



STATE OF MARYLAND

DHMH

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

Patrick Dooley, Acting Executive Director

MEMORANDUM

Transmittal #DDA2014004

Date: April 3, 2014

To: DDA Residential Providers

From: Patrick Dooley
Acting Executive Director

Re: **Changes to the New Contribution to Cost of Care Procedures and Implementation Schedule**

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

As the Developmental Disabilities Administration (DDA) has worked to implement required changes to the Contribution to Cost of Care (CTC) calculation, additional challenges have been identified. These challenges require the DDA to adjust prior guidance and the stated implementation schedule. The changes reflect clarified guidance from the Office of the Attorney General and are responsive to the concerns expressed by the stakeholder community. The table below highlights new CTC requirements against the previously provided guidance.

Modifications to Prior Instructions for New Contribution to Care Procedures			
Past Procedure / Guidance	New Procedure	Effective Date	Additional Actions
The Eligibility Determination Division (formally DEWS) calculated CTC will be used beginning on 4/1/14 and these amounts will be reflected in PCIS2	Providers will continue using the existing PCIS2 form until new guidance is provided.	April 1, 2014	<ul style="list-style-type: none">Adjust the CTC so that no more than \$375 is collected from categorically eligible and non-waiver individuals (representing the maximum room and board contribution)Contact DDA's Help Desk with questions related to an individual's eligibility group
Collection of CTC from ineligible individuals	Do not collect CTC from ineligible individuals	January 1, 2014	<ul style="list-style-type: none">Return any CTC collected from waiver ineligible participants after January 1,

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			<p>2014</p> <ul style="list-style-type: none"> • Update PCIS2 CTC form to reflect \$375 in CTC • Only collect room and board if there is an explicit provider agreement detailing the cost of and billing for room and board for that resident
Individuals are paying HUD subsidized rent to their provider and room and board (the combined total could exceed \$375)	HUD voucher recipients may only pay up to \$375 for room and board. If the voucher is more than \$375, then the provider must pay the remaining balance	January 1, 2014	<ul style="list-style-type: none"> • Return any room and board funds collected in excess of \$375 after January 1, 2014 • Update PCIS2 CTC form to reflect collecting no more than \$375 for room and board
Individuals are paying HUD subsidized rent to 3 rd parties and room and board to their provider (the combined total could exceed \$375)	If the individual's HUD subsidized rent is less than \$375, then the provider may only collect the difference (i.e. if the individual's rent is \$200, a provider may collect up to \$175). If the individual's HUD subsidized rent is \$375 or more, then the provider cannot collect any room and board.	January 1, 2014	<ul style="list-style-type: none"> • Return any room and board funds collected in excess of \$375 after January 1, 2014 • Update PCIS2 CTC form to reflect what should have been collected
Still collect outstanding balances for CTC from categorically eligible individuals for prior years	Do not collect any outstanding CTC balances from prior years for categorically eligible and ineligible individuals	Immediately	<ul style="list-style-type: none"> • Report any uncollected prior-year CTC on the FY14 cost report. • This will be factored in to the end of year reconciliation

The DDA is in the process of developing policies and procedures that will outline detailed instructions and guidelines on how to process each of the scenarios listed above. At the present time, providers should complete the actions listed above.

In addition, the DDA will provide additional guidance as soon as it is available with regards to changes to the calculation of CTC and the original plan to move to the Eligibility Determination Division (formally DEWS) calculated CTC.

If you have any further questions or comments regarding this memorandum, please send them to DDA.CFO@maryland.gov with a subject title of "Contribution to Care."