



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

Frank W. Kirkland, Executive Director

MEMORANDUM

To: All DDA Providers

From: Frank W. Kirkland *OK*
Executive Director

Date: November 30, 2011

Re: Changes and/or Review of DDA Fiscal Processes

Recent events have forced an immediate evaluation of DDA's fiscal processes in the areas of advanced payments and One Time Only (OTO) payments. Following deliberate consideration, DDA is changing Fiscal processes for Advance Payment Requests and One Time Only payment requests.

- Effective immediately (11.30.11), DDA will no longer either consider nor approve Provider requests for expedited advance payment of their respective quarterly payments (i.e. 4, 3, 3, 2 payments). DDA will not issue any form of a "loan" to providers as has been done in the past. Emergency payments will be considered on a case by case basis and initiated at the DDA Region level with final approval residing at DDA Headquarters. Emergency payments are to be defined as immediate payments, which protect the health, safety, and welfare of DDA clients. Emergency payments will require strong Provider justification and documentation with recommendation approval or disapproval residing with the Regional Director (review and justification by the Regional Director is mandatory and cannot be delegated).
- In order for DDA's Executive Director to obtain an accurate scope and range of One Time Only (OTOs) invoices and subsequent payment requests, DDA Region Directors or Fiscal Officers will no longer process One Time Only payments. Effectively immediately, Regions will organize and package all One Time Only payment requests (justification and verifiable documentation included), then forward to the DDA Chief Fiscal Officer for review and approval/disapproval recommendation.

- DDA is forecasting all hold harmless payments that compare actual payments with forecasted costs. DDA expects to begin making these payments during calendar year 2012 (i.e. when the actual costs begin to catch up to the advance payments).

Any questions or concerns should be addressed to the DDA Acting Chief Fiscal Officer, Gerald R. Skaw, at 410-767-5633 or GSkaw@ghmh.state.md.us.

cc: Joshua M. Sharfstein, M.D., DHMH
Renata Henry
Thomas Kim
DDA Regional Directors
DDA Assistant Directors