



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

Larry Hogan, Governor - Boyd Rutherford, Lt. Governor - Van Mitchell, Secretary

Date: August 21, 2015

To: DDA Residential Providers

From: Valerie A. Roddy *VAR*
Deputy Director for Fiscal and Operations

Subject: CTC Discrepancies in PCIS2 and FY2015 Non-Collectible Client Fees

It has been brought to our attention that there can be discrepancies between the CTC amounts listed in the following locations of PCIS2:

- 1) Monthly CTC forms completed by providers
- 2) The Earned payment detail
- 3) The CTC FY15 and Forward Report

To date, providers have been instructed to collect based on item #1 which should equal item #2 unless an error update was processed after payment or an individual did not receive enough service to cover the contribution to care amount. The third report changes based on new data from Medicaid and should only be used as a reliable source of information for the current month. As a result, providers should do the following:

- 1) Continue collecting CTC based on the monthly CTC forms
- 2) Report non-collectible CTC on the basis of the monthly CTC forms

In keeping with this guidance, invoices for the FY15 Non-Collected Client Fees should be based on the monthly CTC forms. Given the lack of clarity around this topic, these invoices will now be due on September 18, 2015.

C: Regional Office Directors
Regional Fiscal Officers
Maryland Association of Community Services

