



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

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

Memorandum

To: DDA Licensed Service Providers
DDA Coordination of Community Services Providers
Fiscal Management Service Providers
Support Brokers

From: Bernard Simons, Deputy Secretary, DDA

Date: April 22, 2015

Re: Waiver Transition Guideline # 7
Community Supported Living Arrangements/Personal Supports

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

The Community Pathways Waiver includes the transition of Community Supported Living Arrangement (CSLA) service to Personal Supports (PS). In order to transition from CSLA to PS services, person-centered planning teams need to review CSLA service and supports and develop Service Funding Plans to align with the new PS hourly structure. In addition, the Provider Consumer Information System (PCIS2) will need to be modified to capture service delivery and billing on an hourly basis. Currently within PCIS2, CSLA is reimbursed using a daily rate and PS will be reimbursed on an hourly rate. The following transition activities will be undertaken. Please see next page.

Transition Roadmap

PHASE 1 – PCIS2 Updates		
Entity	Action	Timeline
DDA Operations Unit	1- Edit PCIS2 to add PS to authorized services drop down menu 2- Develop and test new billing template for PS services	January - June 2015
DDA Fiscal Unit	Solicit input from service providers on new billing guidance.	April – May 2015
DDA Fiscal Unit	Develop guidance and webinar on new billing for service providers	June 2015
Providers	Participate in webinar on new billing for service providers	June 2015
DDA and Providers	Implementation of process	July 2015
PHASE 2 – Service Funding Plans - Beginning July 2015		
Entity	Action	Timeline
DDA Headquarters	Convert CSLA service authorization to Personal Supports	June 2015
Person-Centered Planning Teams	Reviews authorize Personal Supports and identify changes needed to align with PS hourly service delivery.	During Coordination of Community Services quarterly monitoring
DDA Service Providers	Complete Service Funding Plan (SFP) to align and reflect Personal Supports service delivery. Forward SFP to coordinator of community services for inclusion with Request For Service Change (RFSC).	Within 30 business days of identification
Coordinator of Community Services	Complete and submit RFSC to appropriately align funded service.	Within 10 business days of receipt of SFP
DDA Regional Office (R0)	Review and process RFSC and SFP.	As per SFP policy
Service Providers	Beginning recording service delivery in new billing templates.	July 2015

The approved Community Pathways Waiver can be accessed via the DDA website at <http://dda.dhmd.maryland.gov/SitePages/community%20pathways.aspx>.

Please send transition specific questions to communitypathways@maryland.gov.