



STATE OF MARYLAND

DHMH

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Maryland Department of Health and Mental Hygiene

201 W. Preston Street • Baltimore, Maryland 21201

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – Joshua M. Sharfstein, M.D., Secretary

Developmental Disabilities Administration

Bernard Simons, Executive Director

MEMORANDUM

Transmittal # DDA2014015

Date: August 22, 2014

To: Resource Coordination

CC: DDA Assistant Directors  
DDA Regional and Deputy Directors

From: Bernard Simons, Executive Director

Re: Resource Coordinator Responsibilities Regarding Completion of the IIRS

THIS LETTER IS AVAILABLE IN ACCESSIBLE FORMATS, TO REQUEST ANOTHER FORMAT, PLEASE CONTACT DDA AT [HELPDESK.DDA@MARYLAND.GOV](mailto:HELPDESK.DDA@MARYLAND.GOV).

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The purpose of this memo is to make clear the role of the resource coordinator in collecting and making available the necessary documentation required by the contractor completing the Individual Indicator Rating Scale (IIRS).

Once contacted by the IIRS contractor, Supports Network, Inc., it is the responsibility of the resource coordinator to identify, locate, and acquire all required updated documentation needed by the contractor for the timely completion of the IIRS Assessment.

The Assessment results and level of need matrix scores are used to determine the individual's level of services and are based solely upon documentation that is submitted as part of the IIRS referral packet. Supports Network, Inc., is reliant upon the resource coordinator, to ensure that the IIRS referral packet is complete for each individual entering DDA funded services.

The attached "Reference Guidelines for Resource Coordinators: Individual Indicator Rating Scale" provides details on roles and responsibilities. Additional guidelines around the resource coordinator's monitoring responsibilities may be found in the Guide on Monitoring and Follow-Up issued in February 2014.

To ensure smooth implementation of these procedures, please distribute these guidelines to all resource coordinators in your agency as soon as possible. Training will be made available and scheduling information will be sent out shortly.

If you have any questions, please send them to Claire Ferguson at [claire.ferguson@maryland.gov](mailto:claire.ferguson@maryland.gov).