



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene
Developmental Disabilities Administration (DDA)

201 W. Preston Street • Baltimore, Maryland 21201

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

MEMORANDUM

Transmittal # DDA2013008

Date: December 11, 2013

To: Resource Coordinators

CC: DDA Assistant Directors
DDA Regional
DDA Deputy Regional Directors
DDA Providers

From: Valerie Roddy, Deputy Director *VR*

Re: **WC12 Form Additional Guidance**

THIS LETTER IS AVAILABLE IN ACCESSIBLE FORMATS. TO REQUEST ANOTHER FORMAT, PLEASE CONTACT DDA.CFO@MARYLAND.GOV.

WC12 form processing guidance was provided with the implementation of the Service Funding Process (SFP) Operating Procedure, however it has come to the DDA's attention that additional guidance is required for WC12 forms that do not directly relate to the SFP process. This memo seeks to provide clarification and instruction on submitting WC12 forms.

Additional Guidance on WC12 forms that Do Not Require SFPs

All WC12 forms that do not require an SFP must be submitted by resource coordinators directly to the regional office waiver units. The regional office will submit the form to the appropriate department thereafter. Examples of these circumstances are provided below:

1. Reduction in services, Form C
2. Nursing home admittances, Form A
3. Chronic Rehabilitation Facility admittances, Form A
4. Site/Provider changes, Form A
5. Discharges from services, Form B

6. Discharges from the waiver program, Form B

Clarification on Submitting WC12 Forms as outlined in the New SFP Operating Procedure

Specific to the WC12-A form, the resource coordinators must complete all fields on the WC12 form A, with the exception of the effective date. The effective date will be filled in by the regional office. All other WC12 forms should be completed in their entirety.

Please also continue to follow existing guidelines on when and what form to complete when reporting certain waiver activities.

If you have any other questions regarding the processing of WC12 forms, please email DDA.CFO@maryland.gov.