: none"> 1. Be at least 18 years old; 2. Have a Bachelor’s Degree or demonstrated life experiences and skills to provide the service; 3. Possess current first aid and CPR certification; 4. Pass a criminal background investigation and any other required background checks and credentials verifications as provided in Appendix C-2-a; 5. Complete necessary pre/in-service training based on the Person-Centered Plan; 6. Complete required orientation and training designated by DDA; |
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Appendix C: 158

| | |
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| State: | |
| Effective Date | |

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| | | | <p>7. Possess a valid driver’s license, if the operation of a vehicle is necessary to provide services; and</p> <p>8. Have automobile insurance for all automobiles that are owned, leased, and/or hired and used in the provision of services.</p> |
| Verification of Provider Qualifications | | | |
| Provider Type: | Entity Responsible for Verification: | | Frequency of Verification |
| Family or Peer Mentor | <p>1. DDA for certified Family and Peer Mentors</p> <p>2. FMCS provider, as described in Appendix E, for participants self-directing services</p> | | <p>1. DDA – Initial and at least every three years</p> <p>2. FMCS provider – prior to service delivery and continuing thereafter</p> |
| Family and Peer Mentoring Provider | <p>1. DDA for approval of Family and Peer Mentoring Provider</p> <p>2. Provider for staff standards</p> | | <p>1. DDA – Initial and at least every three years</p> <p>2. Provider – Prior to service delivery and continuing thereafter</p> |

Service Type: Other

Appendix C: 159

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| State: | |
| Effective Date | |

Service (Name): FAMILY CAREGIVER TRAINING AND EMPOWERMENT SERVICES

| Service Specification | |
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| HCBS Taxonomy | |
| Category 1: | Sub-Category 1: |
| 9: Caregiver Support | 09020 caregiver counseling and/or training |
| Service Definition (Scope): | |
| <p>A. Family Caregiver Training and Empowerment services provide education and support to the family caregiver of a participant that preserves the family unit and increases confidence, stamina and empowerment to support the participant. Education and training activities are based on the family/caregiver’s unique needs and are specifically identified in the Person-Centered Plan.</p> <p>B. This service includes educational materials, training programs, workshops and conferences that help the family caregiver to:</p> <ol style="list-style-type: none"> 1. Understand the disability of the person supported; 2. Achieve greater competence and confidence in providing supports; 3. Develop and access community and other resources and supports; 4. Develop or enhance key parenting strategies; 5. Develop advocacy skills; and 6. Support the person in developing self-advocacy skills. <p>C. Family Caregiver Training and Empowerment does not include the cost of travel, meals, or overnight lodging as per federal requirements.</p> | |
| SERVICE REQUIREMENTS: | |

Appendix C: 160

| | |
|----------------|--|
| State: | |
| Effective Date | |

- A. Family Caregiver Training and Empowerment is offered only for a family caregiver who is providing unpaid support training, companionship, or supervision for a participant who is currently living in the family home.
- B. Prior to accessing DDA funding for this service, all other available and appropriate funding sources, including those offered by Maryland Medicaid State Plan, Division of Rehabilitation Services , State Department of Education, and Department of Human Services, must be explored and exhausted to the extent applicable.
 - 1. These efforts must be documented in the participant’s file.
 - 2. If these services are deemed by the participant’s person-centered planning team to be inappropriate to meet the specific needs of the participant, the exploration efforts and reasons that these services do not meet the participant’s needs shall be documented in the participant’s person-centered plan. The DDA has authority to determine if further efforts must be made, and documented, prior to authorization of funding for the service under the Waiver program.
- C. To the extent that any listed services are covered under the State plan, the services under the waiver would be limited to additional services not otherwise covered under the State plan, but consistent with waiver objectives of avoiding institutionalization.
- D. A legally responsible person, relative, or legal guardian of the participant cannot be paid by the Waiver program, either directly or indirectly, to provide this Waiver program service.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

- 1. Family Caregiver Training and Empowerment services are limited to a maximum of 10 hours of training for unpaid family caregiver per participant per year.
- 2. Educational materials and training programs, workshops and conferences registration costs for unpaid family caregiver is limited to up to \$500 per participant per year.

Appendix C: 161

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| State: | |
| Effective Date | |

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| Service Delivery Method (<i>check each that applies</i>): | <input checked="" type="checkbox"/> | Participant-directed as specified in Appendix E | | | | <input checked="" type="checkbox"/> | Provider managed |
| Specify whether the service may be provided by (<i>check each that applies</i>): | <input type="checkbox"/> | Legally Responsible Person | <input type="checkbox"/> | Relative | <input type="checkbox"/> | Legal Guardian | |
| Provider Category(s) (<i>check one or both</i>): | <input checked="" type="checkbox"/> | Individual. List types: | | <input checked="" type="checkbox"/> | Agency. List the types of agencies: | | |
| | | Family Support Professional | | | Parent Support Agency | | |
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| Provider Qualifications | | | | | | | |
| Provider Type: | License (<i>specify</i>) | | Certificate (<i>specify</i>) | | Other Standard (<i>specify</i>) | | |
| Family Support Professional | | | | | Individual must complete the DDA provider application and be certified based on compliance with meeting the following standards: <ol style="list-style-type: none"> 1. Be at least 18 years old; 2. Have a Bachelor’s Degree or demonstrated life experiences and skills to provide the service; 3. Complete required orientation and training designated by DDA; 4. Have three (3) professional references which attest to the provider’s ability to deliver the support/service in compliance with the Department’s values in | | |

Appendix C: 162

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| | | | <p>Annotated Code of Maryland, Health General, Title 7;</p> <ol style="list-style-type: none"> 5. Demonstrate financial integrity through IRS, Department, and Medicaid Exclusion List checks; 6. Complete and sign any agreements required by MDH or DDA; and 7. Have a signed Medicaid Provider Agreement. |
| <p>Parent Support Agency</p> | | | <p>Agencies must meet the following standards:</p> <ol style="list-style-type: none"> 1. Complete the DDA provider application and be certified based on compliance with meeting all of the following standards: <ol style="list-style-type: none"> A. Be properly organized as a Maryland corporation, or, if operating as a foreign corporation, be properly registered to do business in Maryland; B. A minimum of five (5) years demonstrated experience and capacity with providing quality similar services; |

Appendix C: 163

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>C. Have a governing body that is legally responsible for overseeing the management and operation of all programs conducted by the licensee including ensuring that each aspect of the agency’s programs operates in compliance with all local, State, and federal requirements, applicable laws, and regulations;</p> <p>D. Demonstrate the capability to provide or arrange for the provision of all services required by submitting, at a minimum, the following documents with the application:</p> <ul style="list-style-type: none"> (1) A program service plan that details the agencies service delivery model; (2) A business plan that clearly demonstrates the ability of the agency to provide services; |
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Appendix C: 164

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>(3) A written quality assurance plan to be approved by the DDA;</p> <p>(4) A summary of the applicant’s demonstrated experience in the field of developmental disabilities; and</p> <p>(5) Prior licensing reports issued within the previous 10 years from any in-State or out-of-State entity associated with the applicant, including deficiency reports and compliance records.</p> <p>E. Be in good standing with the IRS and Maryland Department of Assessments and Taxation;</p> <p>F. Have Workers’ Compensation Insurance;</p> <p>G. Have Commercial General Liability Insurance;</p> <p>H. Submit results from required criminal background checks, Medicaid Exclusion List, and child protective clearances as</p> |
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Appendix C: 165

| | |
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| State: | |
| Effective Date | |

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| | | | <p>provided in Appendix C-2-a and per DDA policy;</p> <ul style="list-style-type: none"> I. Submit documentation of staff certifications, licenses, and/or trainings as required to perform services; J. Complete required orientation and training; K. Comply with the DDA standards related to provider qualifications; and L. Complete and sign any agreements required by MDH or DDA. <ul style="list-style-type: none"> 2. Have a signed Medicaid provider agreement; 3. Have documentation that all vehicles used in the provision of services have automobile insurance; and 4. Submit a provider renewal application at least 60 days before expiration of its existing approval as per DDA policy. <p>The DDA Deputy Secretary may waive the requirements noted above if</p> |
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Appendix C: 166

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>an agency is licensed or certified by another State agency or accredited by a national accreditation agency, such as the Council on Quality and Leadership or the Council for Accreditation for Rehabilitation Facilities (CARF) for similar services for individuals with developmental disabilities, and be in good standing with the IRS and Maryland Department of Assessments and Taxation</p> <p>Staff working for or contracted with the agency as well as volunteers utilized in providing any direct support services or spend any time alone with a participant must meet the following minimum standards:</p> <ol style="list-style-type: none"> 1. Be at least 18 years old; 2. Have a Bachelor’s Degree, professional licensure; certification by a nationally recognized program; or demonstrated life experiences and skills to provide the service; 3. Complete necessary pre/in-service training based on the Person-Centered Plan; |
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Appendix C: 167

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | 4. Complete required orientation and training designated by DDA. |
| Verification of Provider Qualifications | | | |
| Provider Type: | Entity Responsible for Verification: | | Frequency of Verification |
| Family Supports Professional | <ol style="list-style-type: none"> DDA for certified Family Supports Professional FMCS provider, as described in Appendix E, for participants self-directing services | | <ol style="list-style-type: none"> DDA – Initial and at least every three years FMCS – Initially and continuing thereafter |
| Parent Support Agency | <ol style="list-style-type: none"> DDA for approval of Parent Support Agencies Parent Support Agency for staff qualifications and requirements | | <ol style="list-style-type: none"> DDA – Initial and at least every three years Parent Support Agency – prior to service delivery and continuing |

Service Type: Other

Service (Name): HOUSING SUPPORT SERVICES

| Service Specification | |
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| HCBS Taxonomy | |
| Category 1: | Sub-Category 1: |
| 17: Other Services | 17030 Housing Consultation |
| Service Definition (Scope): | |

Appendix C: 168

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|----------------|--|
| State: | |
| Effective Date | |

- A. Housing Support Services are time-limited supports to help participants to identify and navigate housing opportunities, address, or overcome barriers to housing, and secure and retain their own home.
- B. Housing Support Services include:
 - 1. Housing Information and Assistance to obtain and retain independent housing;
 - 2. Housing Transition Services to assessing housing needs and develop individualized housing support plan; and
 - 3. Housing Tenancy Sustaining Services which assist the individual to maintain living in their rented or leased home.
- C. Housing Information and Assistance includes:
 - 1. Reviewing housing programs’ rules and requirements and their applicability to the participant;
 - 2. Searching for housing;
 - 3. Assistance with processes for applying for housing and housing assistance programs;
 - 4. Assessing the living environment to determine it meets accessibility needs, is safe, and ready for move-in;
 - 5. Requesting reasonable accommodations in accordance with the Fair Housing Act to support a person with a disability equal opportunity to use and enjoy a dwelling unit, including public and common use areas;
 - 6. Identifying resources for security deposits, moving costs, furnishings, assistive technology, environmental modifications, utilities, and other one-time costs;
 - 7. Reviewing the lease and other documents, including property rules, prior to signing;

Appendix C: 169

| | |
|----------------|--|
| State: | |
| Effective Date | |

- 8. Developing, reviewing, and revising a monthly budget, including a rent and utility payment plan;
- 9. Identifying and addressing housing challenges such as credit and rental history, criminal background, and behaviors; and
- 10. Assistance with resolving disputes.

D. Housing Transition Services includes:

- 1. Conducting a tenant screening and housing assessment including collecting information on potential housing barriers and identification of potential housing retention challenges;
- 2. Developing an individualized housing support plan that is incorporated in the participant’s Person-Centered Plan or record that includes:
 - a. Short and long-term goals;
 - b. Strategies to address identified barriers including prevention and early intervention services when housing is jeopardized; and
 - c. Natural supports, resources, community providers, and services to support goals and strategies.

E. Housing Tenancy Sustaining Services assist the participant to maintain living in their rented or leased home, and includes:

- 1. Education and training on the role, rights and responsibilities of the tenant and landlord; how to be a good tenant; and lease compliance;
- 2. Coaching to develop and maintain key relationships with landlord/property manager and neighbors;
- 3. Assistance with housing recertification process;

Appendix C: 170

| | |
|----------------|--|
| State: | |
| Effective Date | |

- 4. Assistance with bill paying services (e.g., assistance with setting up and monitoring systems to pay rent, mortgage, utilities and other related housing expenses); ~~sending monthly rent payment to landlord, sending payment to utilities, etc.);~~
- 5. Early identification and intervention for behaviors that jeopardize tenancy;
- 6. Assistance with resolving disputes with landlords and/or neighbors;
- 7. Advocacy and linkage with community resources to prevent eviction; and
- 8. Coordinating with the individual to review, update and modify the housing support plan.

SERVICE REQUIREMENTS:

- A. The participant must be 18 years of age or older.
- B. A housing support plan must be completed in accordance with the following requirements:
 - 1. The housing support plan must be incorporated into the participant’s person-centered plan.
 - 2. The housing support plan must contain the following components:
 - a. A description of the participant’s barriers to obtaining and retaining housing;
 - b. The participant’s short and long-term housing goals;
 - c. Strategies to address the participant’s identified barriers, including prevention and early intervention services when housing is jeopardized; and
 - d. Natural supports, resources, community-based service providers, and services to support the goals and strategies identified in the housing support plan.
- C. The services and supports must be provided consistent with programs available through the U.S. Department of Housing and Urban Development, the Maryland Department of Housing and Community Development, and applicable federal, State, and local laws, regulations, and policies.

Appendix C: 171

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | | |
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| D. A legally responsible person, relative, or legal guardian of the participant cannot be paid by the Waiver program, either directly or indirectly, to provide this Waiver program service. | | | | |
| Specify applicable (if any) limits on the amount, frequency, or duration of this service: | | | | |
| Housing Support Services are limited to 8 hours per day and may not exceed a maximum of 175 hours annually. | | | | |
| Service Delivery Method (<i>check each that applies</i>): | <input checked="" type="checkbox"/> | Participant-directed as specified in Appendix E | <input checked="" type="checkbox"/> | Provider managed |
| Specify whether the service may be provided by (<i>check each that applies</i>): | <input type="checkbox"/> | Legally Responsible Person | <input type="checkbox"/> | Relative |
| | | | <input type="checkbox"/> | Legal Guardian |
| Provider Category(s) (<i>check one or both</i>): | | Individual. List types: | <input checked="" type="checkbox"/> | Agency. List the types of agencies: |
| | | Housing Support Professional | | Housing Support Service Provider |
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| Provider Qualifications | | | | |
| Provider Type: | License (<i>specify</i>) | Certificate (<i>specify</i>) | Other Standard (<i>specify</i>) | |
| Housing Support Professional | | | Individual must complete the DDA provider application and be certified based on compliance with meeting the following standards: <ol style="list-style-type: none"> 1. Be at least 18 years old; 2. Have a Bachelor's Degree – GED or high school diploma; 3. Training in the following: | |

Appendix C: 172

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <ul style="list-style-type: none"> A. Conducting a housing assessment; B. Person-centered planning; C. Knowledge of laws governing housing as they pertain to individuals with disabilities; D. Affordable housing resources; E. Leasing processes; F. Strategies for overcoming housing barriers; G. Housing search resources and strategies; H. Eviction processes and strategies for eviction prevention; I. Tenant and landlord rights and responsibilities; and J. Creating personal budgets with individuals with developmental disabilities. <ul style="list-style-type: none"> 4. Possess current first aid and CPR certification; 5. Pass a criminal background investigation and any other required |
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Appendix C: 173

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| State: | |
| Effective Date | |

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| | | | <p>background checks and credentials verifications as provided in Appendix C-2-a;</p> <p>6. Possess a valid driver’s license, if the operation of a vehicle is necessary to provide services;</p> <p>7. Have automobile insurance for all automobiles that are owned, leased, and/or hired and used in the provision of services;</p> <p>8. Complete required orientation and training designated by DDA;</p> <p>9. Complete necessary pre/in-service training based on the Person-Centered Plan;</p> <p>10. Have three (3) professional references which attest to the provider’s ability to deliver the support/service in compliance with the Department’s values in Annotated Code of Maryland, Health General, Title 7;</p> <p>11. Demonstrate financial integrity through IRS, Department, and Medicaid Exclusion List checks;</p> |
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Appendix C: 174

| | |
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| State: | |
| Effective Date | |

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| | | | <p>12. Complete and sign any agreements required by MDH or DDA; and</p> <p>13. Have a signed Medicaid Provider Agreement.</p> |
| <p>Housing Support Service Provider</p> | | | <p>Agencies must meet the following standards:</p> <ol style="list-style-type: none"> 1. Complete the DDA provider application and be certified based on compliance with meeting all of the following standards: <ol style="list-style-type: none"> A. Be properly organized as a Maryland corporation, or, if operating as a foreign corporation, be properly registered to do business in Maryland; B. A minimum of five (5) years demonstrated experience and capacity providing quality housing support services to persons with disabilities who successfully transitioned to independent renting or similar services; |

Appendix C: 175

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| <p>State:</p> | |
| <p>Effective Date</p> | |

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| | | | <p>C. Experience with federal affordable housing or rental assistance programs;</p> <p>D. Have a governing body that is legally responsible for overseeing the management and operation of all programs conducted by the licensee including ensuring that each aspect of the agency’s programs operates in compliance with all local, State, and federal requirements, applicable laws, and regulations;</p> <p>E. Demonstrate the capability to provide or arrange for the provision of all services required by submitting, at a minimum, the following documents with the application:</p> <p>(1) A program service plan that details the agencies service delivery model;</p> <p>(2) A business plan that clearly demonstrates the ability of the agency to provide services;</p> |
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Appendix C: 176

| | |
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| State: | |
| Effective Date | |

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| | | | <p>(3) A written quality assurance plan to be approved by the DDA;</p> <p>(4) A summary of the applicant’s demonstrated experience in the field of developmental disabilities; and</p> <p>(5) Prior licensing reports issued within the previous 10 years from any in-State or out-of-State entity associated with the applicant, including deficiency reports and compliance records.</p> <p>F. Be in good standing with the IRS and Maryland Department of Assessments and Taxation;</p> <p>G. Have Workers’ Compensation Insurance;</p> <p>H. Have Commercial General Liability Insurance;</p> <p>I. Submit results from required criminal background checks, Medicaid Exclusion List, and child protective clearances as</p> |
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Appendix C: 177

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>provided in Appendix C-2-a and per DDA policy;</p> <p>J. Submit documentation of staff certifications, licenses, and/or trainings as required to perform services;</p> <p>K. Complete required orientation and training;</p> <p>L. Comply with the DDA standards related to provider qualifications; and</p> <p>M. Complete and sign any agreements required by MDH or DDA.</p> <p>2. Have a signed Medicaid Provider Agreement;</p> <p>3. Have documentation that all vehicles used in the provision of services have automobile insurance; and</p> <p>4. Submit a provider renewal application at least 60 days before expiration of its existing approval as per DDA policy.</p> <p>The DDA Deputy Secretary may waive the requirements noted above if an</p> |
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Appendix C: 178

| | |
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| State: | |
| Effective Date | |

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| | | | <p>agency is licensed or certified by another State agency or accredited by a national accreditation agency, such as the Council on Quality and Leadership or the Council for Accreditation for Rehabilitation Facilities (CARF) for similar services for individuals with developmental disabilities, and be in good standing with the IRS and Maryland Department of Assessments and Taxation.</p> <p>Staff working for or contracted with the agency as well as volunteers utilized in providing any direct support services or spend any time alone with a participant must meet the following minimum standards:</p> <ol style="list-style-type: none"> 1. Be at least 18 years old; 2. Have a Bachelor's-GED or high school diploma;;; 3. Possess current first aid and CPR certification; 4. Pass a criminal background investigation and any other required background checks and credentials verifications as provided in Appendix C-2-a; |
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Appendix C: 179

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <ol style="list-style-type: none"> 5. Complete necessary pre/in-service training based on the Person-Centered Plan; 6. Complete required orientation and training designated by DDA. 7. Possess a valid driver’s license, if the operation of a vehicle is necessary to provide services; and 8. Have automobile insurance for all automobiles that are owned, leased, and/or hired and used in the provision of services; 9. Housing assistance staff minimum training requirements include: <ol style="list-style-type: none"> (a) Conducting a housing assessment; (b) Person-centered planning; (c) Knowledge of laws governing housing as they pertain to individuals with disabilities; (d) Affordable housing resources; (e) Leasing processes; (f) Strategies for overcoming housing barriers; |
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Appendix C: 180

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| | | | <p>(g) Housing search resources and strategies;</p> <p>(h) Eviction processes and strategies for eviction prevention;</p> <p>(i) Tenant and landlord rights and responsibilities; and</p> <p>(j) Creating personal budgets with individuals with developmental disabilities.</p> |
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Verification of Provider Qualifications

| Provider Type: | Entity Responsible for Verification: | Frequency of Verification |
|----------------------------------|---|--|
| Housing Support Professional | <ol style="list-style-type: none"> DDA for approval of Housing Support Professional Financial Management and Counseling Services providers for participants self-directing services | <ol style="list-style-type: none"> DDA – Initial and at least every three years FMCS – Prior to initial service delivery and continuing thereafter |
| Housing Support Service Provider | <ol style="list-style-type: none"> DDA for verification of provider approval Provider for staff requirements | <ol style="list-style-type: none"> DDA – Initial and at least every three years Provider prior to service delivery and continuing thereafter |

Appendix C: 181

| | |
|----------------|--|
| State: | |
| Effective Date | |

Service Type: Other Service

Alternative Service Title: INDIVIDUAL AND FAMILY DIRECTED GOODS AND SERVICES

| Service Specification | |
|---|--------------------------|
| HCBS Taxonomy | |
| Category 1: | Sub-Category 1: |
| 17: Other Services | 17010 goods and services |
| Service Definition (Scope): | |
| <p>A. Individual and Family Directed Goods and Services (IFDGS) are services, equipment, activities, or supplies, for participant’s who self-direct their services, not otherwise provided through this waiver or through the Medicaid State Plan that address an identified need in a participant’s Person-Centered Plan, which includes improving and maintaining the individual’s opportunities for full membership in the community. IFDGS enable the participant to maintain or increase independence and promote opportunities for the participant to live in and be included in the community..</p> <p>B. IFDGS must meet the following criteria:</p> <ol style="list-style-type: none"> 1. Relate to a need or goal identified in the Person-Centered Plan; 2. Are for the purpose of maintaining or increasing independence; 3. Promote opportunities for community living, integration, and inclusion; Are able to be accommodated without compromising the participant’s health or safety; and, 4. Are provided to, or directed exclusively toward, the benefit of the participant. <p>C. Individual and Family Directed Goods and Services includes dedicated funding up to \$500 that participants may choose to use for costs associated with staff recruitment and advertisement efforts such as developing and printing flyers and using staffing registries.</p> | |

Appendix C: 182

| | |
|----------------|--|
| State: | |
| Effective Date | |

D. Individual and Family Directed Goods and Services decrease the need for Medicaid services, increase community integration, increase the participant’s safety in the home, or support the family in the continued provision of care to the participant.

E. The goods and services may include:

1. Activities that promote fitness, such as fitness membership, personal training, aquatics, and horseback riding;
2. Fees for programs and activities that promote socialization and independence, such as art, music, dance, sports, or other according to the participant’s individual interests;
3. Small kitchen appliances that promote independent meal preparation;
4. Laundry appliances (washer and/or dryer) to promote independence and self-care, if none exist in the home;
5. Sensory items related to the person’s disability, such as headphones and weighted vests;
6. Safety equipment related to the person’s disability and not covered by health insurance, such as protective headgear and arm guards;
7. Personal electronic devices, including watches and tablets, to meet an assessed health, communication, or behavioral purpose documented in the Person-Centered Plan;
8. Day to day administrative supports which include assistance with all aspects of household and personal management essential to maintain community living, including support with scheduling and maintaining appointments and money management;
9. Fitness items that can be purchased at most retail stores;
10. Toothbrushes or electric toothbrushes;
11. Weight loss program services other than food;
12. Dental services recommended by a licensed dentist and not covered by health insurance;

Appendix C: 183

| | |
|----------------|--|
| State: | |
| Effective Date | |

13. Nutritional consultation and supplements recommended by a professional licensed in the relevant field;

14. Internet services; and

15. Other goods and services that meet this waiver service requirements.

F. Experimental or prohibited goods and treatments are excluded.

G. Individual and Family Directed Goods and Services do not include services, activities, goods, or items:

1. Services, goods or supports provided to or directly benefiting persons other than the participant. They have no benefit to the participant;
2. Otherwise covered by the waiver or the Medicaid State Plans;
3. Additional units or costs beyond the maximum allowable for any waiver service or Medicaid State Plan, with the exception of a second wheelchair;
4. Co-payment for medical services, over-the-counter medications, or homeopathic services;
5. Items used solely for entertainment or recreational purposes, such as televisions, video recorders, game stations, and DVD player except as needed to meet an assessed behavioral or sensory need documented in a Behavior Support Plan;
6. Monthly cable fees;
7. Monthly telephone fees;
8. Room & board, including deposits, rent, and mortgage expenses and payments;
9. Food;
10. Utility charges;

Appendix C: 184

| | |
|----------------|--|
| State: | |
| Effective Date | |

- 11. Fees associated with telecommunications;
- 12. Tobacco products, alcohol, marijuana, or illegal drugs;
- 13. Vacation expenses and travel adventures;
- 14. Insurance; vehicle maintenance or any other transportation- related expenses;
- 15. Tickets and related cost to attend recreational events;
- 16. Personal clothing and shoes;
- 17. Haircuts, nail services, and spa treatments;
- 18. Goods or services with costs that significantly exceed community norms for the same or similar good or service;
- 19. Tuition including post-secondary credit and noncredit courses, educational services otherwise available through a program funded under the Individuals with Disabilities Education Act (IDEA), including private tuition, Applied Behavior Analysis (ABA) in schools, school supplies, tutors, and home-schooling activities and supplies;
- 20. Staff bonuses and housing subsidies;
- 21. Subscriptions;
- 22. Training provided to paid caregivers;
- 23. Services in hospitals;
- 24. Costs of travel, meals, and overnight lodging for staff, families, and natural support network members to attend a training event or conference;
- 25. Service animals and associated costs.
- 26. Exercise rooms, swimming pools, and hot tubs;

Appendix C: 185

| | |
|----------------|--|
| State: | |
| Effective Date | |

- 27. Fines, debts, legal fees or advocacy fees;
- 28. Contributions to ABLE Accounts and similar saving accounts;
- 29. Country club membership or dues;
- 30. Leased or purchased vehicles; or
- 31. Items purchased prior to the approved Person-Centered Plan.

SERVICE REQUIREMENTS:

- A. Participant, legal guardian or the designated representative self-directing services on behalf of the participant make decisions on goods and services based on an identified need in the Person-Centered Plan.
- B. Individual and Family Directed Goods and Services must meet the following requirements:
 - 1. The item or service would decrease the need for other Medicaid services; OR
 - 2. Promote inclusion in the community; OR
 - 3. Increase the participant’s safety in the home environment; AND
 - 4. The participant does not have the funds to purchase the item or service; AND
 - 5. The item or service is not available through another source.
- C. Individual and Family Directed Goods and Services are purchased from the participant-directed annual budget allocation and must be documented in the participant’s record.
- D. Individual and Family Directed Goods and Services must be clearly noted and linked to an assessed participant need established in the Person-Centered Plan.
 - 1. The goods and services, except for \$500.00 for recruitment activities, must fit within the participant’s annual budget allocation without compromising the participant’s health and safety. Individual and Family Directed Goods and Services are purchased from the savings

Appendix C: 186

| | |
|----------------|--|
| State: | |
| Effective Date | |

identified and available in the participant’s annual budget in accordance with the following requirements: Except for \$500 per year for costs associated with recruitment of staff, the DDA will not authorize additional funding for Individual and Family Directed Goods and Services in the participant’s annual budget.

2. The participant must identify savings in the participant’s annual budget to be used to purchase Individual and Family Directed Goods and Services.

3. The identified savings may not be used if doing so would deplete the participant’s annual budget in a manner that compromises the participant’s health or safety.

4. The services, equipment, activities, or supplies to be purchased pursuant to this Waiver program service must be documented in the participant’s Person-Centered Plan and authorized by the DDA or its designee in accordance with applicable policy.

E. The goods and services must provide or direct an exclusive benefit to the participant.

F. The goods and services provided must be cost-effective alternatives to standard waiver or State Plan services (*i.e.*, the service is not available from any other source, is least costly to the State, and reasonably meets the identified need).

G. The goods and services may not circumvent other restrictions on the claiming of Federal Financial Participation for waiver services, including the prohibition of claiming for the costs of room and board.

H. Reimbursement shall be reasonable, customary, and necessary, as determined for the participant’s needs, recommended by the team, and approved by DDA or its designee.

I. Prior to accessing DDA funding for this service, all other available and appropriate funding sources, including those offered by Maryland Medicaid State Plan, Division of Rehabilitation Services, State Department of Education, and Department of Human Services, must be explored and exhausted to the extent applicable.

1. These efforts must be documented in the participant’s file.

Appendix C: 187

| | |
|----------------|--|
| State: | |
| Effective Date | |

2. If these services are deemed by the participant’s person-centered planning team to be inappropriate to meet the specific needs of the participant, the exploration efforts and reasons that these services do not meet the participant’s needs shall be documented in the participant’s person-centered plan. The DDA has authority to determine if further efforts must be made, and documented, prior to authorization of funding for the service under the Waiver program.

J. Individual and Family Directed Goods and Services are not available to participants at the same time the participant is receiving support services in Career Exploration, Community Living-Enhanced Supports, Community Living-Group Home, Medical Day Care, or Shared Living services.

K. To the extent that any listed services are covered under the State plan, the services under the waiver would be limited to additional services not otherwise covered under the State plan, but consistent with waiver objectives of avoiding institutionalization.

L. Dedicated funding for staff recruitment and advertisement efforts does not duplicate the Financial Management and Counseling Services.

M. A legally responsible person, relative, or legal guardian of the participant cannot be paid by the Waiver program, either directly or indirectly, to provide this Waiver program service

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

There is no limit on the amount an individual may expend on goods and services from their **annual** individualized budget so long as the totality of services purchased through the **annual** individualized budget addresses the needs identified in the individual’s person-centered plan. However, expenditures for goods or services in excess of \$5000 require prior authorization by the DDA to ensure the goods/service meets the criteria stipulated in service specification, alignment with the person-centered plan, and to ensure that the purchase represents the most cost effective means of meeting the identified need.

Appendix C: 188

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| Service Delivery Method (<i>check each that applies</i>): | | | | | <input checked="" type="checkbox"/> | Participant-directed as specified in Appendix E | | <input type="checkbox"/> | Provider managed |
| Specify whether the service may be provided by (<i>check each that applies</i>): | | | <input type="checkbox"/> | Legally Responsible Person | <input type="checkbox"/> | Relative | <input type="checkbox"/> | Legal Guardian | |
| Provider Category(s) (<i>check one or both</i>): | <input checked="" type="checkbox"/> | Individual. List types: | | <input type="checkbox"/> | Agency. List the types of agencies: | | | | |
| | | Entity – for participants self-directing services | | | | | | | |
| | | | | | | | | | |
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| Provider Qualifications | | | | | | | | | |
| Provider Type: | License (<i>specify</i>) | | Certificate (<i>specify</i>) | | Other Standard (<i>specify</i>) | | | | |
| Entity – for people self-directing services | | | | | Based on the service, equipment or supplies vendors may include: 1. Commercial business 2. Community organization 3. Licensed professional | | | | |
| Verification of Provider Qualifications | | | | | | | | | |
| Provider Type: | Entity Responsible for Verification: | | | | Frequency of Verification | | | | |
| Entity – for participants self-directing services | FMCS provider, as described in Appendix E | | | | Prior to purchase | | | | |

Service Type: Statutory Service

Appendix C: 189

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| State: | |
| Effective Date | |

Service (Name): LIVE-IN CAREGIVER SUPPORTS

| Service Specification | |
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| HCBS Taxonomy | |
| Category 1: | Sub-Category 1: |
| 07: Rent and Food Expenses for Live-in Caregiver | 07010 rent and food expenses for live-in caregiver |
| Service Definition (Scope): | |
| <p>The purpose of Live-in Caregiver Supports is to pay the additional cost of rent and food that can be reasonably attributed to a live-in personal caregiver who is residing in the same household with an individual.</p> <p>SERVICE REQUIREMENTS:</p> <p>A. A live-in caregiver is defined as someone that is providing supports and services in the individual’s home.</p> <p>B. Live-in Caregiver Supports must comply with 42 CFR §441.303(f)(8) and be approved by DDA.</p> <p>C. Explicit agreements, including detailed service expectations, arrangement termination procedures, recourse for unfulfilled obligations, and monetary considerations must be executed and signed by both the individual receiving services (or their legal representative) and the caregiver. This agreement is developed by the individual receiving services (or their legal guardian or authorized representative), the caregiver, and provider (as applicable). The agreement must be forwarded to Coordinator of Community Services for submission to the DDA as part of the service request authorizations.</p> <p>D. The individual in services has the rights of tenancy but the live-in caregiver does not, although they are listed on a lease.</p> | |

Appendix C: 190

| | |
|----------------|--|
| State: | |
| Effective Date | |

- E. Live-in Caregiver Supports for live-in caregivers is not available in situations in which the participant lives in their family’s home, the caregiver’s home, or a residence owned or leased by a DDA-licensed provider.
- F. The program will pay for this service for only those months that the arrangement is successfully executed and will hold no liability for unfulfilled rental obligations. Upon entering in the agreement with the caregiver, the participant (or his/her legal representative) will assume this risk for this contingency.
- G. Live-In Caregiver Rent is not available to participants receiving support services in residential models, including Community Living-Enhanced Supports, Community Living-Group Home, Shared Living and Supported Living services.
- H. A legally responsible person, parent, spouse, or legal guardian of the participant cannot be paid by the Waiver program, either directly or indirectly, to provide this Waiver program service unless otherwise approved by the DDA due to extraordinary circumstances. Siblings may be paid to provide this waiver service.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

Live-in Caregiver Supports is limited based on the following:

- 1. The cost of rent, associated with the individual supporting the participant, must be calculated as follows:
 - a. The difference in cost between:
 - (i) a unit sufficient to house the participant only; and
 - (ii) a unit sufficient to house the participant and the individual supporting the participant under this Waiver program service; and
 - b. That cost must be based on, and not exceed, the Fair Market Rent for the jurisdiction where the unit is located as determined by the Department of Housing and Urban Development.

Appendix C: 191

| | |
|----------------|--|
| State: | |
| Effective Date | |

2. The cost of food, associated with the individual supporting the participant must be calculated, as follows:

a. The cost of food attributable solely to sustaining the individual supporting the participant; and

b. That cost must be based on, and not exceed, the U.S. Department of Agriculture’s Monthly Food Plan Cost at the 2-person moderate plan level.

| | | | | |
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| Service Delivery Method (<i>check each that applies</i>): | <input checked="" type="checkbox"/> | Participant-directed as specified in Appendix E | <input checked="" type="checkbox"/> | Provider managed |
|--|-------------------------------------|---|-------------------------------------|------------------|

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| Specify whether the service may be provided by (<i>check each that applies</i>): | <input type="checkbox"/> | Legally Responsible Person | <input checked="" type="checkbox"/> | Relative | <input type="checkbox"/> | Legal Guardian |
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| Provider Category(s) (<i>check one or both</i>): | <input type="checkbox"/> | Individual. List types: | <input checked="" type="checkbox"/> | Agency. List the types of agencies: |
| | <input type="checkbox"/> | | <input checked="" type="checkbox"/> | Organized Health Care Delivery System Provider |
| | <input type="checkbox"/> | | | |
| | <input type="checkbox"/> | | | |

Provider Qualifications

| Provider Type: | License (<i>specify</i>) | Certificate (<i>specify</i>) | Other Standard (<i>specify</i>) |
|--|----------------------------|--------------------------------|---|
| Organized Health Care Delivery System Provider | | . | Agencies must meet the following standards: 1. Be certified or licensed by the DDA to provide at least one Medicaid waiver service; and 2. Complete the DDA provider application to be an Organized Health Care Delivery Services provider. |

Appendix C: 192

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>OHCDS providers shall verify qualified entity/vendor including:</p> <ol style="list-style-type: none"> 1. Property manager and landlord chosen by the individual providing residences at a customary and reasonable cost within limits established; 2. Local and community grocery stores for the purchase of food at a customary and reasonable cost within limits established; and 3. Have a copy of the same available upon request. |
| Verification of Provider Qualifications | | | |
| Provider Type: | Entity Responsible for Verification: | | Frequency of Verification |
| Organized Health Care Delivery System Provider | <ol style="list-style-type: none"> 1. DDA for OHCDS 2. OHCDS providers for qualified entity/vendor | | <ol style="list-style-type: none"> 1. OHCDS – Initial and at least every three years 2. OHCDS providers – prior to service delivery and continuing thereafter |

Service Type: Statutory

Appendix C: 193

| | |
|----------------|--|
| State: | |
| Effective Date | |

Service (Name): MEDICAL DAY CARE

| Service Specification | |
|--|------------------------|
| HCBS Taxonomy | |
| Category 1: | Sub-Category 1: |
| 4: Day Services | 04050 Adult Day Health |
| Service Definition (Scope): | |
| <p>A. Medical Day Care (MDC) services provides medically supervised, health-related services in an ambulatory facility setting, as defined in Code of Maryland Regulations 10.09.07.</p> <p>B. Medical Day Care includes the following services:</p> <p>C. Health care services;</p> <p>D. Nursing services;</p> <p>E. Physical therapy services;</p> <p>F. Occupational therapy services;</p> <p>G. Assistance with activities of daily living such as walking, eating, toileting, grooming, and supervision of personal hygiene;</p> <p>H. Nutrition services;</p> <p>I. Social work services;</p> <p>J. Activity Programs; and</p> <p>K. Transportation services.</p> <p>SERVICE REQUIREMENTS:</p> | |

Appendix C: 194

| | |
|----------------|--|
| State: | |
| Effective Date | |

- A. A participant must attend the Medical Day Care a minimum of four (4) hours per day for the service to be reimbursed.
- B. Medical Day Care services cannot be billed during the same period of time that the individual is receiving other day or employment waiver services.
- C. Services and activities take place in non-institutional, community-based settings.
- D. Nutritional services do not constitute a full nutritional regimen.
- E. This waiver service is only provided to individuals age 16 and over.
- F. Medical Day Care services are not available to participants at the same time a participant is receiving Employment Services, Career Exploration, Community Development Services, Day Habilitation, or Respite Care Services.
- G. Medical Day Care services may not be provided at the same time as the direct provision of Behavioral Support Services, Career Exploration, Community Development Services, Community Living—Enhanced Supports, Community Living-Group Homes, Day Habilitation, Employment Discovery and Customization, Employment Services, Nursing Support Services, Personal Supports, Respite Care Services, Shared Living, Supported Employment, Supported Living, or Transportation services.
- H. Prior to accessing DDA funding for this service, all other available and appropriate funding sources, including those offered by Maryland Medicaid State Plan, Division of Rehabilitation Services , State Department of Education, and Department of Human Services, must be explored and exhausted to the extent applicable.
 - 1. These efforts must be documented in the participant’s file.
 - 2. If these services are deemed by the participant’s person-centered planning team to be inappropriate to meet the specific needs of the participant, the exploration efforts and reasons that these services do not meet the participant’s needs shall be documented in the participant’s person-centered plan. The DDA has authority to determine if further efforts

Appendix C: 195

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
|--|--|--|---|
| <p>must be made, and documented, prior to authorization of funding for the service under the Waiver program.</p> | | | |
| <p>I. To the extent that any listed services are covered under the State plan, the services under the waiver would be limited to additional services not otherwise covered under the State plan, but consistent with waiver objectives of avoiding institutionalization.</p> | | | |
| <p>Specify applicable (if any) limits on the amount, frequency, or duration of this service:</p> | | | |
| <p> </p> | | | |
| <p>Service Delivery Method (<i>check each that applies</i>):</p> | <p>Participant-directed as specified in Appendix E</p> | <p><input checked="" type="checkbox"/> X</p> | <p>Provider managed</p> |
| <p>Specify whether the service may be provided by (<i>check each that applies</i>):</p> | <p><input type="checkbox"/> Legally Responsible Person</p> | <p><input type="checkbox"/> Relative</p> | <p><input type="checkbox"/> Legal Guardian</p> |
| <p> </p> | | | |
| <p>Provider Category(s) (<i>check one or both</i>):</p> | <p>Individual. List types:</p> | <p><input checked="" type="checkbox"/> X</p> | <p>Agency. List the types of agencies:</p> |
| | | | <p>Medical Day Care Providers</p> |
| | | | |
| <p>Provider Qualifications</p> | | | |
| <p>Provider Type:</p> | <p>License (<i>specify</i>)</p> | <p>Certificate (<i>specify</i>)</p> | <p>Other Standard (<i>specify</i>)</p> |
| <p>Medical Day Care Providers</p> | <p>Licensed Medical Day Care Providers as per COMAR 10.12.04</p> | | <p>All new providers must meet and comply with the federal community settings regulations and requirements prior to enrollment.</p> |
| <p>Verification of Provider Qualifications</p> | | | |
| <p>Provider Type:</p> | <p>Entity Responsible for Verification:</p> | <p>Frequency of Verification</p> | |

Appendix C: 196

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| Medical Day Care Providers | Maryland Department of Health | Every 2 years and in response to complaints |
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Service Type: Other

Service (Name): NURSING SUPPORT SERVICES

| Service Specification | |
|---|-----------------------|
| HCBS Taxonomy | |
| Category 1: | Sub-Category 1: |
| 05: Nursing | 05020 skilled nursing |
| Service Definition (Scope): | |
| | |
| Specify applicable (if any) limits on the amount, frequency, or duration of this service: | |
| <p>SERVICE DEFINITION</p> <p>A. Nursing Support Services provides a registered nurse, licensed in the State of Maryland, to perform Nursing Consultation, Health Case Management, and Delegation services, based on the participant’s assessed need.</p> <p>B. At a minimum, the registered nurse must perform an initial nursing assessment.</p> <p>1. This initial nursing assessment must include:</p> <p style="padding-left: 40px;">a. Review of the participant’s health needs, including:</p> <p style="padding-left: 80px;">i. Health care services and supports that the participant currently receives; and</p> <p style="padding-left: 80px;">ii. The participant’s health records, including any physician orders;</p> | |

Appendix C: 197

| | |
|----------------|--|
| State: | |
| Effective Date | |

- b. Performance of a comprehensive nursing assessment;
- c. Clinical review of the participant’s Health Risk Screening Tool (HRST), in accordance with Department policy; and
- d. Completion of the Medication Administration Screening Tool, in accordance with Department policy.

2. The purpose of this initial nursing assessment is to determine the participant’s assessed needs, particularly whether:

- a. The participant’s health needs require performance of nursing tasks, including administration of medication;
- b. The participant’s nursing tasks are delegable in accordance with the Maryland Board of Nursing’s regulations; and
- c. The participant’s nursing tasks are exempt from delegation in accordance with the Maryland Board of Nursing’s regulations.

C. Based on the initial nursing assessment, if the participant requires, and meets criteria to receive, Nursing Consultation services, then the registered nurse providing Nurse Consultation services must:

- 1. Provide recommendations to the participant on how to have the participant’s health needs met in the community, including accessing health services available in the community and other community resources;
- 2. Develop or review health care protocols, including emergency protocols, for the participant and the participant’s uncompensated caregivers for use in training the participant’s direct support staff; and
- 3. Develop or review communication systems the participant may need to communicate effectively with:

Appendix C: 198

| | |
|----------------|--|
| State: | |
| Effective Date | |

- a. The participant’s health care providers, direct support staff, and uncompensated caregivers who work to ensure the health of the participant; and
- b. Resources in the community that may be needed to support the participant’s health needs, such as notifying the electrical company if the participant has medical equipment that requires prompt restoration of power in the event of a power outage.

D. Based on the initial nursing assessment, if the participant requires, and meets criteria to receive, Health Case Management services, then the registered nurse providing Health Case Management services must:

- 1. Provide recommendations to the provider and direct support staff on how to have the participant’s health needs met in the community, including accessing health services available in the community and other community resources;
- 2. Develop a Nursing Care Plan and protocols regarding the participant’s specific health needs; and
- 3. Provide training to the provider’s direct support staff on how to address the participant’s specific health needs, in accordance with the health care plans and protocols developed.

E. Health Case Management services, as provided in Section D above, does not include delegation of nursing tasks to the direct support staff and, therefore, does not require continuous nursing assessments of the participant or monitoring of the provision of services by the direct support staff.

F. Based on the initial nursing assessment, if the participant requires, and meets criteria to receive, Delegation, services then the registered nurse providing Delegation services must:

- 1. Provide recommendations to the participant, the direct support staff, and, if applicable, the participant’s providers on how to have the participant’s health needs met in the community, including accessing health services available in the community and other community resources;

Appendix C: 199

| | |
|----------------|--|
| State: | |
| Effective Date | |

2. Develop a Nursing Care Plan and health care plans and protocols regarding the participant’s specific health needs in accordance with applicable regulations and standards of nursing care;
3. Provide training to direct support staff on how to address the participant’s specific health needs and to perform the delegated nursing tasks, in accordance with the Nursing Care Plan and health care plans and protocols developed;
4. Monitor the direct support staff’s performance of delegated nursing tasks, including reviewing applicable documentation that must be maintained in accordance with applicable regulations and standards of nursing care;
5. Continually monitor the participant’s health by conducting nursing assessments and reviewing health data documented and reported by direct support staff, in accordance with applicable regulations and standards of nursing care; Ensure available on a 24/7 basis, or provide qualified back-up, to address the participant’s health needs as may arise emergently; and
6. Collaborate with the participant enrolled in the self-directed services delivery model or the provider to develop policies and procedures governing delegation of nursing tasks in accordance with COMAR 10.27.11 and other applicable regulations.

G. Nursing Support Services (i.e., Nurse Consultation, Health Case Management and Delegation services) do not include provision of any direct nursing care services to a participant.

SERVICE REQUIREMENTS:

A. The DDA will authorize the amount, duration, and types of services under this Waiver program service based on the participant’s assessed level of service need and in accordance with other applicable requirements. If the participant’s health needs change, the participant may submit a new request for additional hours or different services, with applicable supporting documentation, to the DDA.

Appendix C: 200

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|----------------|--|
| State: | |
| Effective Date | |

- B. Based on the initial nursing assessment, the participant may be eligible for Nursing Support Services if the participant meets the criteria below.
1. A participant is eligible to receive Nurse Consultation services if:
 - a. The participant’s health needs require performance of nursing tasks, including administration of medication
 - b. The participant is enrolled in the self-directed services delivery model;
 - c. The participant receives a Waiver program service for which the participant has employer authority, as provided in Appendix E;
 - d. The participant directly employs, or contracts with, direct support staff under that employer authority and, therefore, is responsible for directing and managing direct support staff in provision of that Waiver program service; and
 - e. The participant’s health needs are exempt from delegation of nursing tasks in accordance with applicable Maryland regulations.
 2. A participant is eligible to receive Health Case Management services if:
 - a. The participant’s health needs require performance of nursing tasks, including administration of medication;
 - b. The participant either:
 - i. Is enrolled in the traditional services delivery model; or
 - ii. Is enrolled in the self-directed services delivery model and receives a Waiver program service for which the participant does not have employer authority, as provided in Appendix E;

Appendix C: 201

| | |
|----------------|--|
| State: | |
| Effective Date | |

- c. A provider, and not the participant, directly employs, or contracts with, direct support staff under the provider’s employer authority and, therefore, is responsible for directing and managing direct support staff in provision of that Waiver program service; and
 - d. The participant’s health needs are exempt from delegation of nursing tasks in accordance with applicable Maryland regulations.
3. A participant is eligible to receive Delegation services if:
- a. The participant’s health needs require performance of nursing tasks, including administration of medication;
 - b. The participant is enrolled in either service delivery model;
 - c. Direct support staff provide the participant with a Waiver program service, whether employed by, or contracted with, a provider or the participant;
 - d. During provision of that Waiver program service, the direct support staff needs to perform nursing tasks for the participant to maintain the participant’s health and safety;
 - e. The nursing tasks are delegable to the direct support staff in accordance with applicable Maryland regulations; and
 - f. The participant’s health needs are not exempt from delegation of nursing tasks in accordance with applicable Maryland regulations.
4. A participant is not eligible to receive any of these additional nursing services beyond the initial assessment (*i.e.*, Nurse Consultation, Health Case Management, or Delegation services) if:
- a. The participant’s health needs do not require performance of any nursing tasks or administration of any medication;
 - b. The nursing tasks are not delegable in accordance with applicable Maryland regulations; or

Appendix C: 202

| | |
|----------------|--|
| State: | |
| Effective Date | |

c. The participant does not have any direct support staff paid, to provide any Waiver program service either under the traditional services delivery model or self-directed services delivery model, or any uncompensated caregivers.

C. The registered nurse must complete and maintain documentation of delivery of these Waiver program services, including any nursing assessments, nursing care plans, health care plans and protocols, training of participant, direct support staff, and/or uncompensated caregivers, and any other documentation of services, in accordance with applicable Maryland laws and regulations, Department policies, and standards of nursing care.

D. The registered nurse must comply with all applicable laws, regulations, and Department policies governing delivery of these Waiver program services, including but not limited to Maryland Board of Nursing’s regulations, and the standards of nursing care. If there is a conflict between this Waiver program service and applicable Maryland Board of Nursing regulations, the applicable Maryland Board of Nursing regulations will control.

E. Prior to accessing DDA funding for this service, all other available and appropriate funding sources, including but not limited to those offered by Maryland Medicaid State Plan, Division of Rehabilitation Services , State Department of Education, and Department of Human Services, must be explored and exhausted to the extent applicable.

1. These efforts must be documented in the participant’s file.

2. If these services are deemed by the participant’s person-centered planning team to be inappropriate to meet the specific needs of the participant, the exploration efforts and reasons that these services do not meet the participant’s needs shall be documented in the participant’s person-centered plan. The DDA has authority to determine if further efforts must be made, and documented, prior to authorization of funding for the service under the Waiver program.

F. A participant cannot qualify, or receiving funding from the Waiver program, for this Waiver program service if the participant:

Appendix C: 203

| | |
|----------------|--|
| State: | |
| Effective Date | |

- 1. Requires provision of direct nursing care services provided by a licensed nurse; or
- 2. Currently receives, or is eligible to receive, nursing services in another health care program paid for by the Maryland Medicaid Program or the Department, such as hospital services, skilled nursing or rehabilitation facility services, or Medicaid Program’s Rare and Expensive Case Management Program’s private duty nursing services.

- G. To the extent that any listed services are covered under the Medicaid State Plan, the services under the waiver would be limited to additional services as allowed and not otherwise covered under the Medicaid State Plan, but consistent with waiver objectives of avoiding institutionalization.
- I. Children have access to any medically necessary preventive, diagnostic, and treatment services under Medicaid’s Early and Periodic Screening, Diagnostic and Treatment (EPSDT) services to help meet children’s health and developmental needs. This includes age appropriate medical, dental, vision, and hearing screening services and diagnostic and treatment services to correct or ameliorate identified conditions. Supports provided by this waiver service is to improve and maintain the ability of the child to remain in and engage in community activities.
- J. A legally responsible person, legal guardian, or relative (that is not a spouse) cannot be paid by the Waiver program, either directly or indirectly, to provide this Waiver program service unless otherwise approved by the DDA due to extraordinary circumstances.
- K. For participants enrolled in the self-directed services delivery model, this Waiver program service includes:
 - 1. The reasonable and customary costs of training the participant’s direct support staff, including First Aid and Cardiopulmonary Resuscitation certifications;
 - 2. Travel reimbursement, benefits and leave time for the participant’s direct support staff, subject to the following requirements:

Appendix C: 204

| | |
|----------------|--|
| State: | |
| Effective Date | |

a. The reimbursement, benefits and leave time requested are:

- i. Within applicable reasonable and customary standards as established by DDA policy; or
- ii. Required for the participant’s compliance, as the employer of record, with applicable federal, State, or local laws; and

b. Any reimbursement (e.g., mileage), benefit and leave time requested by the participant must comply with applicable federal, State, or local laws.

c. Mileage reimbursement, under the self-directed service delivery model, to the owner of a specialized, modified, or accessible vehicle driven by an employee of the participant and for the purpose of the participant engaging in activities specified in the recipient’s person-centered plan of service

3. Cost for training, mileage, benefits, and leave time are allocated from the participant’s total budget allocation.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

- 1. Nurse Consultation services – Assessment and document revisions and recommendations of the participant’s health needs, protocols, and environment are limited to up to a four (4) hour period within a three (3) month period.
- 2. Nurse Health Case Management services are limited up to a four (4) hour period within a three (3) month period.
- 3. Nurse Delegation – The frequency of assessment is minimally every 45 days, but may be more frequent based on the MBON 10.27.11 regulation and the prudent nursing judgment of the delegating RN in meeting conditions for delegation. This is a person-centered assessment and evaluation by the RN that determines duration and frequency of each assessment.

Appendix C: 205

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| Service Delivery Method (<i>check each that applies</i>): | <input checked="" type="checkbox"/> | Participant-directed as specified in Appendix E | <input checked="" type="checkbox"/> | Provider managed |
| Specify whether the service may be provided by (<i>check each that applies</i>): | <input checked="" type="checkbox"/> | Legally Responsible Person | <input checked="" type="checkbox"/> | Relative |
| | | | <input checked="" type="checkbox"/> | Legal Guardian |
| Provider Category(s) (<i>check one or both</i>): | <input checked="" type="checkbox"/> | Individual. List types: | <input checked="" type="checkbox"/> | Agency. List the types of agencies: |
| | | Registered Nurse | | Nursing Services Provider |
| | | | | |
| | | | | |
| Provider Qualifications | | | | |
| Provider Type: | License (<i>specify</i>) | Certificate (<i>specify</i>) | Other Standard (<i>specify</i>) | |
| Registered Nurse | Registered Nurse must possess valid Maryland and/or Compact Registered Nurse license | | Individual must complete the DDA provider application and be certified based on compliance with meeting the following standards: <ol style="list-style-type: none"> 1. Possess a valid Maryland and/or Compact Registered Nurse license; 2. Successful completion of the DDA RN Case Manager/Delegating Nurse (CM/DN) Orientation training within 90 days of first providing services; 3. Once completed DDA’s training, maintain active status on DDA’s registry of DD RN CM/DNs; 4. Be active on the DDA registry of DD RN CM/DNs; | |

Appendix C: 206

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <ol style="list-style-type: none"> 5. Complete the online HRST Rater and Reviewer training; 6. Attend mandatory DDA trainings; 7. Attend all DDA provided nurse meetings; 8. Pass a criminal background investigation and any other required background checks and credentials verifications as provided in Appendix C-2-a; 9. Possess a valid driver’s license, if the operation of a vehicle is necessary to provide services; 10. Have automobile insurance for all automobiles that are owned, leased, and/or hired and used in the provision of services; 11. Have Commercial General Liability Insurance; 12. Complete required orientation and training designated by DDA; 13. Complete necessary pre/in-service training based on the Person-Centered Plan; |
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Appendix C: 207

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>14. Have three (3) professional references which attest to the provider’s ability to deliver the support/service in compliance with the Department’s values in Annotated Code of Maryland, Health General, Title 7;</p> <p>15. Demonstrate financial integrity through IRS, Department, and Medicaid Exclusion List checks;</p> <p>16. Complete and sign any agreements required by MDH or DDA;</p> <p>17. Have a signed DDA Provider Agreement to Conditions for Participation; and</p> <p>18. Have a signed Medicaid Provider Agreement.</p> <p>Individuals providing services for participants self-directing their services must meet the standards 1 through 9 noted above. They do not need to submit a DDA provider application. Individuals must submit forms and documentation as required by the Financial Management and Counseling Services (FMCS) agency. The FMCS must ensure the individual or entity</p> |
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Appendix C: 208

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| | | | performing the service meets the qualifications. |
| Nursing Services Provider | | | <p>Agencies must meet the following standards:</p> <ol style="list-style-type: none"> 1. Complete the DDA provider application and be certified based on compliance with meeting all of the following standards: <ol style="list-style-type: none"> A. Be properly organized as a Maryland corporation, or, if operating as a foreign corporation, be properly registered to do business in Maryland; B. A minimum of five (5) years demonstrated experience and capacity providing quality similar services; C. Have a governing body that is legally responsible for overseeing the management and operation of all programs conducted by the licensee including ensuring that each aspect of the agency’s programs operates in compliance with all local, State, and federal |

Appendix C: 209

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| | | | <p>requirements, applicable laws, and regulations;</p> <p>D. Demonstrate the capability to provide or arrange for the provision of all nursing services required by submitting, at a minimum, the following documents with the application:</p> <ul style="list-style-type: none"> (1) A program service plan that details the agencies service delivery model; (2) A business plan that clearly demonstrates the ability of the agency to provide nursing services; (3) A written quality assurance plan to be approved by the DDA; (4) A summary of the applicant’s demonstrated experience in the field of developmental disabilities; and (5) Prior licensing reports issued within the previous 10 years from any in-State or out-of-State entity |
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Appendix C: 210

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>associated with the applicant, including deficiency reports and compliance records.</p> <p>E. Be in good standing with the IRS and Maryland Department of Assessments and Taxation;</p> <p>F. Have Workers’ Compensation Insurance;</p> <p>G. Have Commercial General Liability Insurance;</p> <p>H. Submit results from required criminal background checks, Medicaid Exclusion List, and child protective clearances as provided in Appendix C-2-a and per DDA policy;</p> <p>I. Submit documentation of staff certifications, licenses, and/or trainings as required to perform services;</p> <p>J. Complete required orientation and training;</p> <p>K. Comply with the DDA standards related to provider qualifications; and</p> |
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Appendix C: 211

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| | | | <p>L. Complete and sign any agreements required by MDH or DDA Have a signed DDA Provider Agreement to Conditions for Participation.</p> <ol style="list-style-type: none"> 2. Have a signed Medicaid Provider Agreement. 3. Possess a valid driver’s license, if the operation of a vehicle is necessary to provide services; 4. Have documentation that all vehicles used in the provision of services have automobile insurance; and 5. Submit a provider renewal application at least 60 days before expiration of its existing approval as per DDA policy. <p>The DDA Deputy Secretary may waive the requirements noted above if an agency is licensed or certified by another State agency or accredited by a national accreditation agency, such as the Council on Quality and Leadership or the Council for Accreditation for Rehabilitation Facilities (CARF) for similar services for individuals with developmental disabilities, and be in</p> |
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Appendix C: 212

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>good standing with the IRS and Maryland Department of Assessments and Taxation.</p> <p>Staff working for or contracted with the agency as well as volunteers utilized in providing any direct support services or spend any time alone with a participant must meet the following minimum standards:</p> <ol style="list-style-type: none"> 1. Possess valid Maryland and/or Compact Registered Nurse license; 2. Successful completion of the DDA RN Case Manager/Delegating Nurse (CM/DN) training within 90 days of first providing services Orientation; 3. Once completed DDA’s training, maintain active status on DDA’s registry of DD RN CM/DNs. 4. Be active on the DDA registry of DD RN CM/DNs; 5. Complete the online HRST Rater and Reviewer training; 6. Attend mandatory DDA trainings; |
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Appendix C: 213

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| | | | <ol style="list-style-type: none"> 7. Attend all DDA provided nurse meetings; 8. Pass a criminal background investigation and any other required background checks and credentials verifications as provided in Appendix C-2-a; 9. Possess a valid driver’s license, if the operation of a vehicle is necessary to provide services; 10. Have automobile insurance for all automobiles that are owned, leased, and/or hired and used in the provision of services; 11. Complete required orientation and training designated by DDA; and 12. Complete necessary pre/in-service training based on the Person-Centered Plan. |
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Verification of Provider Qualifications

| Provider Type: | Entity Responsible for Verification: | Frequency of Verification |
|------------------|--|---|
| Registered Nurse | <ol style="list-style-type: none"> 1. DDA for certified Registered Nurses 2. FMCS provider, as described in Appendix E, for participants self-directing services | <ol style="list-style-type: none"> 1. DDA – Initial and at least every three years |

Appendix C: 214

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | 2. FMCS – initially and continuing thereafter |
| Nursing Services Provider | <ol style="list-style-type: none"> 1. DDA for approval of providers 2. Nursing Service Agency for verification of staff member’s licenses, certifications, and training | <ol style="list-style-type: none"> 1. DDA – Initial and at least every three years 2. Nursing Services Provider – prior to service delivery and continuing thereafter |

Service Type: Other

Service (Name): PARTICIPANT EDUCATION, TRAINING AND ADVOCACY SUPPORTS

| Service Specification | |
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| HCBS Taxonomy | |
| Category 1: | Sub-Category 1: |
| 13: Participant Training | 13010 participant training |
| Service Definition (Scope): | |
| <p>A. Participant Education, Training and Advocacy Supports provides funding for the costs associated with training programs, workshops and conferences to assist the participant in developing self-advocacy skills, exercise civil rights, and acquire skills needed to exercise control and responsibility over other support services.</p> <p>B. Covered expenses include:</p> <ol style="list-style-type: none"> 1. Enrollment fees associated with training programs, conferences, and workshops, | |

Appendix C: 215

| | |
|----------------|--|
| State: | |
| Effective Date | |

- 2. Books and other educational materials, and
- 3. Transportation that enables the participant to attend and participate in training courses, conferences, and other similar events.

C. The following expenses are not covered:

- 1. Tuition;
- 2. Airfare; or
- 3. Costs of meals or lodging, as per federal requirements.

SERVICE REQUIREMENTS:

- A. Participant Education, Training and Advocacy Supports may include education and training for participants directly related to building or acquiring skills.
- B. Support needs for education and training are identified in the participant’s Person-Centered Plan.
- C. Prior to accessing DDA funding for this service, all other available and appropriate funding sources, including but not limited to those offered by Maryland Medicaid State Plan, Division of Rehabilitation Services , State Department of Education, and Department of Human Services must be explored and exhausted to the extent applicable.
 - 1. These efforts must be documented in the participant’s file.
 - 2. If these services are deemed by the participant’s person-centered planning team to be inappropriate to meet the specific needs of the participant, the exploration efforts and reasons that these services do not meet the participant’s needs must be documented in the participant’s person-centered plan. The DDA has authority to determine if further efforts must be made, and documented, prior to authorization of funding for the service under the Waiver program.

Appendix C: 216

| | |
|----------------|--|
| State: | |
| Effective Date | |

- D. Participant Education, Training and Advocacy Supports are not available at the same time as the direct provision of Transportation services.
- E. To the extent that any listed services are covered under the State plan, the services under the waiver would be limited to additional services not otherwise covered under the State plan, but consistent with waiver objectives of avoiding institutionalization.
- F. A legally responsible individual legal guardian or a relative of a participant may be paid to provide this service in accordance with the applicable requirements set forth in Appendix C-2.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

- 1. Participant Education, Training and Advocacy Supports is limited to 10 hours of training per participant per year.
- 2. The amount of training or registration fees for registrations costs at specific training events, workshops, seminars or conferences is limited to \$500 per participant per year.

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| Service Delivery Method (check each that applies): | <input checked="" type="checkbox"/> | Participant-directed as specified in Appendix E | <input checked="" type="checkbox"/> | Provider managed |
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| Specify whether the service may be provided by (check each that applies): | <input checked="" type="checkbox"/> | Legally Responsible Person | <input checked="" type="checkbox"/> | Relative | <input checked="" type="checkbox"/> | Legal Guardian |
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| Provider Category(s) (check one or both): | <input checked="" type="checkbox"/> | Individual. List types: | <input checked="" type="checkbox"/> | Agency. List the types of agencies: |
| | | Participant Support Professional | | Participant Education, Training and Advocacy Supports Agency |
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Provider Qualifications

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| Provider Type: | License (specify) | Certificate (specify) | Other Standard (specify) |
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Appendix C: 217

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| <p>Participant Support Professional</p> | | | <p>Individual must complete the DDA provider application and be certified based on compliance with meeting the following standards:</p> <ol style="list-style-type: none"> 1. Be at least 18 years old; 2. Have a Bachelor’s Degree, professional license, certification by a nationally recognized program, or demonstrated life experiences and skills to provide the service; 3. Possess a valid driver’s license, if the operation of a vehicle is necessary to provide services; 4. Have documentation that all vehicles used in the provision of services have automobile insurance; 5. Complete required orientation and training designated by DDA; 6. Complete necessary pre/in-service training based on the Person-Centered Plan; 7. Have three (3) professional references which attest to the provider’s ability to deliver the support/service in compliance with the Department’s values in |
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Appendix C: 218

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| | | | <p>Annotated Code of Maryland, Health General, Title 7;</p> <ol style="list-style-type: none"> 8. Demonstrate financial integrity through IRS, Department, and Medicaid Exclusion List checks; 9. Complete and sign any agreements required by MDH or DDA; and 10. Have a signed Medicaid Provider Agreement. <p>Individuals providing services for participants self-directing their services must meet the standards 1 through 4 noted above. They do not need to complete the DDA provider application. Individuals must submit forms and documentation as required by the Financial Management and Counseling Service (FMCS) agency. FMCS must ensure the individual or entity performing the service meets the qualifications.</p> |
| <p>Participant Education, Training and Advocacy Supports Agency</p> | | | <p>Agencies must meet the following standards:</p> <ol style="list-style-type: none"> 1. Complete the DDA provider application and be certified based |

Appendix C: 219

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>on compliance with meeting all of the following standards:</p> <ul style="list-style-type: none"> A. Be properly organized as a Maryland corporation, or, if operating as a foreign corporation, be properly registered to do business in Maryland; B. A minimum of five (5) years demonstrated experience and capacity with providing quality similar services; C. Have a governing body that is legally responsible for overseeing the management and operation of all programs conducted by the licensee including ensuring that each aspect of the agency’s programs operates in compliance with all local, State, and federal requirements, applicable laws, and regulations; D. Demonstrate the capability to provide or arrange for the provision of all services required by submitting, at a |
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Appendix C: 220

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| | | | <p>minimum, the following documents with the application:</p> <ul style="list-style-type: none"> (1) A program service plan that details the agencies service delivery model; (2) A business plan that clearly demonstrates the ability of the agency to provide services; (3) A written quality assurance plan to be approved by the DDA; (4) A summary of the applicant’s demonstrated experience in the field of developmental disabilities; and (5) Prior licensing reports issued within the previous 10 years from any in-State or out-of-State entity associated with the applicant, including deficiency reports and compliance records. <p>E. If currently licensed or certified, produce, upon written</p> |
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Appendix C: 221

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| State: | |
| Effective Date | |

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| | | | <p>request from the DDA, the documents required under D.</p> <p>F. Be in good standing with the IRS and Maryland Department of Assessments and Taxation;</p> <p>G. Have Workers’ Compensation Insurance;</p> <p>H. Have Commercial General Liability Insurance;</p> <p>I. Submit results from required criminal background checks, Medicaid Exclusion List, and child protective clearances as provided in Appendix C-2-a and per DDA policy;</p> <p>J. Submit documentation of staff certifications, licenses, and/or trainings as required to perform services;</p> <p>K. Complete required orientation and training;</p> <p>L. Comply with the DDA standards related to provider qualifications; and</p> |
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Appendix C: 222

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>M. Complete and sign any agreements required by MDH or DDA.</p> <p>2. Have a signed Medicaid provider agreement;</p> <p>3. Have documentation that all vehicles used in the provision of services have automobile insurance; and</p> <p>4. Submit a provider renewal application at least 60 days before expiration of its existing approval as per DDA policy.</p> <p>The DDA Deputy Secretary may waive the requirements noted above if an agency is licensed or certified by another State agency or accredited by a national accreditation agency, such as the Council on Quality and Leadership or the Council for Accreditation for Rehabilitation Facilities (CARF) for similar services for individuals with developmental disabilities, and be in good standing with the IRS and Maryland Department of Assessments and Taxation</p> <p>Staff working for or contracted with the agency as well as volunteers utilized in</p> |
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Appendix C: 223

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>providing any direct support services or spend any time alone with a participant must meet the following minimum standards:</p> <ol style="list-style-type: none"> 1. Be at least 18 years old; 2. Have a Bachelor’s Degree, professional licensure; certification by a nationally recognized program; or demonstrated life experiences and skills to provide the service; 3. Possess a valid driver’s license, if the operation of a vehicle is necessary to provide services; 4. Complete necessary pre/in-service training based on the Person-Centered Plan; 5. Complete required orientation and training designated by DDA. |
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Verification of Provider Qualifications

| Provider Type: | Entity Responsible for Verification: | Frequency of Verification |
|----------------------------------|---|---|
| Participant Support Professional | <ol style="list-style-type: none"> 1. DDA for certified Participant Support Professional 2. FMCS provider, as described in Appendix E, for participants self-directing services | <ol style="list-style-type: none"> 1. DDA – Initial and at least every three years |

Appendix C: 224

| | |
|----------------|--|
| State: | |
| Effective Date | |

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|--|--|--|
| | | 2. FMCS provider – prior to service delivery and continuing thereafter |
| Participant Education, Training and Advocacy Supports Agency | <ol style="list-style-type: none"> 1. DDA for approval of Participant Education, Training and Advocacy Supports Agency 2. Provider for staff standards | <ol style="list-style-type: none"> 1. DDA – Initial and at least every three years 2. Provider – Prior to service delivery and continuing thereafter |

Service Type: Statutory Service

Service (Name): Habilitation

Alternative Service Title: PERSONAL SUPPORTS

| Service Specification | |
|---|-------------------------------|
| HCBS Taxonomy | |
| Category 1: | Sub-Category 1: |
| 8: Home-Based Services | 08010 home-based habilitation |
| Service Definition (Scope): | |
| <p>B. Personal Supports are individualized supports, delivered in a personalized manner, to support independence in a participant’s own home and community in which the participant wishes to be involved, based on their personal resources.</p> | |

Appendix C: 225

| | |
|----------------|--|
| State: | |
| Effective Date | |

- C. Personal Supports provide habilitative services and overnight supports to assist participants who live in their own or family homes with acquiring, building, or maintaining the skills necessary to maximize their personal independence. These services include:
2. In home skills development including budgeting and money management; completing homework; maintaining a bedroom for a child or home for an adult; being a good tenant; meal preparation; personal care; house cleaning/chores; and laundry;
 3. Community integration and engagement skills development needed to be part of a family event or community at large. Community integration services facilitate the process by which participants integrate, engage, and navigate their lives at home and in the community. They may include the development of skills or providing supports that make it possible for participants and families to lead full integrated lives (e.g., grocery shopping; banking; getting a haircut; using public transportation; attending school or social events; joining community organizations or clubs; any form of recreation or leisure activity; volunteering; and participating in organized worship or spiritual activities) and health management assistance for adults (e.g., learning how to schedule a health appointment, identifying transportation options; and developing skills to communicate health status, needs, or concerns); and
 4. Overnight supports.

D. This Waiver program service includes the provision of:

2. Direct support services, providing habilitation services to the participant;
3. The following services provided, in combination with, and incidental to, the provision of habilitation services:
 - a. Transportation to, from, and within this Waiver program service;
 - b. Delegated nursing tasks, based on the participant’s assessed need; and
 - c. Personal care assistance, based on the participant’s assessed need.

Appendix C: 226

| | |
|----------------|--|
| State: | |
| Effective Date | |

SERVICE REQUIREMENTS:

- A. Personal Supports services under the waiver differ in scope, nature, and provider training and qualifications from personal care services in the State Plan.
- B. The level of support and meaningful activities provided to the participant under this Waiver program service must be based on the participant’s level of service need.

- 1. Based on the participant’s assessed need, the DDA may authorize an enhanced rate, overnight supports, and 2:1 staff-to-participant ratio supports

~~An enhanced rate, reflected as Personal Supports—Enhanced in the Person-Centered Plan, will be used to support participant with significant needs;~~

- 2. The following criteria will be used to authorize the enhanced rate:

~~a. The participant has a Health Risk Screening Tool (HRST) Score of 4 or higher; and~~

a. The participant has an approved Behavior Support Plan documenting the need for enhanced supports necessary to support the person with specific behavioral needs unless otherwise authorized by the DDA; or

b. The participant has an approved Nursing Care Plan documenting the need for enhanced supports necessary to support the person with specific health and safety needs unless otherwise authorized by the DDA.

- 3. The following criteria will be used to authorize 2:1 staff-to-participant ratio:

a. The participant has an approved Behavioral Support Plan documenting the need for 2:1 staff-to-participant ratio necessary to support the person with specific behavioral needs unless otherwise authorized by the DDA; or

b. The participant has an approved Nursing Care Plan documenting the need for 2:1 staff-to-participant ratio necessary to support the person with specific health and safety needs unless otherwise authorized by the DDA.

- 4. The following criteria will be used to authorize ~~awake~~ overnight supports:

Appendix C: 227

| | |
|----------------|--|
| State: | |
| Effective Date | |

~~The participant has a Health Risk Screening Tool (HRST) Score of 4 or higher; and~~

- a. The participant has an approved Behavior Support Plan documenting the need for overnight supports necessary to support the person with specific behavioral needs unless otherwise authorized by the DDA; or
- b. AThe participant has an approved Nursing Care Plan documenting the need for overnight supports necessary to support the person with specific health and safety needs unless otherwise authorized by the DDA.

5. Overnight supervision supports must be specifically documentation within the PCP. This includes information that details the need for the overnight supports, including alternatives explored such as the use of assistive technology and other strategies.

C. The following criteria will be used for participants to access Personal Supports:

- 2. Participant needs support for community engagement (outside of meaningful day services) or home skills development; and
- 3. This service is necessary and appropriate to meet the participant’s needs;
- 4. The service is the most cost-effective service to meet the participant’s needs unless otherwise authorized by the DDA due to extraordinary circumstances.

D. Personal Support Services includes the provision of supplementary care by legally responsible persons necessary to meet the participant’s extraordinary care needs due to the participant’s disability that are above and beyond the typical, basic care for a legally responsible person would ordinarily perform or be responsible to perform on behalf of a waiver participant.

E. Personal Supports are available:

- 2. Before and after school;
- 3. Times when a student is not receiving educational services, for example, when school is not in session;;

Appendix C: 228

| | |
|----------------|--|
| State: | |
| Effective Date | |

- 4. During the day; ~~when meaningful day services (i.e. Employment Services, Supported Employment, Employment Discovery and Customization, Career Exploration, Community Development Services, and Day Habilitation) are not provided;~~
- 5. Evenings;
- 6. Overnight; and
- 7. When Nursing Supports Services are provided.

F. If transportation is provided as part of this Waiver program service, then:

- 1. The participant cannot receive Transportation services separately at the same time as provision of this Waiver program service;
- 2. The provider or participants self-directing their services must:
 - a. Provide, or arrange for provision of, transportation to meet the needs of the participant identified in the participant’s Person-Centered Plan; and
 - b. Use the most cost-effective mode of transportation, with priority given to the use of public transportation; and
- 3. Transportation services may not compromise the entirety of this Waiver program service.

G. If direct support staff perform delegated nursing tasks as part of this Waiver program service, then:

- 1. The participant must receive Nursing Support Services under this Waiver program; and
- 2. The delegated nursing tasks:
 - a. Must be provided by direct support staff who are currently certified as a Medication Technician by the Maryland Board of Nursing; and
 - b. May not compromise the entirety of this Waiver program service.

Appendix C: 229

| | |
|----------------|--|
| State: | |
| Effective Date | |

- H. If personal care assistance services are provided as part of this Waiver program service, then the personal care assistance may not comprise the entirety of the service. For purposes of this Waiver program service, personal care assistance means the provision of supports to assist a participant in performing activities of daily living and instrumental activities of daily living.
- I. For participants enrolled in the self-directed services delivery model, this Waiver program service includes:
1. The reasonable and customary costs of training the participant’s direct support staff, including First Aid and Cardiopulmonary Resuscitation certifications;
 2. Travel reimbursement, benefits and leave time for the participant’s direct support staff, subject to the following requirements:
 - a. The reimbursement, benefits and leave time requested are:
 - i. Within applicable reasonable and customary standards as established by DDA policy; or
 - ii. Required for the participant’s compliance, as the employer of record, with applicable federal, State, or local laws; and
 - b. Any reimbursement (e.g., mileage), benefit and leave time requested by the participant must comply with applicable federal, State, or local laws.
 - c. Cost for training, mileage, benefits, and leave time are allocated from the participant’s total budget allocation.
 - d. Mileage reimbursement, under the self-directed service delivery model, to the owner of a specialized, modified, or accessible vehicle driven by an employee of the participant and for the purpose of the participant engaging in activities specified in the recipient’s person-centered plan of service
- J. A legally responsible individual legal guardian or a relative of a participant (who is not a spouse) may be paid to provide this service in accordance with the applicable requirements set forth in

Appendix C: 230

| | |
|----------------|--|
| State: | |
| Effective Date | |

Appendix C-2. Prior to accessing DDA funding for this service, all other available and appropriate funding sources, including those offered by Maryland Medicaid State Plan, Division of Rehabilitation Services, State Department of Education, and Department of Human Services, must be explored and exhausted to the extent applicable.

1. These efforts must be documented in the participant’s file.
2. If these services are deemed by the participant’s person-centered planning team to be inappropriate to meet the specific needs of the participant, the exploration efforts and reasons that these services do not meet the participant’s needs must be documented in the participant’s person-centered plan. The DDA has authority to determine if further efforts must be made, and documented, prior to authorization of funding for the service under the Waiver program.

K. To the extent that any listed services are covered under the Medicaid State Plan, the services under the waiver would be limited to additional services not otherwise covered under the Medicaid State Plan, but consistent with waiver objectives of avoiding institutionalization.

L. Personal Supports services are not available at the same time as the direct provision of Career Exploration, Community Development Services, Community Living-Enhanced Supports, Community Living-Group Homes, Shared Living, Day Habilitation, Employment Discovery and Customization, Employment Services, Medical Day Care, Respite Care Services, Supported Employment, Supported Living, or Transportation services.

M. Children have access to any medically necessary preventive, diagnostic, and treatment services under Medicaid’s Early and Periodic Screening, Diagnostic and Treatment (EPSDT) services to help meet children’s health and developmental needs. This includes age appropriate medical, dental, vision, and hearing screening services and diagnostic and treatment services to correct or ameliorate identified conditions. Supports provided by this waiver service is to improve and maintain the ability of the child to remain in and engage in community activities.

N. Personal Supports can be provided in a variety of community settings and activities that promote opportunities for increased independence and inclusion. Through the person-centered planning

Appendix C: 231

| | |
|----------------|--|
| State: | |
| Effective Date | |

process, all opportunities should be explored based on the person’s preferences and support his or her desired outcomes and goals. The setting should not have institutional qualities. Considering the person’s overall person-centered plan, activities should not isolate or segregate. If the individual chooses any disability specific classes, activities, events or programs, the choice must be documented in the person-centered plan.

O. Direct Support Professional services may be provided in an acute care hospital for the purposes of supporting the participant’s personal, behavioral and communication supports not otherwise provided in that setting. Services may not be duplicative of hospital or short-term institutional services.

1. The State has mechanisms in place to prevent duplicate billing for both institutional and home and community-based services.

2. These necessary waiver services:

a. Must be identified in the individual’s person-centered service plan;

b. Must be provided to meet the individual’s needs and are not covered in such settings;

c. Should not substitute for services that the setting is obligated to provide through its condition of participation under federal or State law, under another applicable requirement; and

d. Should be designed to ensure smooth transitions between the setting and the home community-based setting and preserves the participant’s functional abilities.

P. Services which are provided virtually, must:

1. Be provided in accordance with federal and State requirements, policies, guidance, and regulations, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as amended by the Health Information Technology for Economic and Clinical

Appendix C: 232

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | | | | | | |
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| <p>Health (HITECH) Act, and their applicable regulations to protect the privacy and security of the participant’s protected health information;</p> <ol style="list-style-type: none"> 2. Support a participant to reach identified outcomes in their Person-Centered Plan; 3. Not be used for the provider’s convenience; and 4. ”The Waiver program will not fund any costs associated with the provider obtaining, installing, implementing, or using virtual supports, such as equipment, internet, software applications, and other related expenses. These costs, in the delivery of new business models, are part of the provider’s operating cost; 5. Personal Supports overnight supports cannot be provided virtually. | | | | | | | | |
| <p>Specify applicable (if any) limits on the amount, frequency, or duration of this service:</p> | | | | | | | | |
| <ol style="list-style-type: none"> 1. Legally responsible person, legal guardians, and relatives may not be paid for greater than 40-hours per week for services unless otherwise approved by the DDA or its designee. 2. Personal Support services are limited to 82 hours per week under the traditional model unless otherwise preauthorized by the DDA. | | | | | | | | |
| Service Delivery Method <i>(check each that applies):</i> | <input checked="" type="checkbox"/> | Participant-directed as specified in Appendix E | | | | <input checked="" type="checkbox"/> | Provider managed | |
| Specify whether the service may be provided by <i>(check each that applies):</i> | <input checked="" type="checkbox"/> | Legally Responsible Person | <input checked="" type="checkbox"/> | Relative | <input checked="" type="checkbox"/> | Legal Guardian | | |
| Provider Category(s) <i>(check one or both):</i> | <input checked="" type="checkbox"/> | Individual. List types: | | | <input checked="" type="checkbox"/> | Agency. List the types of agencies: | | |
| | | Personal Support Professional | | | | Personal Supports Provider | | |
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| Provider Qualifications | | | | | | | | |

Appendix C: 233

| | |
|----------------|--|
| State: | |
| Effective Date | |

| Provider Type: | License (<i>specify</i>) | Certificate (<i>specify</i>) | Other Standard (<i>specify</i>) |
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| Personal Supports Professional | | | Individual must complete the DDA provider application and be certified based on compliance with meeting the following standards: <ol style="list-style-type: none"> 1. Be at least 18 years old; 2. Possess current first aid and CPR certification; 3. Pass a criminal background investigation and any other required background checks and credentials verifications as provided in Appendix C-2-a; 4. Unlicensed direct support professional staff who administer medication or perform delegable nursing tasks as part of this Waiver service must be certified by the Maryland Board of Nursing (MBON) as Medication Technicians, except if the participant and his or her medication administration or nursing tasks qualifies for exemption from |

Appendix C: 234

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
|--|--|--|--|
| | | | <p>nursing delegation pursuant to COMAR 10.27.11;</p> <ol style="list-style-type: none"> 5. Possess a valid driver’s license, if the operation of a vehicle is necessary to provide services; 6. Have automobile insurance for all automobiles that are owned, leased, and/or hired and used in the provision of services; 7. Complete required orientation and training designated by DDA; 8. Complete necessary pre/in-service training based on the Person-Centered Plan; 9. Have three (3) professional references which attest to the provider’s ability to deliver the support/service in compliance with the Department’s values in Annotated Code of Maryland, Health General, Title 7; 10. Demonstrate financial integrity through IRS, Department, and Medicaid Exclusion List checks; 11. Complete and sign any agreements required by MDH or DDA; and |
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Appendix C: 235

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| | | | <p>12. Have a signed Medicaid Provider Agreement.</p> <p>Individuals providing services for participants self-directing their services must meet the standards 1 through 6 noted above. They do not have to complete the DDA provider application. Individuals must submit forms and documentation as required by the Financial Management and Counseling Service (FMCS) agency. FMCS must ensure the individual or entity performing the service meets the qualifications.</p> <p>Participants in self-directing services, as the employer, may require additional reasonable staffing requirements based on their preferences and level of needs.</p> |
| <p>Personal Support Provider</p> | | | <p>Agencies must meet the following standards:</p> <ol style="list-style-type: none"> 1. Complete the DDA provider application and be certified based on compliance with meeting all of the following standards: <ol style="list-style-type: none"> A. Be properly organized as a Maryland corporation, or, if operating as a foreign |

Appendix C: 236

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
|--|--|--|--|
| | | | <p>corporation, be properly registered to do business in Maryland;</p> <p>B. A minimum of five (5) years demonstrated experience and capacity providing quality similar services;</p> <p>C. Have a governing body that is legally responsible for overseeing the management and operation of all programs conducted by the licensee including ensuring that each aspect of the agency’s programs operates in compliance with all local, State, and federal requirements, applicable laws, and regulations;</p> <p>D. Except for currently DDA licensed or certified Personal Supports providers, demonstrate the capability to provide or arrange for the provision of all personal support services required by submitting, at a minimum, the following documents with the application:</p> |
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Appendix C: 237

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
|--|--|--|---|
| | | | <p>(1) A program service plan that details the agencies service delivery model;</p> <p>(2) A business plan that clearly demonstrates the ability of the agency to provide personal support services;</p> <p>(3) A written quality assurance plan to be approved by the DDA;</p> <p>(4) A summary of the applicant’s demonstrated experience in the field of developmental disabilities; and</p> <p>(5) Prior licensing reports issued within the previous 10 years from any in-State or out-of-State entity associated with the applicant, including deficiency reports and compliance records.</p> <p>E. If currently licensed or certified, produce, upon written request from the DDA, the documents required under D.</p> |
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Appendix C: 238

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
|--|--|--|---|
| | | | <p>F. Be in good standing with the IRS and Maryland Department of Assessments and Taxation;</p> <p>G. Have Workers’ Compensation Insurance;</p> <p>H. Have Commercial General Liability Insurance;</p> <p>I. Submit results from required criminal background checks, Medicaid Exclusion List, and child protective clearances as provided in Appendix C-2-a and as per DDA policy;</p> <p>J. Submit documentation of staff certifications, licensees, and/or trainings as required to perform services;</p> <p>K. Complete required orientation and training;</p> <p>L. Comply with the DDA standards related to provider qualifications and;</p> <p>M. Complete and sign any agreements required by MDH or DDA.</p> |
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Appendix C: 239

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| | | | <ol style="list-style-type: none"> 2. Have a signed Medicaid provider agreement; 3. Have documentation that all vehicles used in the provision of services have automobile insurance; and 4. Submit a provider renewal application at least 60 days before expiration of its existing approval as per DDA policy. <p>The DDA Deputy Secretary may waive the requirements noted above if an agency is licensed or certified by another State agency or accredited by a national accreditation agency, such as the Council on Quality and Leadership or the Council for Accreditation for Rehabilitation Facilities (CARF) for similar services for individuals with developmental disabilities and be in good standing with the IRS, and Maryland Department of Assessments and Taxation.</p> <p>Staff working for or contracted with the agency, as well as volunteers utilized in providing any direct support services or spend any time alone with a participant</p> |
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Appendix C: 240

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>must meet the following minimum standards:</p> <ol style="list-style-type: none"> 1. Be at least 18 years old; 2. 3. Possess current first aid and CPR certification; 4. Pass a criminal background investigation and any other required background checks and credentials verifications as provided in Appendix C-2-a; 5. Complete necessary pre/in-service training based on the Person-Centered Plan; 6. Complete required orientation and training designated by DDA; 7. Unlicensed direct support professional staff who administer medication or perform delegable nursing tasks as part of this Waiver service must be certified by the Maryland Board of Nursing (MBON) as Medication Technicians, except if the participant and his or her medication administration or nursing tasks qualifies for exemption from |
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Appendix C: 241

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
|--|--|--|---|
| | | | <p>nursing delegation pursuant to COMAR 10.27.11;</p> <p>8. Possess a valid driver’s license, if the operation of a vehicle is necessary to provide services;</p> <p>9. Have automobile insurance for all automobiles that are owned, leased, and/or hired and used in the provision of services; and</p> |
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Verification of Provider Qualifications

| Provider Type: | Entity Responsible for Verification: | Frequency of Verification |
|-------------------------------|--|---|
| Personal Support Professional | <ol style="list-style-type: none"> DDA for certified Personal Support Professional Financial Management and Counseling Service (FMCS) providers, as described in Appendix E, for participants self-directing services | <ol style="list-style-type: none"> DDA – Initial and at least every three years FMCS provider – prior to service delivery and continuing thereafter |
| Personal Support Provider | <ol style="list-style-type: none"> DDA for verification of certified provider Provider for staff licenses, certifications, and training Financial Management and Counseling Service (FMCS) providers, as described in | <ol style="list-style-type: none"> DDA – Initial and at least every three years Provider – prior to service delivery and continuing thereafter |

Appendix C: 242

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | Appendix E, for participants self-directing services | 3. FMCS provider – prior to service delivery and continuing thereafter |
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Service Type: Other

Service (Name): REMOTE SUPPORT SERVICES

| Service Specification | |
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| HCBS Taxonomy | |
| Category 1: | Sub-Category 1: |
| Table 14: Equipment, Technology, and Modifications Subcategories | 14031 equipment and technology |
| Service Definition (Scope): | |
| <p>A. Remote Support Services provide oversight and monitoring within the participant’s home through an off-site electronic support system in order to reduce or replace the amount of staffing a participant needs, while ensuring the participant’s health, safety, and welfare.</p> <p>B. The purpose of Remote Support Services is to support the participant to exercise greater independence over their lives. It is integrated into the participant’s overall support system and reduces the amount of staff support a person uses in their home while ensuring health and welfare.</p> <p>C. Remote Support Service includes:</p> <ol style="list-style-type: none"> 1. Installation, repair, and maintenance of an electronic support system to remotely monitor the participant in the participant’s primary residence; 2. Provision of training and technical assistance in accessing, using, and operating the electronic support system for the participant and individuals supporting the participant; and | |

Appendix C: 243

| | |
|----------------|--|
| State: | |
| Effective Date | |

3. Provision of staff to: (i) monitor the participant via the electronic support system; and (ii) stand-by and intervene by notifying emergency personnel, including, but not limited to, police, fire, and participant’s direct support staff.

SERVICE REQUIREMENTS:

- A. Before a participant may request this service, the participant’s team must conduct a preliminary assessment for appropriateness in ensuring the health and welfare of all individuals in the residence. The preliminary assessment includes consideration of the participant’s goals, level of support needs, behavioral challenges, health risk, benefits, risk, and other residents in the home. The preliminary assessment must be documented in the participant’s Person-Centered Plan.
- B. Remote Support Services do not supplant supports for community integration and membership as identified in the Person-Centered Plan.
- C. Remote Support Services are only available for individuals aged 18 or older and must be authorized by the DDA.
- D. Each individual residing in the residence, his or her legal guardians, and teams must be made aware of both the benefits and risks of the Remote Support Service. Informed consent must be obtained for all individuals in the residence.
- E. This service must be designed and implemented to ensure the need for independence and privacy of the participant who receives services in their own home.
- F. Remote Support Services must be provided in real-time, by awake staff at a monitoring base, who observe and provide prompts to the participant via an electronic support system that includes one or more of the following features:
 1. Live two-way communication with the participant being monitored;
 2. Motion sensing systems;
 3. Radio frequency identification;

Appendix C: 244

| | |
|----------------|--|
| State: | |
| Effective Date | |

4. Web-based monitoring systems; and

5. Other devices approved by the DDA.

G. Systems may include live feeds, sensors (such as infrared, motion, doors, windows, stove, water, and pressure pads); cameras; help pendants; call buttons; and remote monitoring equipment.

H. Cameras and sensors are typically located in common areas. Other areas on the home will be considered based on assessed need; privacy and right considerations; and informed consent. For example, a person living alone in their own home may choose to use a Remote Support Services method in other areas of their home to support their Person-Centered Plan outcomes.

I. Use of the system may be restricted to certain hours as indicated in the participant’s Person-Centered Plan.

J. To be reimbursed for operating an electronic support system, a provider must meet the following requirements:

1. The system to be installed must be preauthorized by the DDA.

2. Upon delivery to the participant (including installation) or maintenance performed, the electronic support system must be in good operating condition and repair in accordance with applicable specifications.

3. The provider must develop, maintain, and enforce written policies, approved by the DDA, which address:

a. How the provider, and electronic support system used, will maintain the participant’s privacy;

b. How the provider will ensure the electronic support system used meets applicable information security standards; and

c. How the provider will ensure its provision of Remote Support Services complies with applicable laws governing participants’ right to privacy.

Appendix C: 245

| | |
|----------------|--|
| State: | |
| Effective Date | |

- 4. The electronic support system and on-site response system must be designed and implemented to ensure the health and welfare of the participant(s) and achieve this outcome in a cost neutral manner as compared to the cost of direct support services.
- K. Time limited direct supports from the existing services are available during transition to remote monitoring.
- L. Remote Support Services are not available to participants receiving support services in Community Living-Enhanced Supports or Shared Living services.
- M. Remote Support Services should be implemented in a cost neutral manner with exception due to unique circumstances.
- N. Remote Support Services does not include electronic audio-visual conferencing software applications reliant on the participant to maintain the connection.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

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| Service Delivery Method (<i>check each that applies</i>): | X | Participant-directed as specified in Appendix E | X | Provider managed |
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| Specify whether the service may be provided by (<i>check each that applies</i>): | <input type="checkbox"/> | Legally Responsible Person | <input type="checkbox"/> | Relative | <input type="checkbox"/> | Legal Guardian |
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| Provider Category(s) (<i>check one or both</i>): | <input type="checkbox"/> | Individual. List types: | X | Agency. List the types of agencies: |
| | <input type="checkbox"/> | | | Remote Electronic Monitoring Provider |
| | <input type="checkbox"/> | | | Organized Health Care Delivery System Provider |
| | <input type="checkbox"/> | | | |

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| Provider Qualifications | | | |
| Provider Type: | License (<i>specify</i>) | Certificate (<i>specify</i>) | Other Standard (<i>specify</i>) |

Appendix C: 246

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| <p>Remote Support Services Provider</p> | | | <p>Agencies must meet the following standards:</p> <ol style="list-style-type: none"> 1. Complete the DDA provider application and be certified based on compliance with meeting all of the following standards: <ol style="list-style-type: none"> A. Be properly organized as a Maryland corporation or, if operating as a foreign corporation, be properly registered to do business in Maryland; B. A minimum of five (5) years demonstrated experience and capacity providing quality similar services; C. Have a governing body that is legally responsible for overseeing the management and operation of all programs conducted by the licensee including ensuring that each aspect of the agency’s programs operates in compliance with all local, State, and federal requirements, applicable laws, and regulations; |
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Appendix C: 247

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| | | | <p>D. Demonstrate the capability to provide or arrange for the provision of all services and supports by submitting, at a minimum, the following documents with the application:</p> <ul style="list-style-type: none"> (1) A program service plan that details the agencies service delivery model; (2) A business plan that clearly demonstrates the ability of the agency to provide remote monitoring services; (3) A written quality assurance plan to be approved by the DDA; (4) A summary of the applicant’s demonstrated experience in the field of developmental disabilities; and (5) Prior licensing reports issued within the previous 10 years from any in-State or out-of-State entity associated with the applicant, including |
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Appendix C: 248

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>deficiency reports and compliance records.</p> <p>E. Be in good standing with the IRS and Maryland Department of Assessments and Taxation;</p> <p>F. Have Workers’ Compensation Insurance;</p> <p>G. Have Commercial General Liability Insurance;</p> <p>H. Submit results from required criminal background checks, Medicaid Exclusion List, and child protective clearances as provided in Appendix C-2-a and per DDA policy;</p> <p>I. Submit documentation of staff certifications, licenses, and/or trainings as required to perform services;</p> <p>J. Complete required orientation and training;</p> <p>K. Comply with the DDA standards related to provider qualifications; and</p> |
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Appendix C: 249

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>L. Complete and sign any agreements required by MDH or DDA.</p> <ol style="list-style-type: none"> 2. Assure that the system will be monitored by a staff person trained and oriented to the specific needs of each participant served as outlined in his or her Person-Centered Plan; 3. Have a signed Medicaid Provider Agreement; 4. Have documentation that all vehicles used in the provision of services have automobile insurance; and 5. Submit a provider renewal application at least 60 days before expiration of its existing approval as per DDA policy. <p>The DDA Deputy Secretary may waive the requirements noted above if an agency is licensed or certified by another State agency or accredited by a national accreditation agency, such as the Council on Quality and Leadership or the Council for Accreditation for Rehabilitation Facilities (CARF) for similar services for individuals with developmental disabilities, and be in</p> |
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Appendix C: 250

| | |
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| State: | |
| Effective Date | |

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| | | | <p>good standing with the IRS and Maryland Department of Assessments and Taxation.</p> <p>Staff working for or contracted with the agency as well as volunteers utilized in providing any direct support services or spend any time alone with a participant must meet the following minimum standards:</p> <ol style="list-style-type: none"> 1. Be at least 18 years old; 2. Assure that the stand-by intervention (float) staff meet required credentials, license, certification, and training; 3. Pass a criminal background investigation and any other required background checks and credentials verifications as provided in Appendix C-2-a; 4. Complete necessary pre/in-service training based on the Person-Centered Plan; 5. Complete required orientation and training designated by DDA. |
| Organized Health Care | | | Agencies must meet the following standards: |

Appendix C: 251

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| <p>Delivery System Provider</p> | | | <ol style="list-style-type: none"> 1. Be certified or licensed by the DDA to provide at least one Medicaid waiver service; and 2. Complete the DDA provider application to be an Organized Health Care Delivery Services provider. 3. Submit a provider renewal application at least 60 days before expiration of its existing approval as per DDA policy. <p>OHCDs providers shall:</p> <ol style="list-style-type: none"> 1. Verify the licenses, credentials, and experience of all professionals with whom they contract or employs and have a copy of the same available upon request. 2. Obtain Workers' Compensation if required by law. <p>Remote Support Services providers must:</p> <ol style="list-style-type: none"> 1. Assure that the system will be monitored by a staff person trained and oriented to the specific needs of |
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Appendix C: 252

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>each participant served as outlined in their Person-Centered Plan; and</p> <ol style="list-style-type: none"> 2. Have documentation that all vehicles used in the provision of services have automobile insurance. <p>Staff working for or contracted with the agency as well as volunteers utilized in providing any direct support services or spend any time alone with a participant must meet the following minimum standards:</p> <ol style="list-style-type: none"> 1. Be at least 18 years old; 2. Assure that the stand-by intervention (float) staff meet required credentials, license, certification, and training; 3. Complete necessary pre/in-service training based on the Person-Centered Plan; 4. Complete required orientation and training designated by DDA. |
| Verification of Provider Qualifications | | | |
| Provider Type: | Entity Responsible for Verification: | Frequency of Verification | |

Appendix C: 253

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| <p>Remote Support Services Provider</p> | <ol style="list-style-type: none"> 1. DDA for verification of certified provider 2. Remote Support Service Provider for verification of staff qualifications 3. FMCS providers, as described in Appendix E, for participants self-directing services | <ol style="list-style-type: none"> 1. DDA – Initial and at least every three years thereafter 2. Remote Support Services Provider – prior to service delivery and continuing thereafter 3. FMCS – prior to service delivery and continuing thereafter |
| <p>Organized Health Care Delivery System Provider</p> | <ol style="list-style-type: none"> 1. DDA for verification of the OHCDS 2. OHCDS provider will verify Remote Support System requirements and qualifications 3. FMCS providers, as described in Appendix E, for participants self-directing services | <ol style="list-style-type: none"> 1. Initial and at least every three years 2. Prior to service delivery and continuing thereafter 3. FMCS – prior to service delivery and continuing thereafter |

Service Type: Statutory

Service (Name): RESPITE CARE SERVICES

| Service Specification | |
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| HCBS Taxonomy | |
| Category 1: | Sub-Category 1: |

Appendix C: 254

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| 9: Caregiver Support | 09011 respite, out-of-home |
| Category 2: | Sub-Category 2: |
| 9: Caregiver Support | 09012 respite, in-home |
| Service Definition (Scope): | |
| <p>A. Respite is short-term care intended to provide both the family or other primary caregiver and the participant with a break from their daily routines and as an emergency backup plan for unpaid caregivers. Respite relieves families or other primary caregivers from their daily care giving responsibilities.</p> <p>B. Respite can be provided in:</p> <ol style="list-style-type: none"> 1. The participant’s own home; 2. The home of a respite care provider; 3. A licensed residential site; 4. State certified overnight or youth camps; and 5. Other settings and camps as approved by the DDA. <p>SERVICE REQUIREMENTS:</p> <p>A. Someone who lives with the participant may be the respite provider, as long as they are not the person who normally provides care for the participant.</p> <p>B. A legally responsible person or legal guardian or relative of a participant (who is not a spouse), legally responsible person or legal guardian may be paid to provide this service in accordance with the applicable requirements set forth in Appendix C-2.</p> <p>C. A neighbor or friend may provide services under the same safeguard requirements as defined in Appendix C-2-e.</p> <p>D. Receipt of respite services does not preclude a participant from receiving other services on the same day. For example, the participant may receive meaningful day services (e.g., Employment</p> | |

Appendix C: 255

| | |
|----------------|--|
| State: | |
| Effective Date | |

Services or Day Habilitation) on the same day they receive respite services so long as these services are provided at different times.

E. Under self-directing services, the following applies:

1. Participant or their designated representative self-directing services is considered the employer of record;
2. Participant or their designated representative is responsible for supervising, training, and determining the frequency of services and supervision of their direct service workers;
3. Respite Care Services include the cost associated with staff training such as First Aid and CPR; and
4. Respite Care Services staff, with the exception of legal guardians and relatives, must be compensated overtime pay as per the Fair Labor Standards Act from the self-directed budget.

F. Payment rates for services must be customary and reasonable, as established by the DDA.

G. Services are reimbursed based on:

1. An hourly rate, for services provided in the participant’s home or non-licensed respite provider’s home;
2. Daily rate, for services provided in a licensed residential site; or
3. Reasonable and customary fee, for a camp meeting applicable requirements.

H. Respite cannot replace day care while the participant’s parent or guardian is at work.

I. If respite is provided in a residential site, the site must be licensed. Services provided in the participant’s home or the home of a relative, neighbor, or friend does not require licensure.

Appendix C: 256

| | |
|----------------|--|
| State: | |
| Effective Date | |

- J. Respite does not include funding for any fees associated with the respite care (for example, membership fees at a recreational facility, community activities, travel adventures (unless it is a day trip), vacations, or insurance fees).
- K. Respite Care Services are not available to participants receiving support services in Community Living-Enhanced Supports, Community Living-Group Home, or Supported Living services.
- L. Respite Care Services are not available at the same time as the direct provision of Career Exploration, Community Development Services, Community Living-Enhanced Supports, Community Living-Group Homes, Day Habilitation, Employment Discovery and Customization, Employment Services, Medical Day Care, Personal Supports, Supported Employment, Supported Living, or Transportation services.
- M. Payment may not be made for services furnished at the same time as other services that include care and supervision. This includes Medicaid State Plan Personal Care Services as described in COMAR 10.09.20, the Attendant Care Program (ACP), and the In-Home Aide Services Program (IHAS).
- N. Prior to accessing DDA funding for this service, all other available and appropriate funding sources, including but not limited to those offered by Maryland Medicaid State Plan, Division of Rehabilitation Services , State Department of Education, and Department of Human Services, must be explored and exhausted to the extent applicable.
 - 1. These efforts must be documented in the participant’s file.
 - 2. If these services are deemed by the participant’s person-centered planning team to be inappropriate to meet the specific needs of the participant, the exploration efforts and reasons that these services do not meet the participant’s needs shall be documented in the participant’s person-centered plan. The DDA has authority to determine if further efforts must be made, and documented, prior to authorization of funding for the service under the Waiver program.

Appendix C: 257

| | |
|----------------|--|
| State: | |
| Effective Date | |

O. For participants enrolled in the self-directed services delivery model, this Waiver program service includes:

1. The reasonable and customary costs of training the participant’s direct support staff, including First Aid and Cardiopulmonary Resuscitation certifications;
2. Travel reimbursement, benefits and leave time for the participant’s direct support staff, subject to the following requirements:
 - a. The reimbursement, benefits and leave time requested are:
 - i. Within applicable reasonable and customary standards as established by DDA policy; or
 - ii. Required for the participant’s compliance, as the employer of record, with applicable federal, State, or local laws; and
 - b. Any reimbursement (e.g., mileage), benefit and leave time requested by the participant must comply with applicable federal, State, or local laws.
 - c. Mileage reimbursement, under the self-directed service delivery model, to the owner of a specialized, modified, or accessible vehicle driven by an employee of the participant and for the purpose of the participant engaging in activities specified in the recipient’s person-centered plan of service
3. Cost for training, mileage, benefits, and leave time are allocated from the participant’s total budget allocation.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

1. Respite care services hourly and daily total hours may not exceed 720 hours within each Person-Centered Plan year unless otherwise authorized by the DDA.
2. The total cost for camp cannot exceed \$7,248 within each plan year.

Appendix C: 258

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| Service Delivery Method (<i>check each that applies</i>): | <input checked="" type="checkbox"/> | Participant-directed as specified in Appendix E | | | | <input checked="" type="checkbox"/> | Provider managed |
| Specify whether the service may be provided by (<i>check each that applies</i>): | <input checked="" type="checkbox"/> | Legally Responsible Person | <input checked="" type="checkbox"/> | Relative | <input checked="" type="checkbox"/> | Legal Guardian | |
| Provider Category(s) (<i>check one or both</i>): | <input checked="" type="checkbox"/> | Individual. List types: | | <input checked="" type="checkbox"/> | Agency. List the types of agencies: | | |
| | | Respite Care Supports | | | Licensed Community Residential Services Provider | | |
| | | Camp | | | Respite Care Provider | | |
| | | | | | Organized Health Care Delivery System Provider | | |
| Provider Qualifications | | | | | | | |
| Provider Type: | License (<i>specify</i>) | | Certificate (<i>specify</i>) | | Other Standard (<i>specify</i>) | | |
| Respite Care Supports | | | | | <p>Individual must complete the DDA provider application and be certified based on compliance with meeting the following standards:</p> <ol style="list-style-type: none"> 1. Be at least 16 years old; 2. Possess current First Aid and CPR certification; 3. Pass a criminal background investigation and any other required background checks and credentials verifications as provided in Appendix C-2; 4. Unlicensed direct support professional staff who administer medication or perform delegable nursing tasks as part of this Waiver | | |

Appendix C: 259

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| | | | <p>service must be certified by the Maryland Board of Nursing (MBON) as Medication Technicians, except if the participant and his or her medication administration or nursing tasks qualifies for exemption from nursing delegation pursuant to COMAR 10.27.11;</p> <ol style="list-style-type: none"> 5. Possess a valid driver’s license, if the operation of a vehicle is necessary to provide services; 6. Have automobile insurance for all automobiles that are owned, leased, and/or hired and used in the provision of services; 7. Complete required orientation and training designated by DDA; 8. Complete necessary pre/in-service training based on the Person-Centered Plan; 9. Have three (3) professional references which attest to the provider’s ability to deliver the support/service in compliance with the Department’s values in Annotated Code of Maryland, Health General, Title 7; |
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Appendix C: 260

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| | | | <p>10. Demonstrate financial integrity through IRS, Department, and Medicaid Exclusion List checks;</p> <p>11. Complete and sign any agreements required by MDH or DDA; and</p> <p>12. Have a signed Medicaid Provider Agreement.</p> <p>Individuals providing services for participants self-directing their services must meet the standards 1 through 6 noted above. They do not need to complete the DDA provider application. Individuals must submit forms and documentation as required by the Financial Management and Counseling Service (FMCS) agency. FMCS must ensure the individual or entity performing the service meets the qualifications.</p> <p>Participants in self-directing services, as the employer, may require additional reasonable staffing requirements based on their preferences and level of needs.</p> |
| Camp | | | <p>Camp must meet the following standards:</p> <p>1. Complete the DDA provider application and be certified based on</p> |

Appendix C: 261

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| | | | <p>compliance with meeting the following standards:</p> <ul style="list-style-type: none"> A. Be properly organized as a Maryland corporation or surrounding states, if operating as a foreign corporation, be properly registered to do business in Maryland; B. A minimum of five (5) years demonstrated experience and capacity providing quality similar services; C. Have a governing body that is legally responsible for overseeing the management and operation of all programs conducted by the licensee, including ensuring that each aspect of the agency’s programs operates in compliance with all local, State, and federal requirements, applicable laws, and regulations; D. Except for currently DDA approved camps, demonstrate the capability to provide or arrange for the provision services required by submitting, at a |
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Appendix C: 262

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| | | | <p>minimum, the following documents with the application:</p> <ul style="list-style-type: none"> (1) A program service plan that details the camp’s service delivery model; (2) A summary of the applicant’s demonstrated experience; (3) State certification and licenses as a camp including overnight and youth camps; and (4) Prior licensing reports issued within the previous 5 years from any in-State or out-of-State entity associated with the applicant, including deficiency reports and compliance records. <p>E. If a currently approved camp, produce, upon written request from the DDA, the documents required under D;</p> <p>F. Be in good standing with the IRS and Maryland Department of Assessments and Taxation;</p> |
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Appendix C: 263

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>G. Have Workers’ Compensation Insurance;</p> <p>H. Have Commercial General Liability Insurance;</p> <p>I. Required criminal background checks, Medicaid Exclusion List, and child protective clearances as provided in Appendix C-2-a and per DDA policy;</p> <p>J. Require staff certifications, licenses, and/or trainings as required to perform services;</p> <p>K. Complete required orientation and training;</p> <p>L. Comply with the DDA standards related to provider qualifications; and</p> <p>M. Complete and sign any agreements required by MDH or DDA.</p> <p>2. Have a signed Medicaid Provider agreement;</p> <p>3. Have documentation that all vehicles used in the provision of services have automobile insurance; and</p> |
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Appendix C: 264

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
|---|---|--|---|
| | | | <p>4. Submit a provider renewal application at least 60 days before expiration of its existing approval as per DDA policy.</p> |
| <p>Licensed Community Residential Services Provider</p> | <p>Licensed Community Residential Services Provider</p> | | <p>Agencies must meet the following standards:</p> <ol style="list-style-type: none"> 1. Complete the DDA provider application and be certified based on compliance with meeting all of the following standards: <ol style="list-style-type: none"> A. Be properly organized as a Maryland corporation, or, if operating as a foreign corporation, be properly registered to do business in Maryland; B. A minimum of five (5) years demonstrated experience and capacity providing quality similar services; C. Have a governing body that is legally responsible for overseeing the management and operation of all programs conducted by the licensee including ensuring that each aspect of the agency’s programs operates in compliance |

Appendix C: 265

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| | | | <p>with all local, State, and federal requirements, applicable laws, and regulations;</p> <p>D. Except for currently DDA licensed residential providers, demonstrate the capability to provide or arrange for the provision of respite care services required by submitting, at a minimum, the following documents with the application:</p> <ul style="list-style-type: none"> (1) A program service plan that details the agencies service delivery model; (2) A business plan that clearly demonstrates the ability of the agency to provide respite care services; (3) A written quality assurance plan to be approved by the DDA; (4) A summary of the applicant’s demonstrated experience in the field of developmental disabilities; and (5) Prior licensing reports issued within the previous 10 years |
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Appendix C: 266

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| | | | <p>from any in-State or out-of-State entity associated with the applicant, including deficiency reports and compliance records.</p> <p>E. If currently licensed or certified, produce, upon written request from the DDA, the documents required under D;</p> <p>F. Be licensed by the Office of Health Care Quality;</p> <p>G. Be in good standing with the IRS and Maryland Department of Assessments and Taxation;</p> <p>H. Have Workers’ Compensation Insurance;</p> <p>I. Have Commercial General Liability Insurance;</p> <p>J. Submit results from required criminal background checks, Medicaid Exclusion List, and child protective clearances as provided in Appendix C-2-a and per DDA policy;</p> <p>K. Submit documentation of staff certifications, licenses, and/or</p> |
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Appendix C: 267

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| | | | <p>trainings as required to perform services;</p> <p>L. Complete required orientation and training;</p> <p>M. Comply with the DDA standards related to provider qualifications; and</p> <p>N. Complete and sign any agreements required by MDH or DDA.</p> <p>2. Have a signed Medicaid Provider Agreement;</p> <p>3. Have documentation that all vehicles used in the provision of services have automobile insurance;</p> <p>4. Submit a provider renewal application at least 60 days before expiration of its existing approval as per DDA policy; and</p> <p>5. Respite care services provided in a provider owned and operated residential site must be licensed.</p> <p>The DDA Deputy Secretary may waive the requirements noted above if an agency is licensed or certified by another State agency or accredited by a national</p> |
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Appendix C: 268

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| | | | <p>accreditation agency, such as the Council on Quality and Leadership or the Council for Accreditation for Rehabilitation Facilities (CARF) for similar services for individuals with developmental disabilities, and be in good standing with the IRS and Maryland Department of Assessments and Taxation</p> <p>Staff working for or contracted with the agency as well as volunteers utilized in providing any direct support services or spend any time alone with a participant must meet the following minimum standards:</p> <ol style="list-style-type: none"> 1. Be at least 16 years old; 2. Possess current first aid and CPR certification; 3. Training by participant/family on participant-specific information (including preferences, positive behavior supports, when needed, and disability-specific information); 4. Additional requirements based on the participant’s preferences and level of needs; |
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Appendix C: 269

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
|--|--|--|---|
| | | | <ol style="list-style-type: none"> 5. Pass a criminal background investigation and any other required background checks and credentials verifications as provided in Appendix C-2-; 6. Complete necessary pre/in-service training based on the Person-Centered Plan; 7. Complete required orientation and training designated by DDA; 8. Unlicensed direct support professional staff who administer medication or perform delegable nursing tasks as part of this Waiver service must be certified by the Maryland Board of Nursing (MBON) as Medication Technicians, except if the participant and his or her medication administration or nursing tasks qualifies for exemption from nursing delegation pursuant to COMAR 10.27.11; 9. Possess a valid driver’s license, if the operation of a vehicle is necessary to provide services; and 10. Have automobile insurance for all automobiles that are owned, leased, |
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Appendix C: 270

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| | | | and/or hired and used in the provision of services. |
| Respite Care Provider | | | <p>Agencies must meet the following standards:</p> <ol style="list-style-type: none"> 1. Complete the DDA provider application and be certified based on compliance with meeting all of the following standards: <ol style="list-style-type: none"> A. Be properly organized as a Maryland corporation, or, if operating as a foreign corporation, be properly registered to do business in Maryland; B. A minimum of five (5) years demonstrated experience and capacity providing quality similar services; C. Have a governing body that is legally responsible for overseeing the management and operation of all programs conducted by the licensee including ensuring that each aspect of the agency’s programs operates in compliance with all local, State, and federal |

Appendix C: 271

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
|--|--|--|---|
| | | | <p>requirements applicable laws, and regulations;</p> <p>D. Except for currently DDA certified respite care providers, demonstrate the capability to provide or arrange for the provision of respite care services required by submitting, at a minimum, the following documents with the application:</p> <p>(1) A program service plan that details the agencies service delivery model;</p> <p>(2) A business plan that clearly demonstrates the ability of the agency to provide respite care services;</p> <p>(3) A written quality assurance plan to be approved by the DDA;</p> <p>(4) A summary of the applicant’s demonstrated experience in the field of developmental disabilities; and</p> <p>(5) Prior licensing reports issued within the previous 10 years</p> |
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Appendix C: 272

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
|--|--|--|--|
| | | | <p>from any in-State or out-of-State entity associated with the applicant, including deficiency reports and compliance records.</p> <p>E. If currently licensed or certified, produce, upon written request from the DDA, the documents required under D;</p> <p>F. Be in good standing with the IRS and Maryland Department of Assessments and Taxation;</p> <p>G. Have Workers’ Compensation Insurance;</p> <p>H. Have Commercial General Liability Insurance;</p> <p>I. Submit results from required criminal background checks, Medicaid Exclusion List, and child protective clearances as provided in Appendix C-2-a and per DDA policy;</p> <p>J. Submit documentation of staff certifications, licenses, and/or trainings as required to perform services;</p> |
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Appendix C: 273

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
|--|--|--|---|
| | | | <p>K. Complete required orientation and training;</p> <p>L. Comply with the DDA standards related to provider qualifications; and</p> <p>M. Complete and sign any agreements required by MDH or DDA.</p> <p>2. Have a signed Medicaid Provider Agreement;</p> <p>3. Have documentation that all vehicles used in the provision of services have automobile insurance; and</p> <p>4. Submit a provider renewal application at least 60 days before expiration of its existing approval as per DDA policy.</p> <p>The DDA Deputy Secretary may waive the requirements noted above if an agency is licensed or certified by another State agency or accredited by a national accreditation agency, such as the Council on Quality and Leadership or the Council for Accreditation for Rehabilitation Facilities (CARF) for similar services for individuals with developmental disabilities, and be in</p> |
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Appendix C: 274

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
|--|--|--|--|
| | | | <p>good standing with the IRS and Maryland Department of Assessments and Taxation.</p> <p>Staff working for or contracted with the agency as well as volunteers utilized in providing any direct support services or spend any time alone with a participant must meet the following minimum standards:</p> <ol style="list-style-type: none"> 1. Be at least 16 years old; 2. Possess current First Aid and CPR certification; 3. Training by participant/family on participant-specific information (including preferences, positive behavior supports, when needed, and disability-specific information); 4. Pass a criminal background investigation and any other required background checks and credentials verifications as provided in Appendix C-2-a; 5. Complete necessary pre/in-service training based on the Person-Centered Plan; |
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Appendix C: 275

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
|--|--|--|---|
| | | | <p>6. Complete required orientation and training designated by DDA;</p> <p>7. Unlicensed direct support professional staff who administer medication or perform delegable nursing tasks as part of this Waiver service must be certified by the Maryland Board of Nursing (MBON) as Medication Technicians, except if the participant and his or her medication administration or nursing tasks qualifies for exemption from nursing delegation pursuant to COMAR 10.27.11;</p> <p>8. Possess a valid driver’s license, if the operation of a vehicle is necessary to provide services; and</p> <p>9. Have automobile insurance for all automobiles that are owned, leased, and/or hired and used in the provision of services.</p> <p>Camps requirements including:</p> <ol style="list-style-type: none"> 1. Be a certified Organized Health Care Delivery Services provider; 2. State certification and licenses as a camp, including overnight and youth camps as per COMAR 10.16.06, |
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Appendix C: 276

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
|---|--|--|--|
| | | | <p>unless otherwise approved by the DDA; and</p> <p>3. DDA approved camp.</p> |
| <p>Organized Health Care Delivery System Provider</p> | | | <p>Agencies must meet the following standards:</p> <ol style="list-style-type: none"> 1. Be certified or licensed by the DDA to provide at least one Medicaid waiver service; and 2. Complete the DDA provider application to be an Organized Health Care Delivery Services provider. <p>OHCDS providers shall verify the licenses, credentials, and experience of all professionals with whom they contract or employs and have a copy of the same available upon request.</p> <p>Staff working for or contracted with the agency as well as volunteers utilized in providing any direct support services or spend any time alone with a participant must meet the following minimum standards:</p> <ol style="list-style-type: none"> 1. Be at least 16 years old; 2. Possess current First Aid and CPR certification; |

Appendix C: 277

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
|--|--|--|--|
| | | | <p>3. Training by participant/family on participant-specific information (including preferences, positive behavior supports, when needed, and disability-specific information);</p> <p>4. Pass a criminal background investigation and any other required background checks and credentials verifications as provided in Appendix C-2-a;</p> <p>5. Complete necessary pre/in-service training based on the Person-Centered Plan;</p> <p>6. Complete required orientation and training designated by DDA;</p> <p>7. Unlicensed direct support professional staff who administer medication or perform delegable nursing tasks as part of this Waiver service must be certified by the Maryland Board of Nursing (MBON) as Medication Technicians, except if the participant and his or her medication administration or nursing tasks qualifies for exemption from nursing delegation pursuant to COMAR 10.27.11;</p> |
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Appendix C: 278

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>8. Possess a valid driver’s license, if the operation of a vehicle is necessary to provide services; and</p> <p>9. Have automobile insurance for all automobiles that are owned, leased, and/or hired and used in the provision of services.</p> <p>Camps requirements including:</p> <ol style="list-style-type: none"> 1. Be a certified Organized Health Care Delivery Services provider; 2. State certification and licenses as a camp, including overnight and youth camps as per COMAR 10.16.06, unless otherwise approved by the DDA; and 3. DDA approved camp |
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Verification of Provider Qualifications

| Provider Type: | Entity Responsible for Verification: | Frequency of Verification |
|---------------------------|---|---|
| Respite Care Professional | <ol style="list-style-type: none"> 1. DDA for approval of Respite Care Supports 2. FMCS providers, as described in Appendix E, for participants self-directing services | <ol style="list-style-type: none"> 1. DDA – Initial and at least every three years 2. FMCS provider – prior to service delivery and continuing thereafter |

Appendix C: 279

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| <p>Camp</p> | <ol style="list-style-type: none"> 1. DDA for approval of camps 2. FMCS providers, as described in Appendix E. for participants self-directing services | <ol style="list-style-type: none"> 1. DDA – Initial and at least every three years 2. FMCS provider – prior to service delivery and continuing thereafter |
| <p>Licensed Community Residential Services Provider</p> | <ol style="list-style-type: none"> 1. DDA for verification of provider license and licensed site 2. Licensed Community Residential Services Provider for verification of direct support staff and camps 3. FMCS providers, as described in Appendix E, for participants self-directing services | <ol style="list-style-type: none"> 1. DDA – Initial and at least every three years 2. Licensed Community Residential Services Provider – prior to service delivery and continuing thereafter 3. FMCS – prior to service delivery and continuing thereafter |
| <p>DDA Certified Respite Care Provider</p> | <ol style="list-style-type: none"> 1. DDA for verification of provider approval 2. Respite Care Services Provider for verification of direct support staff and camps 3. FMCS providers, as described in Appendix E, for participants self-directing services | <ol style="list-style-type: none"> 1. DDA – Initial and at least every three years 2. DDA Certified Respite Care Services Provider – prior to service delivery and continuing thereafter 3. FMCS – prior to service delivery and continuing thereafter |

Appendix C: 280

| | |
|-----------------------|--|
| <p>State:</p> | |
| <p>Effective Date</p> | |

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| <p>Organized Health Care Delivery System Provider</p> | <ol style="list-style-type: none"> 1. DDA for OHCDS 2. OHCDS providers for entities and individuals they contract or employ 3. FMCS providers, as described in Appendix E, for participants self-directing services | <ol style="list-style-type: none"> 1. OHCDS – Initial and at least every three years 2. OHCDS providers – prior to service delivery and continuing thereafter 3. FMCS – prior to service delivery and continuing thereafter |
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Service Type:

Service (Name): SHARED LIVING

| Service Specification | |
|--|----------------------------|
| HCBS Taxonomy | |
| Category 1: | Sub-Category 1: |
| 02: Round-the-Clock Services | 02023 shared living, other |
| Service Definition (Scope): | |
| <p>A. Shared Living emphasizes the long-term sharing of lives, forming of caring households, and close personal relationships between a participant and the host home. Shared Living facilitates the inclusion of the participant into the daily life and community of the supporter through the sharing of a home and creation of natural opportunities for participation in community life through social connectedness. It is an arrangement in which an individual, couple, or a family in the community share their home and life’s experiences with a person with a disability. The approach is based on a mutual relationship where both parties agree to share their lives.</p> <p>B. Host home supports assure that the participant is safe and free from harm and has the support that they needs to take risks and to work and participate in community activities. The primary</p> | |

Appendix C: 281

| | |
|----------------|--|
| State: | |
| Effective Date | |

responsibility of a Host Home is to make a real home where the individual, family or couple providing the home and the participant has a mutually satisfying and meaningful relationship.

C. The host home arrangement may be with:

- 1. An individual;
- 2. A couple; or
- 3. A family.

D. Shared Living services includes provision of the following supports in the host home arrangement:

- 1. Assistance, support, and guidance to the participant for participant’s development, acquisition, and maintenance of skills necessary for the participant to live more independently, and to participant meaningfully in the community, as identified in the participant’s person-centered plan, including, but not limited to:
- 2. The following services provided in combination with, and incidental to, the provision of this Waiver program service:
 - a. Transportation within this Waiver program service;
 - b. Delegated nursing tasks, based on the participant’s assessed need;
 - c. Personal care assistance, based on the participant’s assessed need; and
 - d. Nursing Support Services.

SERVICE REQUIREMENTS:

A. The participant must be 18 years of age or older unless otherwise authorized by the DDA.

Appendix C: 282

| | |
|----------------|--|
| State: | |
| Effective Date | |

- B. Shared Living services are direct (face-to-face) and indirect, DDA-licensed, or DDA-certified community-based providers managed services that is limited to homes in which one or two participants are supported unless authorized by the DDA.
- C. Through the provision of this service, participants will acquire, maintain, or improve skills necessary to live in the community, to live more independently, and to participate meaningfully in community life. To the extent that Shared Living is provided in community settings outside of the residence, the settings must be inclusive rather than segregated. Shared Living services may be provided up to 24 hours a day based on the needs of the participant receiving services.
- D. The type and amount of assistance, support, and guidance are informed by the assessed level of need for physical, psychological, and emotional assistance established through the assessment and person-centered planning processes. The type and amount of assistance are delivered to enhance the autonomy of the participant, in line with their personal preferences and to achieve their desired outcomes.
- E. Beginning July 1, 2020, the following levels will be used:
 - 1. “Level 1” – will be used to support participants that do not required continuous supervision and monitoring. These individuals may require prompts to complete activities of daily living and/or assistance with medical appointments and medication. They tend to not have challenging behaviors or a Behavior Support Plan in place. They participate in meaningful day services or have a job. They are able to recognize and avoid dangerous situation; and can independently evacuate premises in case of fire, emergencies, etc.
 - 2. “Level 2” – will be used to support participants that require an increased level of supervision and monitoring. These individuals require moderate assistance for mobility support or gets around in a wheelchair and assistance with frequent medical appointments and medications. They may require moderate assistance to complete activities of daily living and may display challenging behaviors requiring a Behavior Support Plan. They **may** participate in meaningful day services or have a job. They are not able to recognize

Appendix C: 283

| | |
|----------------|--|
| State: | |
| Effective Date | |

and avoid dangerous situation and cannot independently evacuate premises in case of fire, emergencies, etc. therefore, requires prompting to evacuate.

- 3. “Level 3” – will be used to support participants that require ongoing supervision and monitoring to mitigate behavioral risk or provide health and safety supports. These individuals may require maximum assistance for mobility support and gets around in a wheelchair or need adaptive equipment for ambulation. They may require maximum assistance for frequent medical appointments, medications, and specialist or health intervention for health and safety. They may have a Health Risk Screening Tool (HRST) score is 5 with a Q indicator that is not related to behavior support. They may require maximum assistance to complete activities of daily living and may display severe challenging behaviors that require a Behavior Support Plan. They may participate in meaningful day services or have a job with additional supports or dedicated supports (i.e., 1:1, 2:1). They are usually not able to recognize and avoid dangerous situations and may need maximum assistance to evacuate premises in case of fire, emergencies, etc. therefore, requires prompting to evacuate. This is neither an exhaustive list of reasons an individual would require a Level 3 nor do all conditions need to be present concurrently.

F. The following supports may be provided to meet each participant’s habilitative outcomes as documented in the person-centered plan:

- 1. Assistance, support, and guidance (e.g., prompting, instruction, modeling, reinforcement) that enables the participant to:
 - a. Carry out activities of daily living, such as personal grooming and hygiene, dressing, making meals, and maintaining a clean environment;
 - b. Learn and develop practices that promote good health and wellness, such as nutritious meal planning, regular exercise, carrying through prescribed therapies and exercises, and awareness and avoidance of risk including, but not limited to, environmental risks, exploitation, or abuse, responding to emergencies in the home

Appendix C: 284

| | |
|----------------|--|
| State: | |
| Effective Date | |

and community such as fire or injury, and knowing how and when to seek assistance.

c. Manage, or participate in the management of, their medical care including scheduling and attending medical appointments, filling prescriptions and self-administration of medications, and keeping health logs and records;

d. Manage their emotional wellness, including self-management of emotional stressors and states, such as disappointment, frustration, anxiety, anger, depression, post-traumatic stress disorder, and accessing mental health services. The service may include the implementation of the Behavior Support Plan which may involve collecting and recording the data necessary to evaluate progress and the need for revisions to the plan;

e. Fully participate, and when preferred, to direct the person-centered planning process including identifying who should attend and what the desired outcomes are;

f. Manage their home, including arranging for utility services, paying bills, home maintenance, and home safety;

g. Achieve financial stability through managing personal resources, general banking and balancing accounts, record keeping, and managing financial accounts and programs such as ABLE accounts;

h. Communicate with providers, caregivers, family members, friends, and others face-to-face and using the telephone, correspondence, the internet, and social media which may require knowledge and use of sign language or interpretation for a participant whose primary language is not English;

i. Enables participant mobility by assisting them to use a range of transportation options including, but not limited to, buses, trains, cab services, driving, and car pools;

Appendix C: 285

| | |
|----------------|--|
| State: | |
| Effective Date | |

- j. Develop and manage relationships as appropriate, share responsibilities for shared routines (such as preparing meals, eating together, carrying out routine home maintenance (such as light cleaning), planning and scheduling shared recreational activities, and other typical household routines), and resolving differences and negotiation solutions;
- k. Develop and maintain relationships with members of the broader community (e.g., neighbors, coworkers, friends, and family) and to manage problematic relationships;
- l. Exercise rights as a citizen and fulfill their civic responsibilities and develop confidence and skills to enhance their contributions to the community, such as:
 - i. voting and serving on juries;
 - ii. attending public community meetings;
 - iii. participating in community projects and events with volunteer associations and groups; and
 - iv. serving on public and private boards, advisory groups, and commissions;
- m. Encourage the development of the participant’s personal interests, such as hobbies, appreciation of music, and other experiences the participant enjoys or may wish to discover;
- n. Participate in the participant’s preferred activities of community life, such as shopping and going to restaurants, museums, movies, concerts, dances, and faith-based services; and
- o. Engage in decision-making, including but not limited to providing guidance in identifying and evaluating options and choices against the participant’s set of personal preferences and desired outcomes and identifying supports for decision-making within the community.

Appendix C: 286

| | |
|----------------|--|
| State: | |
| Effective Date | |

- 2. Identification of risk to the participant and the implementation of actions, including, but not limited to, reporting incidents as required by the DDA and State regulations; and
 - 3. Provide transportation to activities related to health, community involvement and others, as noted in the person-centered plan.
- G. The Shared Living arrangement is chosen by the participant, with input from their person-centered planning team, and with the Shared Living host and Shared Living Provider in accordance with the participant’s needs. The primary life sharing host caregiver may receive additional assistance and relief based on the needs of the participant.
- H. Compensation to host home includes additional staff assistance, relief, host home related transportation costs, and Nursing Support Services associated with the provision of service is covered within the rate.
- I. Effective July 1, 2018, the following criteria will be used for participants to access Shared Living:
- 1. Participant does not have family or relative supports; and
 - 2. Participant chooses this living option.
- J. If transportation is provided as part of this Waiver program service, then:
- 1. The participant cannot receive Transportation services separately at the same time as provision of this Waiver program service;
 - 2. The provider must:
 - a. Provide, or arrange for provision of, transportation to meet the needs of the participant identified in the participant’s person-centered plan; and
 - b. Use the most cost-effective mode of transportation, with priority given to the use of public transportation; and
 - 3. Transportation services may not compromise the entirety of this Waiver program service.

Appendix C: 287

| | |
|----------------|--|
| State: | |
| Effective Date | |

- K. If personal care assistance services are provided as part of this Waiver program service, then the personal care assistance may not comprise the entirety of the service. For purposes of this Waiver program service, personal care assistance means the provision of supports to assist a participant in performing activities of daily living and instrumental activities of daily living
- L. The Medicaid payment for Shared Living host home services may not include either of the following items from the participant:
 - 1. Room and board; or
 - 2. Any assessed amount of contribution by the participant for the cost of care.
- M. The provider must ensure that the home and community-based setting in which the services are provided comply with all applicable federal, State, and local law and regulation, including, but not limited to, 42 CFR § 441.301(c)(4), as amended.
- N. Shared Living services are not available at the same time as the direct provision of Career Exploration, Community Development Services, Community Living-Enhanced Supports, Community Living-Group Homes, Day Habilitation, Employment Discovery and Customization, Employment Services, Live-in Caregiver Supports, Medical Day Care, Personal Supports, Respite Care Services, Supported Living, Supported Employment or Transportation services.
- O. Shared Living services are not available to participants receiving support services in other residential models including Community Living-Group Homes, Community Living-Enhanced Supports, and Supported Living service.
- P. In the event that additional Nursing Support Services Delegation training supports are needed as indicated in the HRST because of a change in the participant’s health status or after discharge from a hospital or skilled nursing facility, the request is reviewed by DDA’s Regional Office and additional standalone Nursing Support Services hours can be authorized.

Appendix C: 288

| | |
|----------------|--|
| State: | |
| Effective Date | |

- Q. As defined in Appendix C-2, the following individuals may not be paid either directly or indirectly (via a licensed provider) to provide this service: legally responsible person, spouse, legal guardian, or relatives **except siblings**.
- R. The individual, couple, or family who provides the host home and services and supports to the participant shall:
1. Be chosen by the participant and reflect their preferences and desires;
 2. Be compensated for sharing a home and their lives with the participant; and
 3. Be established as an independent contractor.
- S. Shared Living can be provided in a variety of community settings and activities that promote opportunities for increased independence and inclusion. Through the person-centered planning process, all opportunities should be explored based on the person’s preferences and support his or her desired outcomes and goals. The setting should not have institutional qualities. Considering the person’s overall person-centered plan, activities should not isolate or segregate. If the individual chooses any disability specific classes, activities, events or programs, the choice must be documented in the person-centered plan.
- T. Except for siblings, a legally responsible person, relative, or legal guardian of the participant cannot be paid by the Waiver program, either directly or indirectly, to provide this Waiver program service **unless otherwise approved by the DDA and in accordance with the applicable requirements set forth in Section C-2.**

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

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| Service Delivery Method (<i>check each that applies</i>): | X | Participant-directed as specified in Appendix E | X | Provider managed | | |
| Specify whether the service may be provided by (<i>check each that applies</i>): | X | Legally Responsible Person | X | Relative | X | Legal Guardian |

Appendix C: 289

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| Provider Category(s) <i>(check one or both):</i> | <input type="checkbox"/> | Individual. List types: | <input checked="" type="checkbox"/> | Agency. List the types of agencies: |
| | <input type="checkbox"/> | | | Shared Living Provider |
| | <input type="checkbox"/> | | | |
| | <input type="checkbox"/> | | | |
| Provider Qualifications | | | | |
| Provider Type: | License <i>(specify)</i> | Certificate <i>(specify)</i> | Other Standard <i>(specify)</i> | |
| Shared Living Provider | | | <p>Agencies must meet the following standards:</p> <ol style="list-style-type: none"> 1. Complete the DDA provider application and be certified based on compliance with meeting all of the following standards: 2. Be properly organized as a Maryland corporation, or, if operating as a foreign corporation, be properly registered to do business in Maryland; 3. A minimum of five (5) years demonstrated experience and capacity providing quality similar services; 4. Have a governing body that is legally responsible for overseeing the management and operation of all programs conducted by the licensee including ensuring that each aspect of the agency's | |

Appendix C: 290

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>programs operates in compliance with all local, State, and federal requirements, applicable laws, and regulations;</p> <p>5. Except for currently DDA licensed or certified Shared Living providers, demonstrate the capability to provide or arrange for the provision of all services by submitting, at a minimum, the following documents with the application:</p> <p>6. A program service plan that details the agencies service delivery model;</p> <p>7. A business plan that clearly demonstrates the ability of the agency to provide Shared Living services;</p> <p>8. A written quality assurance plan to be approved by the DDA;</p> <p>9. A summary of the applicant’s demonstrated experience in the field of developmental disabilities; and</p> <p>10. Prior licensing reports issued within the previous 10 years from any in-</p> |
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Appendix C: 291

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>State or out-of-State entity associated with the applicant, including deficiency reports and compliance records.</p> <ol style="list-style-type: none"> 11. If currently licensed or certified, produce, upon written request from the DDA, the documents required under D; 12. Be in good standing with the IRS and Maryland Department of Assessments and Taxation; 13. Have Workers’ Compensation Insurance; 14. Have Commercial General Liability Insurance; 15. Submit results from required criminal background checks, Medicaid Exclusion List, and child protective clearances as provided in Appendix C-2-a and per DDA policy; 16. Submit documentation of staff certifications, licenses, and/or trainings as required to perform services; |
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Appendix C: 292

| | |
|----------------|--|
| State: | |
| Effective Date | |

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|--|--|--|---|
| | | | <p>17. Complete required orientation and training;</p> <p>18. Comply with the DDA standards related to provider qualifications; and</p> <p>19. Complete and sign any agreements required by MDH or DDA.</p> <p>20. Be a certified Organized Health Care Delivery System provider;</p> <p>21. Have a signed Medicaid provider agreement;</p> <p>22. Have documentation that all vehicles used in the provision of services have automobile insurance; and</p> <p>23. Submit a provider renewal application at least 60 days before expiration of its existing approval as per DDA policy.</p> <p>The DDA Deputy Secretary may waive the requirements noted above if an agency is licensed or certified by another State agency or accredited by a national accreditation agency, such as the Council on Quality and Leadership</p> |
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Appendix C: 293

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>or the Council for Accreditation for Rehabilitation Facilities (CARF) for similar services for individuals with developmental disabilities, and be in good standing with the IRS and Maryland Department of Assessments and Taxation.</p> <p>Individual, couple, or family who provides the host home and services and supports to the participant shall:</p> <p>24. Be at least 18 years old;</p> <p>25. Possess current First Aid and CPR training and certification;</p> <p>26. Pass a criminal background investigation and any other required background checks and credentials verifications as provided in Appendix C-2-a;</p> <p>27. Complete required orientation and training designated by DDA;</p> <p>28. Complete necessary pre/in-service training based on the Person-Centered Plan;</p> |
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Appendix C: 294

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| | | | <p>29. Possess a valid driver’s license, if the operation of a vehicle is necessary to provide services;</p> <p>30. Have automobile insurance for all automobiles that are owned, leased, and/or hired and used in the provision of services; and</p> <p>31. Have a service agreement articulating expectations.</p> |
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Verification of Provider Qualifications

| Provider Type: | Entity Responsible for Verification: | Frequency of Verification |
|------------------------|--|---|
| Shared Living Provider | <ol style="list-style-type: none"> DDA for provider approval Shared Living Provider – for verification and completions of couple’s or family’s training, background check, and service agreement | <ol style="list-style-type: none"> DDA – Initial and at least every three years thereafter Shared Living Provider – prior to service delivery and continuing thereafter |

Service Type: Support for Participant Direction

Service (Name): SUPPORT BROKER SERVICES

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| HCBS Taxonomy | |
| Category 1: | Sub-Category 1: |

Appendix C: 295

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| 12 Services Supporting Self-Direction | 12020 Information and assistance in support of self-direction |
| Service Definition (Scope): | |
| <p>A. Support Broker Services assist the participant in:</p> <ol style="list-style-type: none"> 1. Making informed decisions in arranging for, directing, and managing services the individual receives, including decisions related to personnel requirements and resources needed to meet the requirements; 2. Accessing and managing identified supports and services; 3. Performing other tasks as assigned by the participant and as authorized by regulations adopted or guidance issued by the federal Center for Medicare and Medicaid Services (CMS) under <u>1915 (c) of</u> the Social Security Act including: <ol style="list-style-type: none"> a. Assists the participant (or the participant’s family or representative, as appropriate) in arranging for, directing, and managing services; b. Assists the participant (or the participant’s family or representative, as appropriate) in identifying immediate and long-term needs, developing options to meet those needs and accessing identified supports and services Serving as the agent of the participant or family, the service is available to assist in identifying immediate and long-term needs, developing options to meet those needs and accessing identified supports and services; c. Practical skills training to enable families and participants to independently direct and manage waiver services. Examples of skills training include providing information on recruiting and hiring personal care workers, managing workers and providing information on effective communication and problem-solving. d. Providing information to ensure that participants understand the responsibilities involved with directing their services. The extent of the assistance furnished to the participant or family is specified in the service implementation plan. | |

Appendix C: 296

| | |
|----------------|--|
| State: | |
| Effective Date | |

B. Support Broker Services can be employer related information and advice for a participant in support of self-direction to make informed decisions related to day-to-day management of staff providing services within the available budget.

C. Information, coaching, and mentoring may be provided to participant about:

1. Self-direction including roles and responsibilities and functioning as the common law employer;
2. Other employment related subjects pertinent to the participant and/or family in managing and directing services;
3. Person-centered planning and how it is applied;
4. The range and scope of individual choices and options;
5. The process for changing the person-centered plan and individual budget;
6. The grievance process;
7. Risks and responsibilities of self-direction;
8. Policy on Reportable Incidents and Investigations (PORII);
9. Free choice of providers including control over the selection and hiring of qualified individuals as workers;
10. Individual and employer rights and responsibilities;
11. The reassessments and review of work schedules; And
12. Other subjects pertinent to the participant in managing and directing waiver services.

D. Assistance, as necessary and appropriate, if chosen by the participant, may be provided with:

1. Defining goals, needs, and preferences;

Appendix C: 297

| | |
|----------------|--|
| State: | |
| Effective Date | |

2. Identifying resources and accessing services, supports and resources;
3. Practical skills training (e.g., hiring, managing, and terminating workers, problem solving, conflict resolution);
4. Development of risk management agreements;
5. Development of an emergency back- up plan;
6. Recognizing and reporting critical events;
7. Independent advocacy, to assist in filing grievances and complaints when necessary;
8. Developing strategies for recruiting, interviewing, and hiring staff;
9. Developing staff supervision and evaluation strategies;
10. Developing terminating strategies;
11. Developing employer related risk assessment, planning, and remediation strategies;
12. Developing strategies for managing the budget and budget modifications including reviewing monthly Financial Management and Counseling Services reports to ensure that the individualized budget is being spent in accordance with the approved Person-Centered Plan and budget and conducting audits;
13. Developing strategies for managing employees, supports and services;
14. Developing strategies for facilitating meetings and trainings with employees;
15. Developing service quality assurance strategies;
16. Developing strategies for reviewing data, employee timesheets, and communication logs;
17. Developing strategies for effective staff back-up and emergency plans;

Appendix C: 298

| | |
|----------------|--|
| State: | |
| Effective Date | |

18. Developing strategies for training all of the participant’s employees on the Policy on Reportable Incidents and ensuring that all critical incidents are reported to the Office of Health Care Quality and DDA; and

19. Developing strategies for complying with all applicable regulations and policies, as well as standards for self-direction including staffing requirements and limitations as required by the DDA.

SERVICE REQUIREMENTS:

A. Support Broker Services are an optional service to support participants enrolled in the Self-Directed Service Delivery Model that do not use a relative, legally responsible individual, representative payee, and guardian serve as paid staff, as further described in Appendix E. A participant enrolled in the Traditional Services delivery model is not eligible to receive this service.

B. Support Broker Services are required when a relative, legally responsible individual, representative payee, and guardian serve as paid staff in order to assure proper oversight and quality assurance as well as reduce conflicts of interest. A relative (who is not a spouse, legally responsible person, legal guardian, or Social Security Administration representative payee) of the participant may be paid to provide this Waiver program service in accordance with applicable requirements set forth in Appendix C-2.

1. A spouse or legally responsible person may provide Support Broker services, but may not be paid by this Waiver program.

2. A relative who is paid to provide Support Broker services cannot:

a. Provide this Waiver program service for more than 40 hours a week;

b. Serve as the participant’s designated representative, managing the participant’s self-directed services as provided in Appendix E; or

c. Provide any other Waiver program services which are funded by the Waiver program under this Appendix C.

Appendix C: 299

| | |
|----------------|--|
| State: | |
| Effective Date | |

- C. Support Brokers must provide assurances that they will implement the Person-Centered Plan as approved by DDA or their designee in accordance with all federal and State laws and regulations governing Medicaid, including the maintenance of all employment and financial records including timesheets and service delivery documentation.
- D. Individuals and organizations providing Support Broker services may provide no other paid service to that participant.
- E. Support Broker Services may not duplicate, replace, or supplant Coordination of Community Service.
- F. Scope and duration of Support Broker Services may vary depending on the participant’s choice and need for support, assistance, or existing natural supports. The scope and duration must be within the service description, requirements, and limitations.
- G. Additional Support Broker Services up to 30 hours per month, as needed by the participant and within the participant’s total approved annual budget, may be purchased with unallocated funds ~~due to: under the budget authority due to extraordinary circumstances~~
 - a. The scope, frequency, and intensity of supports needed (for example 24/7 supports, multiple staff and services);
 - b. Language barriers; and
 - c. The lack of support network to assist with the self directed service model requirements.~~such extensive the participant needs like 24/7 supports; lacks a strong family or natural network; or has language barriers.~~
- H. Service hours must be necessary, documented, and evaluated by the team.
- I. Support Brokers shall not make any decision for the participant, sign off on ~~service delivery or~~ ~~their own~~ timesheets ~~or invoices~~, or hire or fire workers.

Appendix C: 300

| | |
|----------------|--|
| State: | |
| Effective Date | |

J. This service includes the option to provide benefits and leave time to a Support Broker subject to the following requirements:

1. **The Support Broker is an employee of the participant.**
2. The benefits and leave time which are requested by the participant are: (a) within applicable reasonable and customary standards as established by DDA policy; or (b) required for the participant’s compliance, as the employer of record, with applicable federal, State, or local laws;
3. Any benefit and leave time offered by the participant must comply with any and all applicable federal, State, or local laws; and
4. Cost for training, mileage, benefits, and leave time are allocated from the participant’s total annual budget allocation.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

Person Centered Plan authorization for:

1. Initial orientation and assistance up to 15 hours.
2. Support Broker Services up to 4 hours per month.

| | | | | |
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| Service Delivery Method (<i>check each that applies</i>): | X | Participant-directed as specified in Appendix E | | Provider managed |
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| Specify whether the service may be provided by (<i>check each that applies</i>): | X | Legally Responsible Person | X | Relative | X | Legal Guardian |
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| Provider Category(s) (<i>check one or both</i>): | X | Individual. List types: | X | Agency. List the types of agencies: |
| | | Support Broker Professional | | Support Broker Agency |
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Provider Qualifications

Appendix C: 301

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| State: | |
| Effective Date | |

| Provider Type: | License (<i>specify</i>) | Certificate (<i>specify</i>) | Other Standard (<i>specify</i>) |
|-----------------------------|----------------------------|--------------------------------|--|
| Support Broker Professional | | | <p>Individual must meet the following standards:</p> <ol style="list-style-type: none"> 1. Be at least 18 years old; 2. Current first aid and CPR certification; 3. Pass a criminal background investigation and any other required background checks and credentials verifications as provided in Appendix C-2-a; 4. Be certified by the DDA to demonstrate core competency related to self-determination, Department of Labor requirements, consumer directed services and service systems (generic and government-sponsored) for individuals with disabilities and effective staff management strategies. |

Appendix C: 302

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <ol style="list-style-type: none"> 5. Possess a valid driver’s license, if the operation of a vehicle is necessary to provide services; 6. Have automobile insurance for all automobiles that are owned, leased, and/or hired and used in the provision of services; and 7. Complete required orientation and training designated by DDA including the Policy on Reportable Incidents and Investigations (PORII) and Support Broker trainings. <p>Individuals must submit forms and documentation as required by the Financial Management and Counseling Service (FMCS) agency. FMCS must ensure the individual or entity performing the service meets the qualifications.</p> <p>Participants in self-directing services, as the employer, may require additional staffing requirements based on their preferences and level of needs.</p> |
| Support Broker Agency | | | Agencies must meet the following standards: |

Appendix C: 303

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <ol style="list-style-type: none"> 1. Be properly organized as a Maryland corporation, or, if operating as a foreign corporation, be properly registered to do business in Maryland; 2. A minimum of five (5) years demonstrated experience and capacity providing quality similar services; 3. Have a governing body that is legally responsible for overseeing the management and operation of all programs conducted by the licensee including ensuring that each aspect of the agency’s programs operates in compliance with all local, State, and federal requirements, applicable laws, and regulations; 4. Except for currently DDA licensed or certified providers, demonstrate the capability to provide or arrange for the provision of all services required by submitting, at a |
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Appendix C: 304

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| State: | |
| Effective Date | |

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| | | | <p>minimum, the following documents with the application:</p> <ul style="list-style-type: none"> A. A program service plan that details the agencies service delivery model; B. A business plan that clearly demonstrates the ability of the agency to provide services; C. A written quality assurance plan to be approved by the DDA; D. A summary of the applicant’s demonstrated experience in the field of developmental disabilities; and E. Prior licensing reports issued within the previous 10 years from any in-State or out-of-State entity associated with the applicant, including deficiency reports and compliance records. <p>5. If currently licensed or certified, produce, upon written request from the DDA, the documents required under D.</p> |
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Appendix C: 305

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <ol style="list-style-type: none"> 6. Be in good standing with the IRS and Maryland Department of Assessments and Taxation; 7. Have Workers’ Compensation Insurance; 8. Have Commercial General Liability Insurance; 9. Submit results from required criminal background checks, Medicaid Exclusion List, and child protective clearances as provided in Appendix C-2-a and per DDA policy; 10. Submit documentation of staff certifications, licenses, and/or trainings as required to perform services; 11. Complete required orientation and training; 12. Comply with the DDA standards related to provider qualifications; and 13. Complete and sign any agreements required by MDH or DDA. |
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Appendix C: 306

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>14. Have documentation that all vehicles used in the provision of services have automobile insurance; and</p> <p>15. Submit a provider renewal application at least 60 days before expiration of its existing approval as per DDA policy.</p> <p>The DDA Deputy Secretary may waive the requirements noted above if an agency is licensed or certified by another State agency or accredited by a national accreditation agency, such as the Council on Quality and Leadership or the Council for Accreditation for Rehabilitation Facilities (CARF) for similar services for individuals with developmental disabilities, and be in good standing with the IRS and Maryland Department of Assessments and Taxation</p> <p>Staff working for or contracted with the agency as well as volunteers utilized in providing any direct support services or spend any time alone with a participant must meet the following minimum standards:</p> <ol style="list-style-type: none"> 1. Be at least 18 years old; |
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Appendix C: 307

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|----------------|--|
| State: | |
| Effective Date | |

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| | | | <ol style="list-style-type: none"> 2. Be certified by the DDA to demonstrate core competency related to self-determination, Department of Labor requirements, consumer directed services and service systems (generic and government-sponsored) for individuals with disabilities and effective staff management strategies. 3. Complete required orientation and training designated by DDA including the Policy on Reportable Incidents and Investigations (PORII) and Support Broker trainings; 4. Complete necessary pre/in-service training based on person-specific information (including preferences, positive behavior supports, when needed, and disability-specific information as noted in the Person-Centered Plan and DDA required training prior to service delivery; |
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Appendix C: 308

| | |
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| State: | |
| Effective Date | |

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| | | | <ol style="list-style-type: none"> 5. Possess current first aid and CPR certification; 6. Pass a criminal background investigation and any other required background checks and credentials verifications as provided in Appendix C-2-a; 7. 8. Possess a valid driver’s license, if the operation of a vehicle is necessary to provide services; and 9. Have automobile insurance for all automobiles that are owned, leased, and/or hired and used in the provision of services. |
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Verification of Provider Qualifications

| Provider Type: | Entity Responsible for Verification: | Frequency of Verification |
|-----------------------------|--|---|
| Support Broker Professional | <ol style="list-style-type: none"> 1. FMCS provider, as described in Appendix E, for participants self-directing services | <ol style="list-style-type: none"> 1. –FMCS provider – prior to service delivery and continuing thereafter |

Appendix C: 309

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| Support Broker Agency | <ol style="list-style-type: none"> 1. FMCS provider, as described in Appendix E 2. Support Broker Agency for individual staff members’ certifications and training | <ol style="list-style-type: none"> 1. FMCS provider – prior to service delivery 2. Provider – prior to service delivery and annually thereafter |
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Service Type: Statutory Service

Service (Name): Supported Living ** BEGINNING JULY 1, 2019**

| Service Specification | |
|---|--|
| HCBS Taxonomy | |
| Category 1: | Sub-Category 1: |
| 02: Round-the-Clock Services | 02031 in-home residential habilitation |
| Service Definition (Scope): | |
| <p>** BEGINNING JULY 1, 2019**</p> <p>A. Supported Living services provide participants with a variety of individualized services to support living independently in the community.</p> <p>B. Supported Living services are individualized to the participant’s needs and interests as documented in the participant’s Person-Centered Plan and must be delivered in a personalized manner.</p> <p>C. Supported Living services assists the participant to: (a) learn self-direction and problem-solving related to performing activities of daily living and instrumental activities of daily living required for the participant to live independently; and (b) engage in community-based activities of the participant’s choosing within the participant’s personal resources.</p> <p>D. Supported Living services enables the participant to: (a) live in a home of his or her choice located where he or she wants to live; and (b) live with other participants or individuals of his or her</p> | |

Appendix C: 310

| | |
|----------------|--|
| State: | |
| Effective Date | |

choosing (not including relatives, legal guardians, or legally responsible persons as defined in Appendices C-2-d and C-2-e).

E. This service includes Nursing Support Services. The scope of the Nursing Support Services is defined under the stand-alone service in Appendix C.

F. Supported Living services are provided in the participant’s own house or apartment.

G. This Waiver program service includes provision of:

- 1. Direct support services for provision of coordination, training, supports, and/or supervision (as indicated in the Person-Centered Plan) as provided in Section A above;
- 2. The following services provided in combination with, and incidental to, the provision of this Waiver program service:
 - a. Transportation to and from and within this Waiver program service;
 - b. Delegated nursing tasks, based on the participant’s assessed need; and
 - c. Personal care assistance, based on the participant’s assessed need.

SERVICE REQUIREMENTS:

A. The participant must be 18 years of age or older unless otherwise authorized by the DDA.

B. If the participant’s needs dedicated support hours due to medical or behavioral support needs, daytime support needs, or increased community integration needs, then a request for dedicated staff hours may be submitted as per guidance and policy.

C. The level of staffing and meaningful activities provided to the participant under this Waiver program service must be based on the participant’s assessed level of service need.

- 1. Based on the participant’s assessed needs, the DDA may authorize dedicated hours for 1:1 and 2:1 staff-to-participant supports.

Appendix C: 311

| | |
|----------------|--|
| State: | |
| Effective Date | |

2. The following criteria will be used to authorize 1:1 and 2:1 staff-to-participant ratio:

~~a. The participant has a Health Risk Screening Tool (HRST) Score of 4 or higher; and~~

a. The participant has an approved Behavior Support Plan documenting the need for 1:1 or 2:1 staff-to-participant ratio necessary to support the person with specific behavioral needs unless otherwise authorized by the DDA; or

b. The participant has an approved Nursing Care Plan documenting the need for 1:1 or 2:1 staff-to-participant ratio necessary to support the person with specific health and safety needs unless otherwise authorized by the DDA.

2. Dedicated hours can be used to support more than one participant if it meets their assessed needs and the following requirements are met:

- B. The participants are retired, transitioning from one meaningful day service to another, recovering from a health condition, or receives less than 40 hours of meaningful day services;
- C. Support is documented in each participant’s Person-Centered Plans and provider implementation plan; and
- D. Dedicated hours are billed for only one participant.
- E. Under Supported Living service, the following requirements and restrictions relating to the residence applies:
- F. If participants choose to live with housemates, no more than four (4) individuals (including other participants receiving services) may share a residence; each housemate, including the participant, is hereinafter referred to as a “resident” or collectively as “residents”.
- G. If the participant shared their home with another individual (who may be a participant as well) who is their spouse, domestic partner, their child, siblings, or significant other, they may share a bedroom if they choose;
- H. Except as provided in B.2 above, each resident of the setting shall have a private bedroom;

Appendix C: 312

| | |
|----------------|--|
| State: | |
| Effective Date | |

- I. Services may include up to 24 hours of shared support per day, as specified in the Person-Centered Plan;
- J. The residence must be a private dwelling and is not a licensed individual site of a provider. The residence must be owned or leased by at least one of the individuals residing in the home or by someone designated by one of those individuals such as a family member or legal guardian;
- K. The residents are legally responsible for the residence in accordance with applicable federal, State, and local law and regulation and any applicable lease, mortgage, or other property agreements; and
- L. All residents must have a legally enforceable lease that offers them the same tenancy rights that they would have in any public housing option.
- M. The following criteria will be used for participants to access Supported Living:
- N. Participant chooses to live independently or with roommates; and
- O. This residential model is the most cost-effective service to meet the participant’s needs.
- P. If transportation is provided as part of this Waiver program service, then:
 - 1. The participant cannot receive Transportation services separately at the same time as provision of this Waiver program service;
 - 2. The provider must:
 - a. Provide, or arrange for provision of, transportation to meet the needs of the participant identified in the participant’s person-centered plan; and
 - b. Use the most cost-effective mode of transportation, with priority given to the use of public transportation; and
 - 3. Transportation services may not compromise the entirety of this Waiver program service.
- Q. If direct support staff perform delegated nursing tasks as part of this Waiver program service, then:

Appendix C: 313

| | |
|----------------|--|
| State: | |
| Effective Date | |

- 1. The participant must receive Nursing Support Services services under this Waiver program; and
- 2. The delegated nursing tasks:
 - a. Must be provided by direct support staff who are currently certified as a Medication Technician by the Maryland Board of Nursing; and
 - b. May not compromise the entirety of this Waiver program service.
- R. If personal care assistance services are provided as part of this Waiver program service, then the personal care assistance may not comprise the entirety of the service. For purposes of this Waiver program service, personal care assistance means the provision of supports to assist a participant in performing activities of daily living and instrumental activities of daily living.
- S. In the event that additional Nursing Support Services Delegation training supports are needed as indicated in the HRST because of a change in the participant’s health status or after discharge from a hospital or skilled nursing facility, the request is reviewed by DDA’s Regional Office and additional standalone Nursing Support Services and Delegation support service hours can be authorized.
- T. Supported Living services are not available to participants receiving supports in other residential support services models including Community Living Group Home, Shared Living, and Community Living Enhanced Supports.
- U. A relative (who is not a spouse), legally responsible person, or legal guardian or who does not live in the residence) may be paid to provide this service in accordance with the applicable requirements set forth in Appendix C-2. A legally responsible person, legal guardian, or relative who lives in the residence with the participant cannot be paid, either directly or indirectly, to provide this Waiver program service.
- V. Supported Living services are not available at the same time as the direct provision of Career Exploration, Community Development Services, Community Living-Enhanced Supports, Community Living-Group Homes, Day Habilitation, Employment Discovery and Customization,

Appendix C: 314

| | |
|----------------|--|
| State: | |
| Effective Date | |

Employment Services, Live-in Caregiver Supports, Medical Day Care, Personal Supports, Respite Care Services, Shared Living, or Supported Employment services.

W. Prior to accessing DDA funding for this service, all other available and appropriate funding sources, including but not limited to those offered by Maryland’s State Plan, Division of Rehabilitation Services , State Department of Education, and Department of Human Services, must be explored and exhausted to the extent applicable.

1. These efforts must be documented in the participant’s file.
2. If these services are deemed by the participant's person-centered planning team to be inappropriate to meet the specific needs of the participant, the exploration efforts and reasons that these services do not meet the participant's needs shall be documented in the participant's person-centered plan. The DDA has authority to determine if further efforts must be made, and documented, prior to authorization of funding for the service under the Waiver program.

X. To the extent any listed services are covered under the Medicaid State Plan, the services under the waiver will be limited to additional services not otherwise covered under the Medicaid State Plan, but consistent with waiver objectives of avoiding institutionalization.

Y. Supported Living can be provided in a variety of community settings and activities that promote opportunities for increased independence and inclusion. Through the person-centered planning process, all opportunities should be explored based on the person’s preferences and support his or her desired outcomes and goals. The setting should not have institutional qualities. Considering the person’s overall person-centered plan, activities should not isolate or segregate. If the individual chooses any disability specific classes, activities, events or programs, the choice must be documented in the person-centered plan.

Z. Direct Support Professional services may be provided in an acute care hospital for the purposes of supporting the participant’s personal, behavioral and communication supports not otherwise provided in that setting. Services may not be duplicative of hospital or short-term institutional services.

Appendix C: 315

| | |
|----------------|--|
| State: | |
| Effective Date | |

1. The State has mechanisms in place to prevent duplicate billing for both institutional and home and community-based services.
2. These necessary waiver services:
 - a. Must be identified in the individual’s person-centered service plan;
 - b. Must be provided the meet the individual’s needs and are not covered in such settings;
 - c. Should not substitute for services that the setting is obligated to provide through its condition of participation under federal or State law, under another applicable requirement; and
 - d. Should be designed to ensure smooth transitions between the setting and the home community-based setting and preserves the participant’s functional abilities.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

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| Service Delivery Method (<i>check each that applies</i>): | X | Participant-directed as specified in Appendix E | X | Provider managed |
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| Specify whether the service may be provided by (<i>check each that applies</i>): | <input type="checkbox"/> | Legally Responsible Person | X | Relative | <input type="checkbox"/> | Legal Guardian |
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| Provider Category(s) (<i>check one or both</i>): | <input type="checkbox"/> | Individual. List types: | X | Agency. List the types of agencies: |
| | <input type="checkbox"/> | | <input type="checkbox"/> | Supported Living Provider |
| | <input type="checkbox"/> | | <input type="checkbox"/> | |

| | | | |
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| Provider Qualifications | | | |
| Provider Type: | License (<i>specify</i>) | Certificate (<i>specify</i>) | Other Standard (<i>specify</i>) |

Appendix C: 316

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| <p>Supported Living Provider</p> | | | <p>Agencies must meet the following standards:</p> <ol style="list-style-type: none"> 1. Complete the DDA provider application and be certified based on compliance with meeting all of the following standards: <ol style="list-style-type: none"> A. Be properly organized as a Maryland corporation, or, if operating as a foreign corporation, be properly registered to do business in Maryland; B. A minimum of five (5) years demonstrated experience and capacity providing quality similar services; C. Have a governing body that is legally responsible for overseeing the management and operation of all programs conducted by the licensee including ensuring that each aspect of the agency’s programs operates in compliance with all local, State, and federal requirements, applicable laws, and regulations; |
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Appendix C: 317

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>D. Except for currently DDA licensed or certified Supported Living providers, demonstrate the capability to provide or arrange for the provision of all services required by submitting, at a minimum, the following documents with the application:</p> <ul style="list-style-type: none">(1) A program service plan that details the agencies service delivery model;(2) A business plan that clearly demonstrates the ability of the agency to provide Supported Living services;(3) A written quality assurance plan to be approved by the DDA;(4) A summary of the applicant's demonstrated experience in the field of developmental disabilities; and(5) Prior licensing reports issued within the previous 10 years from any in-State or out-of-State entity associated with the |
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Appendix C: 318

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| | | | <p>applicant, including deficiency reports and compliance records.</p> <p>E. Be in good standing with the IRS and Maryland Department of Assessments and Taxation;</p> <p>F. Have Workers’ Compensation Insurance;</p> <p>G. Have Commercial General Liability Insurance;</p> <p>H. Submit results from required criminal background checks, Medicaid Exclusion List, and child protective clearances as provided in Appendix C-2-a and per DDA policy;</p> <p>I. Submit documentation of staff certifications, licenses, and/or trainings as required to perform services;</p> <p>J. Complete required orientation and training;</p> <p>K. Comply with the DDA standards related to provider qualifications; and</p> |
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Appendix C: 319

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| | | | <p>L. Complete and sign any agreements required by MDH or DDA.</p> <p>2. Have a signed Medicaid Provider Agreement;</p> <p>3. Have documentation that all vehicles used in the provision of services have automobile insurance; and</p> <p>4. Submit a provider renewal application at least 60 days before expiration of its existing approval as per DDA policy.</p> <p>The DDA Deputy Secretary may waive the requirements noted above if an agency is licensed or certified by another State agency or accredited by a national accreditation agency, such as the Council on Quality and Leadership or the Council for Accreditation for Rehabilitation Facilities (CARF) for similar services for individuals with developmental disabilities, and be in good standing with the IRS and Maryland Department of Assessments and Taxation.</p> |
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Appendix C: 320

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| | | | <p>Staff working for or contracted with the agency as well as volunteers utilized in providing any direct support services or spend any time alone with a participant must meet the following minimum standards:</p> <ol style="list-style-type: none"> 1. Be at least 18 years old; 2. Have required credentials, license, certification, and training to provide services; 3. Possess current First Aid and CPR certification; 4. Pass a criminal background investigation and any other required background checks and credentials verifications as provided in Appendix C-2-a; 5. Complete necessary pre/in-service training based on the Person-Centered Plan; 6. Complete required orientation and training designated by DDA; |
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Appendix C: 321

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>7. Possess a valid driver’s license, if the operation of a vehicle is necessary to provide services; and</p> <p>8. Have automobile insurance for all automobiles that are owned, leased, and/or hired and used in the provision of services.</p> |
| Verification of Provider Qualifications | | | |
| Provider Type: | Entity Responsible for Verification: | | Frequency of Verification |
| Supported Living Provider | <p>1. DDA for provider certification</p> <p>2. Provider for staff qualifications, certifications, and training requirements</p> | | <p>1. DDA – initial and at least every three years</p> <p>2. Provider - Prior to service delivery and continuing thereafter</p> |

Service Type: Statutory

Service (Name): SUPPORTED EMPLOYMENT

| Service Specification | |
|-------------------------|--|
| HCBS Taxonomy | |
| Category 1: | Sub-Category 1: |
| 03 Supported Employment | <p>03010 Job development</p> <p>03021 Ongoing supported employment, individual</p> |

Appendix C: 322

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | 03030 Career planning |
| Service Definition (Scope): | |
| <p>A. Supported Employment services include a variety of supports to help an individual identify career and employment interest, as well as to find and keep a job.</p> <p>B. Supported Employment activities include:</p> <ol style="list-style-type: none"> 1. Individualized job development and placement; 2. On-the-job training in work and work-related skills; 3. Facilitation of natural supports in the workplace; 4. Ongoing support and monitoring of the individual's performance on the job; 5. Training in related skills needed to obtain and retain employment such as using community resources and public transportation; 6. Negotiation with prospective employers; and 7. Self-employment supports. <p>C. Supported Employment services include:</p> <ol style="list-style-type: none"> 1. Direct support services that enable the participant to gain and maintain competitive integrated employment, as provided in Sections A-B above; 2. The following services provided in combination with, and incidental to, the provision of this Waiver program service: <ol style="list-style-type: none"> a. Transportation to, from, and within this Waiver program service; b. Delegated nursing tasks, based on the participant's assessed need; | |

Appendix C: 323

| | |
|----------------|--|
| State: | |
| Effective Date | |

c. Personal care assistance, based on the participant’s assessed need;;and

3. Nursing Support Services. The scope of the Nursing Support Services is defined under the stand-alone service in Appendix C.

SERVICE REQUIREMENTS:

A. The participant must be 18 years of age or older and no longer enrolled in primary or secondary school.

B. Services and supports are provided for participants in finding and keeping jobs paid by a community employer including self-employment.

C. The level of staffing and meaningful activities provided to the participant under this Waiver program service must be based on the participant’s assessed level of service need.

a.

D. Under the traditional service delivery system, Supported Employment is paid based on a daily rate, requiring that a minimum of four hours of this Waiver program service be provided in order to be paid. Participants can engage in Supported Employment activities when they are unable to work four hours.

E. Under the traditional service delivery model, a participant’s Person-Centered Plan may include a mix of employment and day related daily waiver services units such as Day Habilitation, Community Development Services, Career Exploration, and Employment Discovery and Customization provided on different days.

F.

G. Supported Employment services does not include:

1. Volunteering, apprenticeships, or internships unless it is part of the discovery process and time limited; and

Appendix C: 324

| | |
|----------------|--|
| State: | |
| Effective Date | |

2. Payment for supervision, training, supports and adaptations typically available to other workers without disabilities filling similar positions.

H. Medicaid funds can not be used to defray the expenses associated with starting up or operating a business.

I. If transportation is provided as part of this Waiver program service, then:

1. The participant cannot receive Transportation services separately at the same time as provision of this Waiver program service;

2. The provider or participants self-directing their services must:

a. Provide, or arrange for provision of, transportation to meet the needs of the participant identified in the participant’s person-centered plan; and

b. Use the most cost-effective mode of transportation, with priority given to the use of public transportation; and

3. Transportation services may not compromise the entirety of this Waiver program service.

J. If direct support staff perform delegated nursing tasks as part of this Waiver program service, then:

1. The participant must receive Nursing Support Services under this Waiver program; and

2. The delegated nursing tasks:

a. Must be provided by direct support staff who are currently certified as a Medication Technician by the Maryland Board of Nursing; and

b. May not compromise the entirety of this Waiver program service.

K. If personal care assistance services are provided as part of this Waiver program service, then the personal care assistance may not comprise the entirety of the service. For purposes of this Waiver program service, personal care assistance means the provision of supports to assist a participant in performing activities of daily living and instrumental activities of daily living.

Appendix C: 325

| | |
|----------------|--|
| State: | |
| Effective Date | |

- L. A relative of a participant (who is not a spouse) may be paid to provide this service, in accordance with the applicable requirements set forth in Appendix C-2.
- M. A relative of a participant may not be paid for more than 40-hours per week of services.
- N. Prior to accessing DDA funding for this service, all other available and appropriate funding sources, including those offered by Maryland's Medicaid State Plan, Division of Rehabilitation Services, State Department of Education, and Department of Human Services, must be explored and exhausted to the extent applicable.
 - 1. These efforts must be documented in the participant’s file.
 - 2. If these services are deemed by the participant's person-centered planning team to be inappropriate to meet the specific needs of the participant, the exploration efforts and reasons that these services do not meet the participant's needs shall be documented in the participant's person-centered plan. The DDA has authority to determine if further efforts must be made, and documented, prior to authorization of funding for the service under the Waiver program.
- O. Documentation must be maintained in the file of each individual receiving this service that the service is not available under a program funded under section 110 of the Rehabilitation Act of 1973 or the IDEA (20 U.S.C. 1401 et seq.).
- P. Until the service transitions to the LTSSMaryland system, Supported Employment Services daily service units are not available:
 - 1. On the same day a participant is receiving Career Exploration, Community Development Services, Day Habilitation, Medical Day Care, or Employment Discovery and Customization services under the Traditional Services delivery model; and
 - 2. At the same time as the direct provision of Behavioral Support Services, Community Living—Enhanced Supports, Community Living-Group Homes, Nurse Consultation, , Nursing Support

Appendix C: 326

| | |
|----------------|--|
| State: | |
| Effective Date | |

Services, Personal Supports, Respite Care Services, Shared Living, Supported Living, or Transportation services.

A. Services which are provided virtually, must:

1. Be provided in accordance with federal and State requirements, policies, guidance, and regulations, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as amended by the Health Information Technology for Economic and Clinical Health (HITECH) Act, and their applicable regulations to protect the privacy and security of the participant’s protected health information;
2. Support a participant to reach identified outcomes in their Person-Centered Plan;
3. Not be used for the provider's convenience; and
4. . The Waiver program will not fund any costs associated with the provider obtaining, installing, implementing, or using virtual supports, such as equipment, internet, software applications, and other related expenses. These costs, in the delivery of new business models, are part of the provider's operating cost.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

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| Service Delivery Method (check each that applies): | <input checked="" type="checkbox"/> | Participant-directed as specified in Appendix E | <input checked="" type="checkbox"/> | Provider managed |
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| Specify whether the service may be provided by (check each that applies): | <input type="checkbox"/> | Legally Responsible Person | <input checked="" type="checkbox"/> | Relative | <input type="checkbox"/> | Legal Guardian |
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| Provider Category(s) (check one or both): | <input checked="" type="checkbox"/> | Individual. List types: | <input checked="" type="checkbox"/> | Agency. List the types of agencies: |
| | | Supported Employment Professional | | Supported Employment Provider |
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Appendix C: 327

| | |
|----------------|--|
| State: | |
| Effective Date | |

| Provider Qualifications | | | |
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| Provider Type: | License (<i>specify</i>) | Certificate (<i>specify</i>) | Other Standard (<i>specify</i>) |
| Supported Employment Professional | | | <p>Individual must complete the DDA provider application and be certified based on compliance with meeting the following standards:</p> <ol style="list-style-type: none"> 1. Be at least 18 years old; 2. Possess current First Aid and CPR certification; 3. Unlicensed staff paid to administer medication and/or perform treatments must be certified by the Maryland Board of Nursing (MBON) as Medication Technicians; 4. Pass a criminal background investigation and any other required background checks and credentials verifications as provided in Appendix C-2-a; 5. Possess a valid driver’s license, if the operation of a vehicle is necessary to provide services; |

Appendix C: 328

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <ol style="list-style-type: none"> 6. Have automobile insurance for all automobiles that are owned, leased, and/or hired and used in the provision of services; 7. Complete required orientation and training designated by DDA; 8. Complete necessary pre/in-service training based on the Person-Centered Plan; 9. Have three (3) professional references which attest to the provider’s ability to deliver the support/service in compliance with the Department’s values in Annotated Code of Maryland, Health General, Title 7; 10. Demonstrate financial integrity through IRS, Department, and Medicaid Exclusion List checks; 11. Have a signed DDA Provider Agreement to Conditions for Participation; and 12. Have a signed Medicaid Provider Agreement. <p>Individuals providing services for participants self-directing their services must meet the standards 1 through 6</p> |
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Appendix C: 329

| | |
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| State: | |
| Effective Date | |

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| | | | <p>noted above. They do not need to complete the DDA provider application. Individuals must submit forms and documentation as required by the Financial Management and Counseling Service. (FMCS) agency. FMCS must ensure the individual or entity performing the service meets the qualifications.</p> |
| <p>Supported Employment Provider</p> | | | <p>Agencies must meet the following standards:</p> <ol style="list-style-type: none"> 1. Complete the DDA provider application and be certified based on compliance with meeting all of the following standards: <ol style="list-style-type: none"> A. Be properly organized as a Maryland corporation, or, if operating as a foreign corporation, be properly registered to do business in Maryland; B. A minimum of five (5) years demonstrated experience and capacity providing quality similar services; C. Have a governing body that is legally responsible for |

Appendix C: 330

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>overseeing the management and operation of all programs conducted by the licensee including ensuring that each aspect of the agency’s programs operates in compliance with all local, State, and federal requirements, applicable laws, and regulations;</p> <p>D. Except for currently DDA licensed or certified Supported Employment providers, demonstrate the capability to provide or arrange for the provision of all services required by submitting, at a minimum, the following documents with the application:</p> <p>(1) A program service plan that details the agencies service delivery model;</p> <p>(2) A business plan that clearly demonstrates the ability of the agency to provide Supported Employment services;</p> |
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Appendix C: 331

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| | | | <p>(3) A written quality assurance plan to be approved by the DDA;</p> <p>(4) A summary of the applicant's demonstrated experience in the field of developmental disabilities; and</p> <p>(5) Prior licensing reports issued within the previous 10 years from any in-State or out-of-State entity associated with the applicant, including deficiency reports and compliance records.</p> <p>E. If currently licensed or certified, produce, upon written request from the DDA, the documents required under D;</p> <p>F. Be in good standing with the IRS and Maryland Department of Assessments and Taxation;</p> <p>G. Have Workers' Compensation Insurance;</p> <p>H. Have Commercial General Liability Insurance;</p> |
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Appendix C: 332

| | |
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| State: | |
| Effective Date | |

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| | | | <ul style="list-style-type: none"> I. Submit results from required criminal background checks, Medicaid Exclusion List, and child protective clearances as provided in Appendix C-2-a and per DDA policy; J. Submit documentation of staff certifications, licenses, and/or trainings as required to perform services; K. Complete required orientation and training; L. Comply with the DDA standards related to provider qualifications; and M. Have a signed DDA Provider Agreement to Conditions for Participation. <ul style="list-style-type: none"> 2. Have a signed Medicaid Provider Agreement; 3. Have documentation that all vehicles used in the provision of services have automobile insurance; and 4. Submit a provider renewal application at least 60 days before |
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Appendix C: 333

| | |
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| State: | |
| Effective Date | |

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| | | | <p>expiration of its existing approval as per DDA policy.</p> <p>The DDA Deputy Secretary may waive the requirements noted above if an agency is licensed or certified by another State agency or accredited by a national accreditation agency, such as the Council on Quality and Leadership or the Council for Accreditation for Rehabilitation Facilities (CARF) for similar services for individuals with developmental disabilities, and be in good standing with the IRS and Maryland Department of Assessments and Taxation.</p> <p>Staff working for or contracted with the agency as well as volunteers utilized in providing any direct support services or spend any time alone with a participant must meet the following minimum standards:</p> <ol style="list-style-type: none"> 1. Be at least 18 years old; 2. Have required credentials, license, or certification as noted below; 3. Possess current First Aid and CPR certification; |
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Appendix C: 334

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <ol style="list-style-type: none"> 4. Unlicensed staff paid to administer medication and/or perform treatments must be certified by the Maryland Board of Nursing (MBON) as Medication Technicians; 5. Pass a criminal background investigation and any other required background checks and credentials verifications as provided in Appendix C-2-a; 6. Complete required orientation and training designated by DDA 7. Complete necessary pre/in-service training based on the Person-Centered Plan; 8. Possess a valid driver’s license, if the operation of a vehicle is necessary to provide services; and 9. Have automobile insurance for all automobiles that are owned, leased, and/or hired and used in the provision of services. |
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| Verification of Provider Qualifications | | |
| Provider Type: | Entity Responsible for Verification: | Frequency of Verification |

Appendix C: 335

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| Supported Employment Professional | <ol style="list-style-type: none"> 1. DDA for certified Supported Employment Professional 2. FMCS provider, as described in Appendix E, for participants self-directing services | <ol style="list-style-type: none"> 1. DDA – initial and at least every three years 2. FMCS provider – prior to service delivery and continuing thereafter |
| Supported Employment Provider | <ol style="list-style-type: none"> 1. DDA for certified provider 2. Provider for individual staff members’ licenses, certifications, and training | <ol style="list-style-type: none"> 1. DDA – initial and at least every three years 2. Provider – prior to service delivery and continuing thereafter |

Service Type: Statutory

Service (Name): CAREER EXPLORATION

| Service Specification | |
|---|------------------------------|
| HCBS Taxonomy | |
| Category 1: | Sub-Category 1: |
| 03 Day Services | 04010 prevocational services |
| Service Definition (Scope): | |
| <p>A. Career Exploration is time limited services to help participants learn skills to work toward competitive integrated employment.</p> <ol style="list-style-type: none"> 1. Teaching methods based on recognized best practices are used such as systematic instruction. | |

Appendix C: 336

| | |
|----------------|--|
| State: | |
| Effective Date | |

- 2. Career Exploration provide the participant with opportunities to develop skills related to work in a competitive employment position in an integrated community environment including learning:
 - a. skills for employment, such as time-management and strategies for completing work tasks;
 - b. socially acceptable behavior in a work environment;
 - c. effective communication in a work environment; and
 - d. self-direction and problem-solving for a work task.

B. Career Exploration includes: (1) Facility-Based Supports; (2) Small Group Supports; and (3) Large Group Supports.

- 1. Facility-Based Supports can be at a fixed site that is owned, operated, or controlled by a licensed provider or an off-site location. It also includes doing work under a contract being paid by a licensed provider.
- 2. Small Group Supports are provided in groups of between two (2) and eight (8) individuals (including the participant) where the group completes work tasks on a contract-basis. This work must be conducted at another site in the community not owned, operated, or controlled by the licensed provider. Supports models include enclaves, mobile work crews, and work tasks on a contract-basis. The licensed provider is the employer of record and enters into the contract on behalf of the group.
- 3. Large Group Supports are provided in groups of between nine (9) and sixteen (16) individuals (including the participant) where the group completes work tasks on a contract-basis. This work must be conducted at another site in the community not owned, operated, or controlled by the licensed provider. The licensed provider is the employer of record and enters into the contract on behalf of the group.
- 4. Nursing Support Services based on assessed need. The scope of the Nursing Support Services is defined under the stand-alone service in Appendix C.

Appendix C: 337

| | |
|----------------|--|
| State: | |
| Effective Date | |

C. Career Exploration services include:

1. Direct support services that enable the participant to learn skills to work toward competitive integrated employment, as described in Sections A-B above;
2. The following services provided in combination with, and incidental to, the provision of this Waiver program service:
 - a. Transportation to and from and within this Waiver program service;
 - b. Delegated nursing tasks or other nursing support services covered by this Waiver program based on assessed need; and
 - c. Personal care assistance, based on the participant’s assessed need.

SERVICE REQUIREMENTS:

- A. The participant must be 18 years of age or older and no longer enrolled in primary or secondary school.
- B. Career Exploration and supports must be provided in compliance with all applicable federal, State, and local laws and regulations.
- C. Participants previously receiving facility based, small group, and large group supports under Supported Employment or Day Habilitation services will transition to Career Exploration services by creating an employment goal within their Person-Centered Plan during their annual planning process that outlines how they will transition to community integrated employment (such as participating in discovery and job development).
- D. Participants must have an employment goal within their Person-Centered Plan that outlines how they will transition to community integrated employment (such as participating in discovery and job development) or another service.
- E. The level of staffing and meaningful activities provided to the participant under this Waiver program service must be based on the participant’s assessed level of service need.

Appendix C: 338

| | |
|----------------|--|
| State: | |
| Effective Date | |

- F. If transportation is provided as part of this Waiver program service, then:
 - 1. The participant cannot receive Transportation services separately at the same time as provision of this Waiver program service;
 - 2. The provider must:
 - a. Provide, or arrange for provision of, transportation to meet the needs of the participant identified in the participant’s person-centered plan; and
 - b. Use the most cost-effective mode of transportation, with priority given to the use of public transportation; and
 - 3. Transportation services may not compromise the entirety of this Waiver program service.
- G. If direct support staff perform delegated nursing tasks as part of this Waiver program service, then:
 - 1. The participant must receive Nursing Support Services under this Waiver program service;
 - 2. The delegated nursing tasks:
 - a. Must be provided by direct support staff who are currently certified as a Medication Technician by the Maryland Board of Nursing; and
 - b. May not compromise the entirety of this Waiver program service.
- H. If personal care assistance services are provided as part of this Waiver program service, then the personal care assistance may not comprise the entirety of the service. For purposes of this Waiver program service, personal care assistance means the provision of supports to assist a participant in performing activities of daily living and instrumental activities of daily living
- I. Until the service transitions to the LTSS Maryland system, under the traditional service delivery model, a participant’s Person-Centered Plan may include a mix of employment and day related daily waiver services units such as Day Habilitation, Community Development Services, and Employment Discovery and Customization Services provided on different days.

Appendix C: 339

| | |
|----------------|--|
| State: | |
| Effective Date | |

- J. Beginning December 2019, a participant’s Person-Centered Plan may include a mix of employment and day type services such as Day Habilitation, Community Development Services, and Employment Discovery and Customization Services provided at different times under both service delivery models.
- K. Until the service transitions to the LTSS Maryland system, Career Exploration daily services units are not available:
 - 1. On the same day a participant is receiving Community Development Services, Day Habilitation, Employment Discovery and Customization, Medical Day Care, or Supported Employment services under the Traditional Services delivery model; and
 - 2. At the same time as the direct provision of Community Living—Enhanced Supports, Community Living-Group Homes, Personal Supports, Respite Care Services, Shared Living, Supported Living, or Transportation services.
- L. Until the service transitions to the LTSS Maryland system, Career Exploration services are not available at the same time as the direct provision of Community Development Services, Community Living—Enhanced Supports, Community Living-Group Homes, Day Habilitation, Employment Services, Medical Day Care, Personal Supports, Respite Care Services, Shared Living, Supported Living, or Transportation services.
- M. Prior to accessing DDA funding for this service, all other available and appropriate funding sources, including those offered by Maryland's Medicaid State Plan, Division of Rehabilitation Services , State Department of Education, and Department of Human Services, must be explored and exhausted to the extent applicable.
 - 1. These efforts must be documented in the participant’s file.
 - 2. If these services are deemed by the participant's person-centered planning team to be inappropriate to meet the specific needs of the participant, the exploration efforts and reasons that these services do not meet the participant's needs shall be documented in the participant's person-centered plan. The DDA has authority to determine if further efforts

Appendix C: 340

| | |
|----------------|--|
| State: | |
| Effective Date | |

must be made, and documented, prior to authorization of funding for the service under the Waiver program.

- N. To the extent any listed services are covered under the Medicaid State Plan, the services under the waiver will be limited to additional services not otherwise covered under the Medicaid State Plan, but consistent with waiver objectives of avoiding institutionalization.
- O. Nursing Support Services, as applicable, can be provided during services so long as it is not the primary or only service provided. The scope of the Nursing Support Services are defined under the stand-alone service in Appendix C.
- P. In the event that additional Nursing Support Services Delegation training supports are needed as indicated in the HRST because of a change in the participant’s health status or after discharge from a hospital or skilled nursing facility, the request is reviewed by DDA’s Regional Office and additional standalone Nursing Support Services hours can be authorized
- Q. A legally responsible person, relative, or legal guardian of the participant cannot be paid by the Waiver program, either directly or indirectly, to provide this Waiver program service.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

1. Career Exploration may not exceed a maximum of eight (8) hours per day or 40 hours per week including in combination with any of the following other Waiver program services in a single day: Community Development, Supported Employment, Employment Service – Job Development, Employment Discovery and Customization, and Day Habilitation services.
2. Career Exploration services for participants accessing this service for the first time is limited to up to 720 hours for the plan year unless otherwise authorized by DDA.

Appendix C: 341

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| Service Delivery Method (<i>check each that applies</i>): | | Participant-directed as specified in Appendix E | | | X | Provider managed |
| Specify whether the service may be provided by (<i>check each that applies</i>): | | <input type="checkbox"/> | Legally Responsible Person | | Relative | Legal Guardian |
| Provider Category(s) (<i>check one or both</i>): | Individual. List types: | | | X | Agency. List the types of agencies: | |
| | | | | | Career Exploration Providers | |
| | | | | | | |
| | | | | | | |
| Provider Qualifications | | | | | | |
| Provider Type: | License (<i>specify</i>) | Certificate (<i>specify</i>) | | Other Standard (<i>specify</i>) | | |
| Career Exploration Provider | | | | <p>Agencies must meet the following standards:</p> <ol style="list-style-type: none"> 1. Complete the DDA provider application and be certified based on compliance with meeting all of the following standards: <ol style="list-style-type: none"> A. Be properly organized as a Maryland corporation, or, if operating as a foreign corporation, be properly registered to do business in Maryland; B. A minimum of five (5) years demonstrated experience and capacity providing quality similar services; | | |

Appendix C: 342

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>C. Have a governing body that is legally responsible for overseeing the management and operation of all programs conducted by the licensee including ensuring that each aspect of the agency’s programs operates in compliance with all local, State, and federal requirements, applicable laws, and regulations;</p> <p>D. Except for currently DDA licensed or certified providers, demonstrate the capability to provide or arrange for the provision of all services required by submitting, at a minimum, the following documents with the application:</p> <p>(1) A program service plan that details the agencies service delivery model;</p> <p>(2) A business plan that clearly demonstrates the ability of the agency to provide Career Exploration;</p> |
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Appendix C: 343

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
|--|--|--|---|
| | | | <p>(3) A written quality assurance plan to be approved by the DDA;</p> <p>(4) A summary of the applicant's demonstrated experience in the field of developmental disabilities; and</p> <p>(5) Prior licensing reports issued within the previous 10 years from any in-State or out-of-State entity associated with the applicant, including deficiency reports and compliance records.</p> <p>E. If currently licensed or certified, produce, upon written request from the DDA, the documents required under D;</p> <p>F. Be in good standing with the IRS and Maryland Department of Assessments and Taxation;</p> <p>G. Have Workers' Compensation Insurance;</p> <p>H. Have Commercial General Liability Insurance;</p> |
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Appendix C: 344

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <ul style="list-style-type: none"> I. Submit results from required criminal background checks, Medicaid Exclusion List, and child protective clearances as provided in Appendix C-2-a and per DDA policy; J. Submit documentation of staff certifications, licenses, and/or trainings as required to perform services; K. Complete required orientation and training; L. Comply with the DDA standards related to provider qualifications; and M. Complete and sign any agreements required by MDH or DDA. <ul style="list-style-type: none"> 2. Be licensed by the Office of Health Care Quality; 3. All new providers must meet and comply with the federal community settings regulations and requirements; 4. Have a signed Medicaid Provider Agreement; |
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Appendix C: 345

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>5. Have documentation that all vehicles used in the provision of services have automobile insurance; and</p> <p>6. Submit a provider renewal application at least 60 days before expiration of its existing approval as per DDA policy.</p> <p>The DDA Deputy Secretary may waive the requirements noted above if an agency is licensed or certified by another State agency or accredited by a national accreditation agency, such as the Council on Quality and Leadership or the Council for Accreditation for Rehabilitation Facilities (CARF) for similar services for individuals with developmental disabilities, and be in good standing with the IRS and Maryland Department of Assessments and Taxation.</p> <p>Staff working for or contracted with the agency as well as volunteers utilized in providing any direct support services or spend any time alone with a participant must meet the following minimum standards:</p> <p>1. Be at least 18 years old;</p> |
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Appendix C: 346

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <ol style="list-style-type: none"> 2. Have required credentials, license, or certification as noted below; 3. Possess current First Aid and CPR certification; 4. Unlicensed staff paid to administer medication and/or perform treatments must be certified by the Maryland Board of Nursing (MBON) as Medication Technicians’ 5. Pass a criminal background investigation and any other required background checks and credentials verifications as provided in Appendix C-2-a; 6. Complete necessary pre/in-service training based on the Person-Centered Plan; 7. Complete required orientation and training designated by DDA . 8. Possess a valid driver’s license, if the operation of a vehicle is necessary to provide services; and 9. Have automobile insurance for all automobiles that are owned, leased, |
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Appendix C: 347

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | and/or hired and used in the provision of services. |
| Verification of Provider Qualifications | | | |
| Provider Type: | Entity Responsible for Verification: | | Frequency of Verification |
| Career Exploration Provider | <ol style="list-style-type: none"> DDA for certified providers Provider for individual staff members' licenses, certifications, and training | | <ol style="list-style-type: none"> DDA – Initial and at least every three years Provider – prior to service delivery and continuing thereafter |

Service Type: Other

Service (Name): TRANSITION SERVICES

| Service Specification | |
|--|-------------------------------------|
| HCBS Taxonomy | |
| Category 1: | Sub-Category 1: |
| 16: Community Transition Services | 16010 community transition services |
| Service Definition (Scope): | |
| <p>A. Transition Services provides funding for allowable expenses related to the participant moving from: (1) an institutional setting to a group home or private residence in the community, for which the participant or their legal representative will be responsible; or (2) a community residential provider to a private residence in the community, for which the participant or their legal representative will be responsible;</p> | |

Appendix C: 348

| | |
|----------------|--|
| State: | |
| Effective Date | |

B. For purposes of this service definition, “allowable expenses”, are defined as actual costs associated with moving and establishing a new household. Examples may include:

1. Cost of a security deposits that is required to obtain a lease on an apartment or home;
2. Reasonable cost, as defined by the DDA, of essential household goods, such as furniture, window coverings, and kitchen, bed, and bath items which cannot be transferred from the previous location to the new one;
3. Fees or deposits associated with set-up of, initial access to, or installation of essential utilities and for telephone, electricity, heating, and water; and
4. Cost of services necessary for the participant’s health and safety, such as pest removal services and one-time cleaning prior to moving in;
5. Moving expenses.

C. Transition Services do not include payment for the costs of the following items:

1. Monthly rental or mortgage expense;
2. Food;
3. Regular utility charges;
4. Monthly telephone fees; and
5. Entertainment related household items or services such as televisions, video game consoles, DVD players, or monthly cable fees.

D. Transition Services will not include payment for room and board.

SERVICE REQUIREMENTS:

Appendix C: 349

| | |
|----------------|--|
| State: | |
| Effective Date | |

- A. The participant must be unable to pay for, and is unable to obtain assistance from other sources or services to pay for, expenses associated with moving and establishing a new household, as documented in the participant’s Person-Centered Plan.
- B. From the list of allowable expenses, the participant or their designated representative will prioritize and select items to be purchased based on the participant’s preferences, up to the maximum amount of funding approved by the DDA.
- C. The participant will own all of the items purchased under this service. The items shall transfer with the participant to their new residence and any subsequent residence. If the participant no longer wants any item purchased under this service, the item shall be returned to the DDA unless otherwise directed.
- D. The DDA must receive, review, and approve the list of items and budget for transition expenses before this service is provided.
- E. Transition Services are furnished only to the extent that they are reasonable, necessary, and based on the participant’s needs.
- F. Transition Services may be provided to an individual leaving an institution up to 180 days prior to moving out which is billed as a Medicaid administrative service.
- G. When furnished to participants returning to the community from a Medicaid institutional setting, the costs of these services are considered to be an administrative cost.
- H. The DDA may approve payment for Transition Services incurred no more than 180 days in advance of participant’s enrollment in this waiver.
- I. Any goods funded by this Waiver program service must be in good operating condition and repair in accordance with applicable specifications. Any services funded by this Waiver program must be performed in accordance with standard workmanship and applicable specifications.
- J. This service cannot pay for purchase of items and goods from the participant’s relative, legal guardian, or legally responsible person as defined in C-2-e.

Appendix C: 350

| | |
|----------------|--|
| State: | |
| Effective Date | |

- K. Transition Services does not include items or services otherwise available under the individual's private health insurance (if applicable), the Medicaid State Plan, or through other resources.
- L. Prior to accessing DDA funding for this service, all other available and appropriate funding sources, including but not limited to those offered by Maryland Medicaid State Plan, Division of Rehabilitation Services, State Department of Education, and Department of Human Services, must be explored and exhausted to the extent applicable.
1. These efforts must be documented in the participant's file.
 2. If these services are deemed by the participant's person-centered planning team to be inappropriate to meet the specific needs of the participant, the exploration efforts and reasons that these services do not meet the participant's needs shall be documented in the participant's person-centered plan. The DDA has authority to determine if further efforts must be made, and documented, prior to authorization of funding for the service under the Waiver program.
- M. To the extent that any listed services are covered under the Medicaid State Plan, the services under the waiver would be limited to additional services not otherwise covered under the Medicaid State Plan, but consistent with waiver objectives of avoiding institutionalization.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

1. The maximum payment for this service may not exceed \$5,000 per participant during his or her lifetime unless otherwise authorized by DDA.
2. Transition items and goods must be procured within 60 days after moving.

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| Service Delivery Method (<i>check each that applies</i>): | <input checked="" type="checkbox"/> | Participant-directed as specified in Appendix E | <input checked="" type="checkbox"/> | Provider managed |
| Specify whether the service may be provided by (<i>check each that applies</i>): | <input type="checkbox"/> | Legally Responsible Person | <input type="checkbox"/> | Relative |
| | | | <input type="checkbox"/> | Legal Guardian |

Appendix C: 351

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| Provider Category(s) <i>(check one or both):</i> | Individual. List types: | X | Agency. List the types of agencies: |
| | Entity for people self-directing services | | Organized Health Care Delivery System |
| | | | |
| Provider Qualifications | | | |
| Provider Type: | License <i>(specify)</i> | Certificate <i>(specify)</i> | Other Standard <i>(specify)</i> |
| Entity for people self-directing services | | | <p>Vendors who provides the items, goods, or services that are allowable expense under this service. Examples include:</p> <ol style="list-style-type: none"> 1. Apartment or house landlords; 2. Vendors selling household items; 3. Utility services providers; 4. Pest removal or cleaning service providers; and 5. Moving service providers. |
| Organized Health Care Delivery System | | | <p>Agencies must meet the following standards:</p> <ol style="list-style-type: none"> 1. Be certified or licensed by the DDA to provide at least one Medicaid waiver service; and 2. Complete the DDA provider application to be an Organized |

Appendix C: 352

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | <p>Health Care Delivery Services provider.</p> <p>OHCDIS providers shall verify the qualifications, licenses, credentials, and experience of all individuals and entities they contract or employs and have a copy of the same available upon request.</p> <p>Vendors who provides the items, goods, or services that are allowable expense under this service. Examples include:</p> <ol style="list-style-type: none"> 1. Apartment or house landlords; 2. Vendors selling household items; 3. Utility services providers; 4. Pest removal or cleaning service providers; and 5. Moving service providers. |
| Verification of Provider Qualifications | | | |
| Provider Type: | Entity Responsible for Verification: | Frequency of Verification | |

Appendix C: 353

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| Entity for people self-directing services | Financial Management and Counseling Services | Prior to service delivery |
| Organized Health Care Delivery System | <ol style="list-style-type: none"> 1. DDA for approval of OHCDS 2. OHCDS for approval of items | <ol style="list-style-type: none"> 1. DDA - Initially and at least every three years 2. OHCDS – prior to services delivery |

Service Type: Other Service

Alternative Service Title: TRANSPORTATION

| Service Specification | |
|--|----------------------------------|
| HCBS Taxonomy | |
| Category 1: | Sub-Category 1: |
| 15: Non-Medical Transportation | 15010 non-medical transportation |
| Service Definition (Scope): | |
| <p>A. Transportation services are designed specifically to improve the participant’s and the family caregiver’s ability to independently access community activities within their own community in response to needs identified through the participant’s Person-Centered Plan.</p> <p>B. For purposes of this Waiver program service, the participant’s community is defined as places the participant lives, works, shops, or regularly spends their days. The participant’s community does not include vacations in the State. It does not include other travel inside or outside of the State of Maryland unless it is a day trip.</p> | |

Appendix C: 354

| | |
|----------------|--|
| State: | |
| Effective Date | |

C. Transportation services can include:

1. Orientation services in using other senses or supports for safe movement from one place to another;
2. Accessing Mobility and volunteer transportation services such as transportation coordination and accessing resources;
3. Travel training such as supporting the participant and their family in learning how to access and use informal, generic, and public transportation for independence and community integration;
4. Transportation services provided by different modalities, including: public and community transportation, taxi services, and non-traditional transportation providers;
5. Mileage reimbursement and an agreement for transportation provided by another individual using their own car; and
6. Purchase of prepaid transportation vouchers and cards, such as the Charm Card and Taxi Cards.

SERVICE REQUIREMENTS:

- A. Services are available to the participants living in their own home or in the participant's family home.
- B. The Program will not make payment to spouses or legally responsible individuals for furnishing transportation services.
- C. A relative (who is not a spouse) of a participant may be paid to provide this service in accordance with the applicable requirements set forth in Appendix C-2. A legally responsible person, legal guardian, or spouse cannot be paid by the Waiver program, either directly or indirectly, to provide this Waiver program service unless otherwise approved by the DDA due to extraordinary circumstances in accordance with the applicable requirements set forth in Section C-2..

Appendix C: 355

| | |
|----------------|--|
| State: | |
| Effective Date | |

- D. Payment rates for services must be customary and reasonable as established or authorized by the DDA.
- E. Transportation services shall be provided by the most cost-efficient mode available that meets the needs of the participant and shall be wheelchair accessible when needed.
- F. Transportation services are not available at the same time as the direct provision of Career Exploration, Community Development Services, Community Living-Enhanced Supports, Community Living-Group Homes, Day Habilitation, Employment Discovery and Customization, Employment Services (with exception for follow along supports as authorized by the DDA), Medical Day Care, Personal Supports beginning July 1, 2020, Respite Care, Shared Living, Supported Employment, or Supported Living services.
- G. Prior to accessing DDA funding for this service, all other available and appropriate funding sources, including those offered by Maryland Medicaid State Plan, Division of Rehabilitation Services, State Department of Education, and Department of Human Services, must be explored and exhausted to the extent applicable.
 - 1. These efforts must be documented in the participant’s file.
 - 2. If these services are deemed by the participant's person-centered planning team to be inappropriate to meet the specific needs of the participant, the exploration efforts and reasons that these services do not meet the participant's needs shall be documented in the participant's person-centered plan. The DDA has authority to determine if further efforts must be made, and documented, prior to authorization of funding for the service under the Waiver program.
- H. To the extent that any listed services are covered under the Medicaid State Plan, the services under the waiver would be limited to additional services not otherwise covered under the Medicaid State Plan, but consistent with waiver objectives of avoiding institutionalization.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

Transportation is limited to \$7,500 per year per participant.

Appendix C: 356

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | | | | |
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| Service Delivery Method (<i>check each that applies</i>): | X | Participant-directed as specified in Appendix E | | | X | Provider managed |
| Specify whether the service may be provided by (<i>check each that applies</i>): | X | Legally Responsible Person | X | Relative | X | Legal Guardian |
| Provider Category(s) (<i>check one or both</i>): | x | Individual. List types: | | x | Agency. List the types of agencies: | |
| | | Transportation Professional or Vendor | | | Organized Health Care Delivery System Provider | |
| Provider Qualifications | | | | | | |
| Provider Type: | License (<i>specify</i>) | Certificate (<i>specify</i>) | | Other Standard (<i>specify</i>) | | |
| Transportation Professional or Vendor | | | | Individual must complete the DDA provider application and be certified based on compliance with meeting the following standards: <ol style="list-style-type: none"> 1. Be at least 18 years old; 2. Have required credentials, license, or certification as noted below as applicable; 3. Pass a criminal background investigation and any other required background checks and credentials verifications as provided in Appendix C-2-a for non-commercial drivers; 4. Possess a valid driver’s license for non-commercial drivers; | | |

Appendix C: 357

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| | | | <ol style="list-style-type: none"> 5. Have automobile insurance for all automobiles that are owned, leased, and/or hired and used in the provision of service for non-commercial providers; 6. Complete required orientation and training designated by DDA; 7. Complete necessary pre/in-service training based on the Person-Centered Plan for non-commercial drivers; 8. Have three (3) professional references which attest to the provider’s ability to deliver the support/service in compliance with the Department’s values in Annotated Code of Maryland, Health General, Title 7; 9. Demonstrate financial integrity through IRS, Department, and Medicaid Exclusion List checks; 10. Have a signed DDA Provider Agreement to Conditions for Participation; and 11. Have a signed Medicaid provider agreement. <p>Orientation, Mobility and Travel Training Specialists must attend and have a current certification as a</p> |
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Appendix C: 358

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
|---|--|--|--|
| | | | <p>travel trainer from one of the following entities:</p> <ol style="list-style-type: none"> 1. Easter Seals Project Action (ESPA); 2. American Public Transit Association; 3. Community Transportation Association of America; 4. National Transit Institute (NTI); 5. American Council for the Blind; 6. National Federation of the Blind; 7. Association of Travel Instruction; 8. Be a DORS approved vendor/contractor; or 9. Other recognized entities based on approval from the DDA. |
| <p>Organized Health Care Delivery System Provider</p> | | | <p>Agencies must meet the following standards:</p> <ol style="list-style-type: none"> 1. Be certified or licensed by the DDA to provide at least one Medicaid waiver service; and 2. Complete the DDA provider application to be an Organized Health Care Delivery Services provider. <p>OHCDs providers shall:</p> <ol style="list-style-type: none"> 1. Verify the licenses and credentials of individuals providing services with |

Appendix C: 359

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| | | | <p>whom they contract or employs and have a copy of the same available upon request.</p> <p>2. Obtain Workers’ Compensation if required by law.</p> <p>OHCDS and FMCS must ensure the individual or entity performing the service meets the qualifications noted below as applicable to the service being provided:</p> <p>1. For individuals providing direct transportation, the following minimum standards are required:</p> <ul style="list-style-type: none"> A. Be at least 18 years old; B. For non-commercial providers, possess a valid driver’s license for vehicle necessary to provide services; and C. For non-commercial providers, have automobile insurance for all automobiles that are owned, leased, and/or hired and used in the provision of services. D. For commercial providers like Uber and Lyft do not |
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Appendix C: 360

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
|--|--|--|---|
| | | | <p>complete pre/in-service training.</p> <p>2. Orientation, Mobility and Travel Training Specialists – must attend and have a current certification as a travel trainer from one of the following entities:</p> <ul style="list-style-type: none"> A. Easter Seals Project Action (ESPA); B. American Public Transit Association; C. Community Transportation Association of America; D. National Transit Institute (NTI); E. American Council for the Blind; F. National Federation of the Blind; G. Association of Travel Instruction; H. DORS approved vendors/contractor; or I. Other recognized entities based on approval from the DDA. |
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Verification of Provider Qualifications

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| Provider Type: | Entity Responsible for Verification: | Frequency of Verification |
|----------------|--------------------------------------|---------------------------|

Appendix C: 361

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | |
|--|---|--|
| Transportation Professional or Vendor | <ol style="list-style-type: none"> DDA for certified Transportation Professional and Vendors FMCS providers, as described in Appendix E, for participants self-directing services | <ol style="list-style-type: none"> DDA - Initial and at least every three years FMCS providers – prior to delivery of services and continuing thereafter |
| Organized Health Care Delivery System Provider | <ol style="list-style-type: none"> DDA for verification of the Organized Health Care Delivery System Organized Health Care Delivery System provider and FMCS for verification of staff qualifications | <ol style="list-style-type: none"> DDA – Initial and at least every three years OHCDS and FMCS – prior to service delivery and continuing thereafter |

Service Type: Other Service

Service (Name):

Alternative Service Title: VEHICLE MODIFICATIONS

| Service Specification | |
|--|---|
| HCBS Taxonomy | |
| Category 1: | Sub-Category 1: |
| 14: Equipment, Technology, and Modifications | 14020 home and/or vehicle accessibility adaptations |
| Service Definition (Scope): | |
| <p>A. Vehicle modifications are adaptations or alterations to a vehicle that is the participant’s primary means of transportation. Vehicle modifications are designed to accommodate the needs of the participant and enable the participant to integrate more fully into the community and to ensure the health, welfare and safety and integration by removing barriers to transportation.</p> | |

Appendix C: 362

| | |
|----------------|--|
| State: | |
| Effective Date | |

B. Vehicle modifications may include:

1. Assessment services to (a) help determine specific needs of the participant as a driver or passenger, (b) review modification options, and (c) develop a prescription for required modifications of a vehicle;
2. Assistance with modifications to be purchased and installed in a vehicle owned by or a new vehicle purchased by the participant, or legally responsible parent of a minor or other caretaker as approved by DDA;
3. Non-warranty vehicle modification repairs; and
4. Training on use of the modification.

C. Vehicle modifications do not include the purchase of new or used vehicles, general vehicle maintenance or repair, State inspections, insurance, gasoline, fines, tickets, or the purchase of warranties.

SERVICE REQUIREMENTS:

- A. A vehicle modification assessment and/or a driving assessment will be required when not conducted within the last year by the Division of Rehabilitation Services (DORS).
- B. A prescription for vehicle modifications must be completed by a driver rehabilitation specialist or certified driver rehabilitation specialist. The prescription for vehicle modifications applies only to the year/make/model of the vehicle specified on the Vehicle Equipment and Adaptation Prescription Agreement (VEAPA).
- C. The vehicle owner is responsible for:
 1. The maintenance and upkeep of the vehicle; and
 2. Obtaining and maintaining insurance that covers the vehicle modifications.

Appendix C: 363

| | |
|----------------|--|
| State: | |
| Effective Date | |

- D. The program will not correct or replace vehicle modifications provided under the program that have been damaged or destroyed in an accident.
- E. Vehicle modifications are only authorized to vehicles meeting safety standards once modified.
- F. Upon delivery to the participant (including installation), the Vehicle Modification must be in good operating condition and repair in accordance with applicable specifications.
- G. The Program cannot provide assistance with modifications on vehicles not registered under the participant or legally responsible parent of a minor or other primary caretaker. This includes leased vehicles.
- H. Vehicle modification funds cannot be used to purchase vehicles for participants, their families, or legal guardians; however, this service can be used to fund the portion of a new or used vehicle purchase that relates to the cost of accessibility adaptations. In order to fund these types of adaptations, a clear breakdown of purchase price versus adaptation is required.
- I. Vehicle modifications may not be provided in day or employment services provider owned vehicles.
- J. Prior to accessing DDA funding for this service, all other available and appropriate funding sources, including those offered by Maryland Medicaid State Plan, Division of Rehabilitation Services , State Department of Education, and Department of Human Services, must be explored and exhausted to the extent applicable.
 - 1. These efforts must be documented in the participant’s file.
 - 2. If these services are deemed by the participant's person-centered planning team to be inappropriate to meet the specific needs of the participant, the exploration efforts and reasons that these services do not meet the participant's needs shall be documented in the participant's person-centered plan. The DDA has authority to determine if further efforts must be made, and documented, prior to authorization of funding for the service under the Waiver program.

Appendix C: 364

| | |
|----------------|--|
| State: | |
| Effective Date | |

K. To the extent that any listed services are covered under the State plan, the services under the waiver would be limited to additional services not otherwise covered under the State plan, but consistent with waiver objectives of avoiding institutionalization.

L. A legally responsible person, relative, or legal guardian of the participant cannot be paid by the Waiver program, either directly or indirectly, to provide this Waiver program service.

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

Vehicle modifications payment rates for services must be customary, reasonable according to current market values, and may not exceed a total of \$15,000 within a ten-year period.

| | | | | |
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| Service Delivery Method (<i>check each that applies</i>): | <input checked="" type="checkbox"/> | Participant-directed as specified in Appendix E | <input checked="" type="checkbox"/> | Provider managed |
|--|-------------------------------------|---|-------------------------------------|------------------|

| | | | | | | |
|--|--------------------------|----------------------------|--------------------------|----------|--------------------------|----------------|
| Specify whether the service may be provided by (<i>check each that applies</i>): | <input type="checkbox"/> | Legally Responsible Person | <input type="checkbox"/> | Relative | <input type="checkbox"/> | Legal Guardian |
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| Provider Category(s) (<i>check one or both</i>): | <input type="checkbox"/> | Individual. List types: | <input checked="" type="checkbox"/> | Agency. List the types of agencies: |
| | <input type="checkbox"/> | Vehicle Modification Vendor | <input type="checkbox"/> | Organized Health Care Delivery System Provider |
| | <input type="checkbox"/> | | <input type="checkbox"/> | |

Provider Qualifications

| Provider Type: | License (<i>specify</i>) | Certificate (<i>specify</i>) | Other Standard (<i>specify</i>) |
|-----------------------------|----------------------------|--------------------------------|--|
| Vehicle Modification Vendor | | | Individual must complete the DDA provider application and be certified based on compliance with meeting the following standards: 1. Be at least 18 years old; |

Appendix C: 365

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| | | | <p>2. Be a Division of Rehabilitation Services (DORS) approved Vehicle Modification service vendor;</p> <p>3. Complete required orientation and training designated by DDA; For driving assessments, complete person specific pre/in-service training to be aware of the participants communication preferences, sensitivities, and health or behavior strategies so they can adapt training as needed.</p> <p>Complete necessary pre/in-service training based on the Person-Centered Plan and DDA required training prior to service delivery;</p> <p>4. Have three (3) professional references which attest to the provider’s ability to deliver the support/service in compliance with the Department’s values in Annotated Code of Maryland, Health General, Title 7;</p> <p>5. Demonstrate financial integrity through IRS, Department, and Medicaid Exclusion List checks;</p> |
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Appendix C: 366

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
|---|--|--|---|
| | | | <p>6. Have a signed DDA Provider Agreement to Conditions for Participation; and</p> <p>7. Have a signed Medicaid Provider Agreement.</p> <p>The Adapted Driving Assessment specialist who wrote the Adapted Driving Assessment report and the Vehicle Equipment and Adaptation Prescription Agreement (VEAPA) shall ensure the vehicle modification fits the consumer and the consumer is able to safely drive the vehicle with the new adaptations/equipment by conducting an on-site assessment and provide a statement to meet the individual’s needs.</p> |
| <p>Organized Health Care Delivery System Provider</p> | | | <p>Agencies must meet the following standards:</p> <ol style="list-style-type: none"> 1. Be certified or licensed by the DDA to provide at least one Medicaid waiver service; and 2. Complete the DDA provider application to be an Organized Health Care Delivery Services provider. |

Appendix C: 367

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | | |
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| | | | <p>OHCDS providers shall verify the licenses, credentials, and experience of all professionals with whom they contract or employs and have a copy of the same available upon request.</p> <p>OHCDS must ensure the individual or entity performing the service meets the qualifications including:</p> <ol style="list-style-type: none"> 1. DORS approved vendor or DDA certified vendor; 2. VEAPA must be completed by a driver rehabilitation specialist or certified driver rehabilitation specialist; and 3. The adaptive driving assessment specialist who wrote the Adapted Driving Assessment report and the VEAPA shall ensure the vehicle modification fits the consumer and the consumer is able to safely drive the vehicle with the new adaptations/equipment by conducting an on-site assessment and provide a statement as to whether it meets the individual’s needs. |
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Verification of Provider Qualifications

Appendix C: 368

| | |
|----------------|--|
| State: | |
| Effective Date | |

| Provider Type: | Entity Responsible for Verification: | Frequency of Verification |
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| Organized Health Care Delivery System Provider | 1. DDA for verification of the OHCDS 2. OHCDS providers for entities and individuals they contract or employ | 1. DDA – Initial and at least every three years 2. OHCDS providers – prior to service delivery and continuing thereafter |
| Vehicle Modification Vendor | 1. DDA for certified Vehicle Modification Vendor 2. FMCS provider, as described in Appendix E, for participants self-directing services | 1. DDA – Initial and At least every three years 2. FMCS - Prior to service delivery and continuing thereafter |

b. Provision of Case Management Services to Waiver Participants. Indicate how case management is furnished to waiver participants (*select one*):

| | |
|-------------------------------------|--|
| <input type="radio"/> | Not applicable – Case management is not furnished as a distinct activity to waiver participants. |
| <input checked="" type="radio"/> | Applicable – Case management is furnished as a distinct activity to waiver participants. Check each that applies: |
| <input type="checkbox"/> | As a waiver service defined in Appendix C-3 (<i>do not complete C-1-c</i>) |
| <input type="checkbox"/> | As a Medicaid State plan service under §1915(i) of the Act (HCBS as a State Plan Option). <i>Complete item C-1-c.</i> |
| <input checked="" type="checkbox"/> | As a Medicaid State plan service under §1915(g)(1) of the Act (Targeted Case Management). <i>Complete item C-1-c.</i> |

Appendix C: 369

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | | |
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| | <input type="checkbox"/> | As an administrative activity. <i>Complete item C-1-c.</i> |
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c. Delivery of Case Management Services. Specify the entity or entities that conduct case management functions on behalf of waiver participants:

Private community service providers and local Health Departments provide Coordination of Community Service (case management) on behalf of waiver participant as per COMAR 10.09.48 as an administrative service.

Appendix C-2: General Service Specifications

a. Criminal History and/or Background Investigations. Specify the State’s policies concerning the conduct of criminal history and/or background investigations of individuals who provide waiver services-(*select one*):

| | |
|----------|--|
| X | <p>Yes. Criminal history and/or background investigations are required. Specify: (a) the types of positions (e.g., personal assistants, attendants) for which such investigations must be conducted; (b) the scope of such investigations (e.g., state, national); and (c) the process for ensuring that mandatory investigations have been conducted. State laws, regulations and policies referenced in this description are available to CMS upon request through the Medicaid or the operating agency (if applicable):</p> |
| | <p>This section describes the minimum background check and investigation requirements for providers under applicable law. A provider may opt to perform additional checks and investigations as it sees fit.</p> <p>Criminal Background Checks</p> <p>The DDA is seeking to update its regulations regarding Criminal Background Checks, as provided in this Section a. The draft regulations will be subject to notice and comment and other applicable requirements as provided in Maryland’s Administrative Procedure Act,</p> |

Appendix C: 370

| | |
|----------------|--|
| State: | |
| Effective Date | |

codified in Title 10, Subtitle 1 of the State Government Article, prior to finalization. Therefore, the draft regulations, set forth below, may be amended to comply with those requirements.

In the meantime, the current regulations will remain in effect and continue to apply to services covered under this Waiver. The draft regulations, as amended, will apply to services covered under this Waiver once they are effective.

Current Regulations

The DDA’s regulation requires specific providers have criminal background checks prior to services delivery. DDA’s regulations also require that each DDA-licensed and DDA-certified community-based providers complete either: (1) a State criminal history records check via the Maryland Department of Public Safety’s Criminal Justice Information System; or (2) a National criminal background check via a private agency, with whom the provider contracts. If the provider chooses the second option, the criminal background check must pull court or other records “in each state in which [the provider] knows or has reason to know the eligible employee [or contractor] worked or resided during the past 7 years.” The same requirements are required for participants self-directing services as indicated within each service qualification.

The DDA-licensed and certified provider must complete this requirement for all of the provider’s employees and contractors hired to provide direct care. If this background check identifies a criminal history that “indicate[s] behavior potentially harmful” to participants receiving services, then the provider is prohibited from employing or contracting with the individual. See Code of Maryland Regulations (COMAR) 10.22.02.11, Maryland Annotated Code Health-General Article § 19-1901 et seq., and COMAR Title 12, Subtitle 15.

Background screening is required for volunteers who:

- (1) Are recruited as part of an agency’s formal volunteer program; and
- (2) Spend time alone with participants.

Criminal background checks are not required for people who interact with or assist participants as a friend or natural support, by providing assistance with shopping, transportation, recreation, home maintenance and beautification etc.

Appendix C: 371

| | |
|----------------|--|
| State: | |
| Effective Date | |

Draft Regulations

Subject to amendment as part of the process to promulgate regulations, the DDA will require that persons selected by participants with a developmental disability to provide waiver services successfully pass a criminal background check, as detailed herein. A “person” includes an individual, receiver, trustee, guardian, personal representative, fiduciary, or representative of any kind and any partnership, firm, association, corporation, or other entity as set forth in MD. CODE ANN., HEALTH-GEN. § 1-101.

The following individuals must complete a criminal background check:

1. All employees and Board members of a community-based provider providing services under the Traditional Services delivery model;
2. All contractors and volunteers of a community-based provider hired to provide direct care; and
3. All employees and staff of a Participant providing services under the Self-Directed Services delivery model.

Background screening is required for volunteers who:

- (1) Are recruited as part of an agency’s formal volunteer program; and
- (2) Spend time alone with participants.

Criminal background checks are not required for people who interact with or assist participants as a friend or natural support, by providing assistance with shopping, transportation, recreation, home maintenance and beautification etc.

Direct contact is defined as physically present with, or within an immediate distance (such as the same room) of, the individual with a developmental disability.

The following persons will be responsible for ensuring the criminal background check takes place upon hire of each individual who is required to complete a criminal background check:

1. Under the Traditional Services delivery model, the community-based provider; and

Appendix C: 372

| | |
|----------------|--|
| State: | |
| Effective Date | |

2. Under the Self-Directed Services delivery model, the Financial Management and Counseling Services provider.

Each DDA-licensed and DDA-certified community-based provider (including the Financial Management and Counseling Services provider) must provide a copy of the criminal background check of its Executive Director and its Board Members as part of its initial and renewal application to the Department for licensure or certification. Otherwise, the DDA-licensed or DDA-certified community-based provider and Financial Management and Counseling Services provider are responsible for complying with these requirements for each individual hired.

The criminal background check to be conducted must:

1. Be performed by Criminal Justice Information Services in the Maryland Department of Public Safety and Correctional Services; or
2. Be performed by a private agency, meeting certain criteria regarding, their qualifications, the scope of the background check, and whether alerts will be required.

Please note the DDA is in discussion regarding criteria for appropriate private agency(ies) requirement(s) for performing criminal background checks, which will be promulgated in the updated regulations.

An individual will have successfully passed his or her criminal background check if he or she has been convicted, received probation before judgment, or entered a plea of nolo contendere to a felony, crime of moral turpitude (including fraud), theft, financial crimes against a vulnerable adult, or abuse or neglect of a child or vulnerable adult and such final judgment was not entered 10 years ago or less from the date of the individual’s application.

If an alert later notifies the community-based provider or Financial Management and Counseling Services provider that the individual has received subsequently a final judgment that does not meet the requirements to successfully pass a criminal background check, then: (1) he or she must be removed immediately from direct contact with an individual with a developmental disability; and (2) his or her employment, contract, or Board membership must be terminated promptly.

Appendix C: 373

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | |
|-----------------------|--|
| | <p>If an individual knowingly submits false information for his or her criminal background check, then he or she will be disqualified automatically from serving an individual with a developmental disability and will not be permitted to apply again for a period of five years from the date of the initial application containing the false information.</p> <p>Participants enrolled in DDA’s Self-Directed Services delivery model may request that DDA waive these criminal background check requirements. DDA may permit waiver of the criminal background check requirements <i>only if</i> the criminal background check indicates behavior that would not be potentially harmful to an individual with a developmental disability.</p> <p>Child Protective Services Background Clearance</p> <p>The State also maintains a Centralized Confidential Database that contains information about child abuse and neglect investigations conducted by the Maryland State Local Departments of Social Services. Staff engaging in one-to-one interactions with children under the age of 18 must have a Child Protective Services Background Clearance.</p> <p>State Oversight of Compliance with These Requirements</p> <p>The DDA, OLTSS, and OHCQ review providers’ records for completion of criminal background checks, in accordance with these requirements, during surveys, site visits, and investigations. Annually the DDA will review Financial Management and Counseling Services providers’ records for required background checks of staff working for participants enrolled in the Self-Directed Services Delivery Model, described in Appendix E.</p> |
| <input type="radio"/> | <p>No. Criminal history and/or background investigations are not required.</p> |

b. Abuse Registry Screening. Specify whether the State requires the screening of individuals who provide waiver services through a State-maintained abuse registry (*select one*):

| | |
|-----------------------|---|
| <input type="radio"/> | <p>Yes. The State maintains an abuse registry and requires the screening of individuals through this registry. Specify: (a) the entity (entities) responsible for maintaining the abuse registry; (b) the types of positions for which abuse registry screenings must be</p> |
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Appendix C: 374

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | |
|---|---|
| | conducted; and (c) the process for ensuring that mandatory screenings have been conducted. State laws, regulations and policies referenced in this description are available to CMS upon request through the Medicaid agency or the operating agency (if applicable): |
| | |
| X | No. The State does not conduct abuse registry screening. |

c. Services in Facilities Subject to §1616(e) of the Social Security Act. *Select one:*

| | |
|---|---|
| | No. Home and community-based services under this waiver are not provided in facilities subject to §1616(e) of the Act. <i>Do not complete Items C-2-c.i – c.iii.</i> |
| X | Yes. Home and community-based services are provided in facilities subject to §1616(e) of the Act. The standards that apply to each type of facility where waiver services are provided are available to CMS upon request through the Medicaid agency or the operating agency (if applicable). <i>Complete Items C-2-c.i – c.iii.</i> |

i. Types of Facilities Subject to §1616(e). Complete the following table for *each type* of facility subject to §1616(e) of the Act:

| Type of Facility | Waiver Service(s) Provided in Facility | Facility Capacity Limit |
|--------------------------|--|---|
| Residential Habilitation | Community Living – Group Home | Up to four participants unless authorized by the DDA. |

Appendix C: 375

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| Residential Habilitation | Community Living – Enhanced Supports | Up to four participants unless authorized by the DDA. |
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ii. Larger Facilities: In the case of residential facilities subject to §1616(e) that serve four or more individuals unrelated to the proprietor, describe how a home and community character is maintained in these settings.

| |
|---|
| Required information is contained in response to C-5. |
|---|

iii. Scope of Facility Standards. For this facility type, please specify whether the State’s standards address the following (*check each that applies*):

| Standard | Topic Addressed |
|-----------------------------------|-----------------|
| Admission policies | |
| Physical environment | |
| Sanitation | |
| Safety | |
| Staff : resident ratios | |
| Staff training and qualifications | |
| Staff supervision | |

Appendix C: 376

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| Resident rights | |
| Medication administration | |
| Use of restrictive interventions | |
| Incident reporting | |
| Provision of or arrangement for necessary health services | |

When facility standards do not address one or more of the topics listed, explain why the standard is not included or is not relevant to the facility type or population. Explain how the health and welfare of participants is assured in the standard area(s) not addressed:

- d. Provision of Personal Care or Similar Services by Legally Responsible Individuals.** A legally responsible individual is any person who has a duty under State law to care for another person and typically includes: (a) the parent (biological or adoptive) of a minor child or the guardian of a minor child who must provide care to the child or (b) a spouse of a waiver participant. Except at the option of the State and under extraordinary circumstances specified by the State, payment may not be made to a legally responsible individual for the provision of personal care or similar services that the legally responsible individual would ordinarily perform or be responsible to perform on behalf of a waiver participant. *Select one:*

| | |
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| | No. The State does not make payment to legally responsible individuals for furnishing personal care or similar services. |
| X | Yes. The State makes payment to legally responsible individuals for furnishing personal care or similar services when they are qualified to provide the services. Specify: (a) the legally responsible individuals who may be paid to furnish such services and the services they may provide; (b) State policies that specify the circumstances when payment may be authorized for the provision of <i>extraordinary</i> |

Appendix C: 377

| | |
|----------------|--|
| State: | |
| Effective Date | |

care by a legally responsible individual and how the State ensures that the provision of services by a legally responsible individual is in the best interest of the participant; and, (c) the controls that are employed to ensure that payments are made only for services rendered. *Also, specify in Appendix C-3 the personal care or similar services for which payment may be made to legally responsible individuals under the State policies specified here.*

DEFINITIONS:

Extraordinary Care

Extraordinary care means care exceeding the range of activities that a legally responsible individual would ordinarily perform in the household on behalf of a person without a disability or chronic illness of the same age and which is necessary to assure the health and welfare of the participant and avoid institutionalization.

Legally Responsible Person

A legally responsible person is defined as a person who has a legal obligation under the provisions of Maryland law to care for another person. Under Maryland law, this includes a parent (either natural or adoptive), legal guardian, or person otherwise legally responsible for the care of a minor (e.g, foster parent or relative appointed by court).

Spouse

For purposes of this waiver, a spouse is defined as an individual legally married under applicable law to the participant.

Relative

Appendix C: 378

| | |
|----------------|--|
| State: | |
| Effective Date | |

For purposes of this waiver, a relative is defined a natural or adoptive parent, step-parent, child, stepchild, or sibling, who is not also a legal guardian or legally responsible person.

Legal Guardian

For purposes of this waiver, a legal guardian is defined as an individual or entity who has obtained a valid court order stating that the individual is the legal guardian of the person of the participant pursuant to Maryland Annotated Code’s Family Law or Estates & Trusts Articles.

(a) SERVICES THAT MAY BE PROVIDED BY LEGALLY RESPONSIBLE PERSONS

The State makes payment to a legally responsible individual, who is appropriately qualified, for providing extraordinary care for the following services: Community Development Services or Personal Supports.

A legally responsible person may not be paid to provide these Waiver program services if it does not constitute extraordinary care as defined above.

(b) CIRCUMSTANCES WHEN PAYMENT MAY BE MADE

Participant enrolled in the Self-Directed Services Delivery Model (as provided in Appendix E) or Traditional Service Delivery Model may use their legally responsible person to provide services in the following circumstances, as documented in the participant’s Person-Centered Plan (PCP):

1. The proposed provider is the choice of the participant, which is supported by the team;
2. There is a lack of qualified providers to meet the participants needs;

Appendix C: 379

| | |
|----------------|--|
| State: | |
| Effective Date | |

3. When a relative or spouse is not also serving as the participant’s Support Broker or designated representative directing services on behalf of the participant;
4. The legally responsible person provides no more than 40-hours per week of the service that the DDA approves the legally responsible person to provide; and
5. The legally responsible person has the unique ability to meet the needs of the participant (e.g., has special skills or training, like nursing license).

As provided in subsection 3 above, when a legally responsible person, legal guardian, or relative is the Support Broker or designated representative who exercises decision making authority for the participant, then other legal guardians and relatives are not allowed to provide direct care services.

(c) SAFEGUARDS

To ensure the use of a legally responsible person to provide services is in the best interest of the participant, the following criteria must be met and documented in the participant’s Person-Centered Plan (PCP) by the CCS:

1. Choice of the legally responsible person to provide waiver services truly reflects the participant's wishes and desires;
2. The provision of services by the legally responsible person is in the best interests of the participant and their family;
3. The provision of services by the legally responsible person is appropriate and based on the participant’s identified support needs;
4. The services provided by the legally responsible person will increase the participant's independence and community integration;
5. There are documented steps in the PCP that will be taken to expand the participant's circle of support so that they are able to maintain and improve their health, safety, independence, and level of community integration on an ongoing

Appendix C: 380

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | <p>basis should the legally responsible person acting in the capacity of employee be no longer be available;</p> <p>6. A Self Directed Services Participant Agreement that identifies people, beyond family members, who will support the participant in making their own decision, is completed; and</p> <p>7. The legally responsible person must sign a service agreement to provide assurances to DDA that he or she will implement the PCP and provide the services in accordance with applicable federal and State laws and regulations governing the program.</p> <p>In addition, Support Broker Services are required under the self-directed service delivery model, when a relative, legally responsible individual, representative payee, and guardian serve as paid staff in order to assure proper oversight and quality assurance as well as reduce conflicts of interest. (d) STATE’S OVERSIGHT PROCEDURES</p> <p>The DDA will conduct a randomly selected, statistically valid sample of services provided by legally responsible persons to ensure payment is made only for services rendered and the services rendered are in the best interest of the participant.</p> |
|--|--|

e. **Other State Policies Concerning Payment for Waiver Services Furnished by Relatives/Legal Guardians.** Specify State policies concerning making payment to relatives/legal guardians for the provision of waiver services over and above the policies addressed in Item C-2-d. *Select one:*

| | |
|----------------------------------|--|
| <input type="radio"/> | The State does not make payment to relatives/legal guardians for furnishing waiver services. |
| <input checked="" type="radio"/> | The State makes payment to relatives/legal guardians under <i>specific circumstances</i> and only when the relative/guardian is qualified to furnish services. Specify the specific circumstances under which payment is made, the types of relatives/legal guardians to whom payment may be made, and the services for which payment may be made. Specify the controls |

Appendix C: 381

| | |
|----------------|--|
| State: | |
| Effective Date | |

that are employed to ensure that payments are made only for services rendered. *Also, specify in Appendix C-1/C-3 each waiver service for which payment may be made to relatives/legal guardians.*

DEFINITIONS

Relative

For purposes of this waiver, a relative is defined as a natural or adopted parent, step-parent, child, stepchild or sibling who is not also a legal guardian or legally responsible person.

Legal Guardian

For purposes of this waiver, a legal guardian is defined as an individual or entity who has obtained a valid court order stating that the individual is the legal guardian of the person of the participant pursuant to Maryland Annotated Code’s Family Law or Estates & Trusts Articles.

Spouse

For purposes of this waiver, a spouse is defined as an individual legally married under applicable law to the participant.

Legally Responsible Person

A legally responsible person is defined as a person who has a legal obligation under the provisions of Maryland law to care for another person. Under Maryland law, this includes a parent (either natural or adoptive), legal guardian, or person otherwise legally responsible for the care of a minor (e.g., foster parent or relative appointed by court).

CIRCUMSTANCES WHEN PAYMENT MAY BE MADE

Appendix C: 382

| | |
|----------------|--|
| State: | |
| Effective Date | |

A participant enrolled in the Self-Directed Services Delivery Model (as provided in Appendix E) or Traditional Services Delivery Model may use a legal guardian (*who is not a spouse*), who is appropriately qualified, to provide Community Development Services, Support Broker, Nursing Support Services, and Personal Supports.

A participant enrolled in the Self-Directed Services Delivery Model (as provided in Appendix E) or Traditional Services Delivery Model may use a relative (who is not a spouse), who is appropriately qualified, to provide Community Development Services, Personal Supports, Supported Employment, Transportation, Nursing Support Services, and Respite Care Services.

The legal guardian or relative (who is not a spouse) may provide these services in the following circumstances, as documented in the participant’s Person-Centered Plan (PCP):

1. The proposed individual is the choice of the participant, which is supported by the team;
2. Lack of qualified provider to meet the participant’s needs;
3. When another legally responsible person, legal guardian, or relative is not also serving as the participant’s Support Broker or designated representative directing services on behalf of the participant;
4. The legal guardian or relative provides no more than 40- hours per week of the service that that the DDA approves the legally responsible person to provide; and
5. The legal guardian or relative has the unique ability to meet the needs of the participant (e.g., has special skills or training like nursing license).

As provided in subsection 3 above, when a legally responsible person, legal guardian, or relative is the Support Broker or designated representative who exercises decision

Appendix C: 383

| | |
|----------------|--|
| State: | |
| Effective Date | |

making authority for the participant, then other legal guardians and relatives are not allowed to provide services noted above.

SERVICES FOR WHICH PAYMENT MAY BE MADE

As specified in Appendix C-1/C-3 and this Appendix C-2-e, a legal guardian may be paid to furnish the following services: (1) Community Development Services; (2) Nursing Support Services; and (3) Personal Supports.

As specified in Appendix C-1/C-3 and this Appendix C-2-e, a relative may be paid to furnish the following services: (1) Community Development Services; (2) Personal Supports; (3) Respite Care; (4) Support Broker; (5) Transportation; (6) Nursing Support Services(7) Supported Employment

Safeguards

To ensure the use of a legal guardian or relative (who is not a spouse) to provide services is in the best interest of the participant, the following criteria must be met and documented in the participant’s Person-Centered Plan (PCP):

1. Choice of the legal guardian or relative as the provider truly reflects the participant's wishes and desires;
2. The provision of services by the legal guardian or relative is in the best interests of the participant and their family;
3. The provision of services by the legal guardian or relative is appropriate and based on the participant’s identified support needs;
4. The services provided by the legal guardian or relative will increase the participant's independence and community integration;
5. There are documented steps in the PCP that will be taken to expand the participant's circle of support so that they are able to maintain and improve his or her health, safety, independence, and level of community integration on an

Appendix C: 384

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | |
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| | <p>ongoing basis should the legal guardian or relative acting in the capacity of employee be no longer be available;</p> <p>6. A written agreement that identifies people, beyond family members, who will support the participant in making his or her own decision, is completed; and</p> <p>7. The legal guardian or relative must sign a service agreement to provide assurances to DDA that they will implement the PCP and provide the services in accordance with applicable federal and State laws and regulations governing the program.</p> <p>In addition, Support Broker Services are required under the self-directed service delivery model, when a relative, legally responsible individual, representative payee, and guardian serve as paid staff in order to assure proper oversight and quality assurance as well as reduce conflicts of interest.</p> <p>STATE’S OVERSIGHT PROCEDURES</p> <p>Annually, the DDA will conduct a randomly selected, statistically valid sample of services provided by legal guardians and relatives to ensure payment is made only for services rendered and the services rendered are in the best interest of the participant.</p> |
| <input type="radio"/> | <p>Relatives/legal guardians may be paid for providing waiver services whenever the relative/legal guardian is qualified to provide services as specified in Appendix C-1/C-3.</p> <p>Specify the controls that are employed to ensure that payments are made only for services rendered.</p> |
| <input type="radio"/> | <p>Other policy. <i>Specify:</i></p> |

Appendix C: 385

| | |
|----------------|--|
| State: | |
| Effective Date | |

- f. Open Enrollment of Providers.** Specify the processes that are employed to assure that all willing and qualified providers have the opportunity to enroll as waiver service providers as provided in 42 CFR §431.51:

The DDA is working with provider associations, current Community Pathways Waiver service providers, and family support service providers to share information about new opportunities to deliver services to waiver participants.

The DDA website includes:

1. The DDA Policy - Application and Approval Processes for Qualified Supports/Services Providers in DDA’s Waivers. This policy a) Describes specific requirements for completion and submission of initial and renewal applications for prospective providers seeking DDA approval to render supports, services and/or goods under DDA's Waivers, b) Provides definition and eligibility requirements for qualified service professionals regarding each support or service rendered under each support waiver, and c) Delineates actions taken by the DDA following receipt of an applicant’s information and provides timelines for review and approval or disapproval of an application. Once an applicant submits their application, the policy requires that upon receipt of an application, the applicable DDA rater review it within 30 days and an approval or disapproval letter is sent.
2. Eligibility Requirements for Qualified Supports and Services Providers - A document that describes each support and/or service and the specific eligibility criteria required to render the support/service which is an attachment for the policy.
3. Instructions for Completing the Provider Application - Interested applicants may download or request a hard copy from the DDA Regional Office the following:
 - a) DDA Application to Render Supports and Services in DDA’s Waivers;
 - b) DDA Application to Provide Behavioral Supports and Services; and
 - c) Provider Agreement to Conditions of Participation - A document that lists regulatory protection and health requirements, and other policy requirements

Appendix C: 386

| | |
|----------------|--|
| State: | |
| Effective Date | |

that prospective providers must agree and comply with to be certified by the DDA as a qualified service provider in the supports waivers;

4. Provider Checklist Form – A checklist form which applicants must use to ensure that they have included all required information in their applications; and
5. Frequently Anticipated Questions (FAQs) and Answers - A document which provides quick access to general applicant information.

Interested community agencies and other providers can submit the DDA application and required attachments at any time. For services that require a DDA license, applicants that meet requirements are then referred to the Office of Health Care Quality to obtain the license.

Quality Improvement: Qualified Providers

As a distinct component of the State’s quality improvement strategy, provide information in the following fields to detail the State’s methods for discovery and remediation.

a. Methods for Discovery: Qualified Providers

The state demonstrates that it has designed and implemented an adequate system for assuring that all waiver services are provided by qualified providers.

i. Sub-Assurances:

a. Sub-Assurance: The State verifies that providers initially and continually meet required licensure and/or certification standards and adhere to other standards prior to their furnishing waiver services.

i. Performance Measures

For each performance measure the State will use to assess compliance with the statutory assurance complete the following. Where possible, include numerator/denominator.

Appendix C: 387

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| State: | |
| Effective Date | |

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| Performance Measure: | | <i>QP-PM1 Number and percent of newly enrolled waiver providers who meet required licensure, regulatory and applicable waiver standards prior to service provision. Numerator = number of newly enrolled waiver providers who meet required licensure, regulatory and applicable waiver standards prior to service provision. Denominator = number of newly enrolled Community Pathways Waiver licensed provider reviewed.</i> | |
| Data Source (Select one) (Several options are listed in the on-line application): <i>Other</i> | | | |
| If 'Other' is selected, specify: <i>OHCQ Record Review, DDA Provider Services, and/or QIO</i> | | | |
| | Responsible Party for data collection/generation (check each that applies) | Frequency of data collection/generation: (check each that applies) | Sampling Approach (check each that applies) |
| | <input type="checkbox"/> State Medicaid Agency | <input type="checkbox"/> Weekly | <input type="checkbox"/> 100% Review |
| | <input checked="" type="checkbox"/> Operating Agency | <input type="checkbox"/> Monthly | <input checked="" type="checkbox"/> Less than 100% Review |
| | <input type="checkbox"/> Sub-State Entity | <input checked="" type="checkbox"/> Quarterly | <input checked="" type="checkbox"/> Representative Sample; Confidence Interval = |
| | <input checked="" type="checkbox"/> Other Specify: | <input type="checkbox"/> Annually | 95% +/-5% |
| | <i>OHCQ New Applicant Tracking Sheet</i> | <input type="checkbox"/> Continuously and Ongoing | <input type="checkbox"/> Stratified: Describe Group: |
| | <i>Quality Improvement Organization (QIO)</i> | <input type="checkbox"/> Other Specify: | |
| | | | <input type="checkbox"/> Other Specify: |
| | | | |

Data Aggregation and Analysis

Appendix C: 388

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| State: | |
| Effective Date | |

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| Responsible Party for data aggregation and analysis <i>(check each that applies)</i> | Frequency of data aggregation and analysis: <i>(check each that applies)</i> |
| <input type="checkbox"/> State Medicaid Agency | <input type="checkbox"/> Weekly |
| <input checked="" type="checkbox"/> Operating Agency | <input type="checkbox"/> Monthly |
| <input type="checkbox"/> Sub-State Entity | <input checked="" type="checkbox"/> Quarterly |
| <input checked="" type="checkbox"/> Other Specify: | <input type="checkbox"/> Annually |
| QIO | <input type="checkbox"/> Continuously and Ongoing |
| | <input type="checkbox"/> Other Specify: |
| | |

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| Performance Measure: | <i>QP-PM2 Number and percent of providers who continue to meet required licensure and initial QP standards. Numerator = number of providers who continue to meet required licensure and initial QP standards. Denominator= Total number of enrolled Community Pathways Waiver enrolled licensed providers reviewed.</i> |
|-----------------------------|---|

Data Source (Select one) (Several options are listed in the on-line application): Other
If 'Other' is selected, specify: OHCQ, New Applicant Tracking Sheet DDA Provider Services, and/or QIO

| | Responsible Party for data collection/generation <i>(check each that applies)</i> | Frequency of data collection/generation : <i>(check each that applies)</i> | Sampling Approach <i>(check each that applies)</i> |
|--|---|--|--|
| | <input type="checkbox"/> State Medicaid Agency | <input type="checkbox"/> Weekly | <input type="checkbox"/> 100% Review |
| | <input checked="" type="checkbox"/> Operating Agency | <input type="checkbox"/> Monthly | <input checked="" type="checkbox"/> Less than 100% Review |

Appendix C: 389

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | <input type="checkbox"/> <i>Sub-State Entity</i> | <input checked="" type="checkbox"/> <i>Quarterly</i> | <input checked="" type="checkbox"/> <i>Representative Sample; Confidence Interval =</i> |
| | <input checked="" type="checkbox"/> <i>Other Specify:</i> | <input type="checkbox"/> <i>Annually</i> | 95% +/-5% |
| | <i>OHCQ License renewal application tracking sheet</i> | <input type="checkbox"/> <i>Continuously and Ongoing</i> | <input type="checkbox"/> <i>Stratified: Describe Group:</i> |
| | Quality Improvement Organization (QIO) | <input type="checkbox"/> <i>Other Specify:</i> | |
| | | | <input type="checkbox"/> <i>Other Specify:</i> |
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Data Aggregation and Analysis

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| <i>Responsible Party for data aggregation and analysis (check each that applies)</i> | <i>Frequency of data aggregation and analysis: (check each that applies)</i> |
| <input type="checkbox"/> <i>State Medicaid Agency</i> | <input type="checkbox"/> <i>Weekly</i> |
| <input checked="" type="checkbox"/> <i>Operating Agency</i> | <input type="checkbox"/> <i>Monthly</i> |
| <input type="checkbox"/> <i>Sub-State Entity</i> | <input checked="" type="checkbox"/> <i>Quarterly</i> |
| <input checked="" type="checkbox"/> <i>Other Specify:</i> | <input type="checkbox"/> <i>Annually</i> |
| Quality Improvement Organization (QIO) | <input type="checkbox"/> <i>Continuously and Ongoing</i> |
| | <input type="checkbox"/> <i>Other Specify:</i> |

Appendix C: 390

| | |
|----------------|--|
| State: | |
| Effective Date | |

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b Sub-Assurance: The State monitors non-licensed/non-certified providers to assure adherence to waiver requirements.

i. Performance Measures

For each performance measure the State will use to assess compliance with the statutory assurance complete the following. Where possible, include numerator/denominator.

| | | | |
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| Performance Measure: | <i>QP-PM3 Number and percent of newly enrolled certified waiver providers who meet regulatory and applicable waiver standards prior to service provision. Numerator = number of newly enrolled certified waiver providers who meet regulatory and applicable waiver standards prior to service provision. Denominator= number of newly enrolled certified waiver providers reviewed.</i> | | |
| Data Source (Select one) (Several options are listed in the on-line application): <i>Other</i> | | | |
| If 'Other' is selected, specify: <i>Provider Application Packet, DDA Provider Services, and/or QIO</i> | | | |
| | Responsible Party for data collection/generation <i>(check each that applies)</i> | Frequency of data collection/generation: <i>(check each that applies)</i> | Sampling Approach <i>(check each that applies)</i> |
| | <input type="checkbox"/> <i>State Medicaid Agency</i> | <input type="checkbox"/> <i>Weekly</i> | <input type="checkbox"/> <i>100% Review</i> |
| | <input checked="" type="checkbox"/> <i>Operating Agency</i> | <input type="checkbox"/> <i>Monthly</i> | <input checked="" type="checkbox"/> <i>Less than 100% Review</i> |
| | <input type="checkbox"/> <i>Sub-State Entity</i> | <input checked="" type="checkbox"/> <i>Quarterly</i> | <input checked="" type="checkbox"/> <i>Representative Sample; Confidence Interval =95</i> |
| | <input checked="" type="checkbox"/> <i>Other</i> <i>Specify:</i> | <input type="checkbox"/> <i>Annually</i> | <i>95% +/-5%</i> |
| | <input type="checkbox"/> <i>Quality Improvement Organization (QIO)</i> | <input type="checkbox"/> <i>Continuously and Ongoing</i> | <input type="checkbox"/> <i>Stratified: Describe Group:</i> |
| | | <input type="checkbox"/> <i>Other</i> <i>Specify:</i> | |
| | | | <input type="checkbox"/> <i>Other Specify:</i> |

Appendix C: 391

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|----------------|--|
| State: | |
| Effective Date | |

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| Performance Measure: | <i>QP-PM4 Number and percent of certified waiver providers that continue to meet regulatory and applicable waiver standards. Numerator = number of certified waiver providers that continue to meet regulatory and applicable waiver standards. Denominator= number of enrolled certified waiver providers reviewed.</i> |
|-----------------------------|--|

Data Source (Select one) (Several options are listed in the on-line application): *Other*

If 'Other' is selected, specify: *Provider Renewal Application Packet, DDA Provider Services, and/or QIO*

| | Responsible Party for data collection/generation <i>(check each that applies)</i> | Frequency of data collection/generation: <i>(check each that applies)</i> | Sampling Approach <i>(check each that applies)</i> |
|--|---|---|--|
| | <input type="checkbox"/> State Medicaid Agency | <input type="checkbox"/> Weekly | <input type="checkbox"/> 100% Review |
| | <input checked="" type="checkbox"/> Operating Agency | <input type="checkbox"/> Monthly | <input checked="" type="checkbox"/> Less than 100% Review |
| | <input type="checkbox"/> Sub-State Entity | <input checked="" type="checkbox"/> Quarterly | <input checked="" type="checkbox"/> Representative Sample; Confidence Interval =95 |
| | <input checked="" type="checkbox"/> Other <i>Specify:</i> | <input type="checkbox"/> Annually | 95% +/-5% |
| | Quality Improvement Organization (QIO) | <input type="checkbox"/> Continuously and Ongoing | <input type="checkbox"/> Stratified: <i>Describe Group:</i> |
| | | <input type="checkbox"/> Other <i>Specify:</i> | |
| | | | <input type="checkbox"/> Other <i>Specify:</i> |
| | | | |

Data Aggregation and Analysis

Appendix C: 392

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| Responsible Party for data aggregation and analysis <i>(check each that applies)</i> | Frequency of data aggregation and analysis: <i>(check each that applies)</i> |
| <input type="checkbox"/> State Medicaid Agency | <input type="checkbox"/> Weekly |
| <input checked="" type="checkbox"/> Operating Agency | <input type="checkbox"/> Monthly |
| <input type="checkbox"/> Sub-State Entity | <input checked="" type="checkbox"/> Quarterly |
| <input checked="" type="checkbox"/> Other Specify: | <input type="checkbox"/> Annually |
| Quality Improvement Organization (QIO) | <input type="checkbox"/> Continuously and Ongoing |
| | <input type="checkbox"/> Other Specify: |
| | |

Add another Performance measure (button to prompt another performance measure)

c Sub-Assurance: The State implements its policies and procedures for verifying that provider training is conducted in accordance with state requirements and the approved waiver.

i. Performance Measures

For each performance measure the State will use to assess compliance with the statutory assurance complete the following. Where possible, include numerator/denominator.

| | |
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| Performance Measure: | <i>QP-PM5 Number and percent of enrolled licensed providers who meet training requirements in accordance with the approved waiver. Numerator = number of enrolled licensed providers who meet training requirements in accordance with the approved waiver. Denominator = number of enrolled licensed providers reviewed.</i> |
| Data Source (Select one) (Several options are listed in the on-line application): | <i>Other</i> |
| | <i>If 'Other' is selected, specify: OHCQ Record Review, DDA Provider Services, QIO</i> |
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Appendix C: 393

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | Responsible Party for data collection/generation <i>(check each that applies)</i> | Frequency of data collection/generation: <i>(check each that applies)</i> | Sampling Approach <i>(check each that applies)</i> |
|--|---|---|---|
| | <input type="checkbox"/> State Medicaid Agency | <input type="checkbox"/> Weekly | <input type="checkbox"/> 100% Review |
| | <input checked="" type="checkbox"/> Operating Agency | <input type="checkbox"/> Monthly | <input checked="" type="checkbox"/> Less than 100% Review |
| | <input type="checkbox"/> Sub-State Entity | <input checked="" type="checkbox"/> Quarterly | <input checked="" type="checkbox"/> Representative Sample; Confidence Interval = 95 |
| | <input checked="" type="checkbox"/> Other Specify: | <input type="checkbox"/> Annually | 95% +/-5% |
| | OHCQ Renewal Application Data | <input type="checkbox"/> Continuously and Ongoing | <input type="checkbox"/> Stratified: Describe Group: |
| | Quality Improvement Organization (QIO) | <input type="checkbox"/> Other Specify: | |
| | | | <input type="checkbox"/> Other Specify: |
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| | |
|-----------------------------|---|
| Performance Measure: | <i>QP-PM6 Number and percent of certified waiver providers who meet training requirements in accordance with the approved waiver. Numerator = number of certified waiver providers who meet training requirements in accordance with the approved waiver. Denominator = number of enrolled certified waiver providers reviewed.</i> |
|-----------------------------|---|

Data Source (Select one) (Several options are listed in the on-line application): *Other*

If 'Other' is selected, specify: *Certified Provider Data, Provider Services, QIO*

| | Responsible Party for data collection/generation <i>(check each that applies)</i> | Frequency of data collection/generation: <i>(check each that applies)</i> | Sampling Approach <i>(check each that applies)</i> |
|--|---|---|--|
| | | | |

Appendix C: 394

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | | | |
| | <input type="checkbox"/> State Medicaid Agency | <input type="checkbox"/> Weekly | <input type="checkbox"/> 100% Review |
| | X Operating Agency | <input type="checkbox"/> Monthly | X Less than 100% Review |
| | <input type="checkbox"/> Sub-State Entity | X Quarterly | X Representative Sample; Confidence Interval = 95 |
| | x Other Specify: | <input type="checkbox"/> Annually | 95% +/-5% |
| | Quality Improvement Organization (QIO) | <input type="checkbox"/> Continuously and Ongoing | <input type="checkbox"/> Stratified: Describe Group: |
| | | <input type="checkbox"/> Other Specify: | |
| | | | <input type="checkbox"/> Other Specify: |
| | | | |

Data Aggregation and Analysis

| Responsible Party for data aggregation and analysis <i>(check each that applies)</i> | Frequency of data aggregation and analysis: <i>(check each that applies)</i> |
|--|--|
| <input type="checkbox"/> State Medicaid Agency | <input type="checkbox"/> Weekly |
| X Operating Agency | <input type="checkbox"/> Monthly |
| <input type="checkbox"/> Sub-State Entity | X Quarterly |
| x Other Specify: | <input type="checkbox"/> Annually |
| Quality Improvement Organization (QIO) | <input type="checkbox"/> Continuously and Ongoing |
| | <input type="checkbox"/> Other Specify: |
| | |

Appendix C: 395

| | |
|----------------|--|
| State: | |
| Effective Date | |

b. Methods for Remediation/Fixing Individual Problems

- © Describe the State’s method for addressing individual problems as they are discovered. Include information regarding responsible parties and GENERAL methods for problem correction. In addition, provide information on the methods used by the State to document these items.

Participants self-directing their services may request assistance from the Advocacy Specialist or the DDA Self-Direction lead staff. The DDA staff will document encounters.

The DDA’s Provider Services staff provides technical assistance and support on an on-going basis to licensed and certified providers and will address specific remediation issues. Based on the identified issues, a variety of remediation strategies may be used including conference call, letter, in person meeting, and training. These remediation efforts will be documented in the provider’s file.

ii Remediation Data Aggregation

| Remediation-related Data Aggregation and Analysis (including trend identification) | Responsible Party (check each that applies) | Frequency of data aggregation and analysis: (check each that applies) |
|---|--|--|
| | <input type="checkbox"/> State Medicaid Agency | <input type="checkbox"/> Weekly |
| | <input checked="" type="checkbox"/> Operating Agency | <input type="checkbox"/> Monthly |
| | <input type="checkbox"/> Sub-State Entity | <input checked="" type="checkbox"/> Quarterly |
| | <input checked="" type="checkbox"/> Other: Specify: | <input type="checkbox"/> Annually |
| | Quality Improvement Organization (QIO) | <input type="checkbox"/> Continuously and Ongoing |
| | | <input type="checkbox"/> Other: Specify: |
| | | |

d. Timelines

When the State does not have all elements of the Quality Improvement Strategy in place, provide timelines to design methods for discovery and remediation related to the assurance of Qualified Providers that are currently non-operational.

Appendix C: 396

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| <input type="radio"/> | No |
| <input checked="" type="radio"/> | <p>Yes</p> <p>Please provide a detailed strategy for assuring Qualified Providers, the specific timeline for implementing identified strategies, and the parties responsible for its operation.</p> <p>To improve compliance with the Qualified Provider performance measures, the below quality improvement activities will be implemented.</p> <ol style="list-style-type: none"> 1. Measure: DDA Licensed Providers continue to meet required licensure and standards: <ol style="list-style-type: none"> a. The DDA’s Provider Services staff will notify providers via email at least 90 days prior to the DDA license approval expiration date to submit the renewal application. Technical assistance will be available throughout the process. b. The DDA’s Provider Services staff will meet with providers 75–90 days prior to the renewal date to review a new provider self-assessment tool to assess current status, updates, challenges, and concerns related to their renewal application, Program Service Plan(s), Quality Assurance Plan, Community Settings, incident reporting, and provider performance. Technical assistance will be provided, and remediation strategies and due dates developed as applicable. c. The DDA’s Regional Offices will meet with the provider’s Executive Director/Chief Executive Officer and Board President for all providers that have not submitted their application for renewals 60 days prior to the expiration date. The meeting will include the provider’s proposed workplan with milestones and due dates. Meetings may also be scheduled to discuss other provider specific concerns. |

Appendix C: 397

| | |
|----------------|--|
| State: | |
| Effective Date | |

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| | <ul style="list-style-type: none"> d. The DDA’s Director of Provider Services will track, monitor, and report findings and trends to DDA management; and e. The DDA will share the renewal application with OHCQ, upon receipt from the provider for a simultaneous dual review of all documents. <p>2. Measure: Licensed providers staff meet training requirements</p> <ul style="list-style-type: none"> a. To ensure provider staff have required training, the DDA Providers Services team will collect training attestations for each provider quarterly. b. DDA’s Provider Services team will statistical random sample in each region to confirm compliance. |
|--|--|

Appendix C-4: Additional Limits on Amount of Waiver Services

Additional Limits on Amount of Waiver Services. Indicate whether the waiver employs any of the following additional limits on the amount of waiver services (*check each that applies*).

| | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Not applicable – The State does not impose a limit on the amount of waiver services except as provided in Appendix C-3. |
| <input type="checkbox"/> | Applicable – The State imposes additional limits on the amount of waiver services. |

When a limit is employed, specify: (a) the waiver services to which the limit applies; (b) the basis of the limit, including its basis in historical expenditure/utilization patterns and, as applicable, the processes and methodologies that are used to determine the amount of the limit to which a participant’s services are subject; (c) how the limit will be adjusted over the course of the waiver period; (d) provisions for adjusting or making exceptions to the limit based on participant health and welfare needs or other factors specified by the state; (e) the safeguards that are in effect when the amount of the limit is insufficient to meet a participant’s needs; and, (f) how participants are notified of the amount of the limit.

Appendix C: 398

| | |
|----------------|--|
| State: | |
| Effective Date | |

| | |
|--------------------------|---|
| <input type="checkbox"/> | Limit(s) on Set(s) of Services. There is a limit on the maximum dollar amount of waiver services that is authorized for one or more sets of services offered under the waiver. <i>Furnish the information specified above.</i> |
| <input type="checkbox"/> | Prospective Individual Budget Amount. There is a limit on the maximum dollar amount of waiver services authorized for each specific participant. <i>Furnish the information specified above.</i> |
| <input type="checkbox"/> | Budget Limits by Level of Support. Based on an assessment process and/or other factors, participants are assigned to funding levels that are limits on the maximum dollar amount of waiver services. <i>Furnish the information specified above.</i> |
| <input type="checkbox"/> | Other Type of Limit. The State employs another type of limit. <i>Describe the limit and furnish the information specified above.</i> |
| | |

Appendix C-5: Home and Community-Based Settings

Explain how residential and non-residential settings in this waiver comply with federal HCB Settings requirements at 42 CFR 441.301(c)(4)-(5) and associated CMS guidance. Include:

1. Description of the settings and how they meet federal HCB Settings requirements, at the time of submission and in the future.
2. Description of the means by which the state Medicaid agency ascertains that all waiver settings meet federal HCB Setting requirements, at the time of this submission and ongoing.

The Community Pathways Waiver services include various employment, meaningful day, and support services. All services provided within the waiver will be in accordance with all applicable regulations. The State incorporated the federal home and community-based setting requirements into the Annotated Code of Maryland Regulations (COMAR) 10.09.36.03-1 Conditions for Participation — Home and Community-Based Settings, which notes: “Effective January 1, 2018, to be enrolled as a provider of services authorized under §§1915(c) or 1915(i) of the Social Security Act, the provider shall comply with the provisions of

Appendix C: 399

| | |
|----------------|--|
| State: | |
| Effective Date | |

§§D—F of this regulation and 42 CFR 441.301(c)(4).” and includes specific provider requirements.

(Reference: <http://www.dsd.state.md.us/comar/comarhtml/10/10.09.36.03-1.htm>)

~~Waiver services are provided in the community or the individual’s own home, with the exception of the following services for which are site-based services:~~

All new providers must comply with the HCB settings requirement prior to enrollment as a new waiver service provider and ongoing. As part of the application process to become a Medicaid provider under the Community Pathways Waiver, the DDA will review and assess for compliance with specific staff, service, and license requirements. Prior to final approval and Medicaid provider enrollment, the DDA will conduct site visits for site-based services to confirm compliance with the HCB settings requirements.

As per Annotated Code of Maryland Regulations (COMAR) 10.09.36.03-1 Conditions for Participation — Home and Community-Based Settings, any modification of the rights or conditions under §§D and E of this regulation shall be supported by a specific assessed need and justified in the person-centered services plan in accordance with 42 CFR 441.301(c)(2)(xiii).

Ongoing assessment is part of the annual person-centered service planning and provider performance reviews. Coordinators of Community Services assess participants' service setting for compliance with HCBS settings requirements. OLTSS and the DDA staff assess provider performance and ongoing compliance.

Appendix C: 400

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| State: | |
| Effective Date | |