



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

CC: DDA Headquarters and Regional Offices

Date: April 22, 2015

Re: Waiver Transition Guideline # 2
Person-Centered Planning

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

The Federal Centers for Medicare and Medicaid Services (CMS) regulation specifies service planning requirements for Home and Community-Based Services (HCBS) Waivers must be developed through a person-centered planning process that addresses health and long-term services and support needs in a manner that reflects individual preferences and goals. Requirements are noted in Section 2402(a) of the Affordable Care Act – “Guidance for Implementing Standards for Person-Centered Planning and Self-Direction in Home and Community-Based Services Programs.”

The rules require that the person-centered planning process is directed by the individual, and may include a representative whom the individual has freely chosen and others chosen by the individual to contribute to the process. The rule describes the minimum requirements for person-centered plans developed through this process, including that the process results in a person-centered plan with individually identified goals and preferences. This planning process and the resulting person-centered service plan will assist the individual in achieving personally defined outcomes in the most integrated community setting, ensure delivery of services in a manner that reflects personal preferences and choices, and contribute to the assurance of positive health and welfare.

The DDA has asked consultants to review the DDA service delivery system’s person-centered planning processes for compliance with federal regulations and to work with service providers to obtain input on how to enhance current practices. Consultants include the National Association of State Directors of Developmental Disabilities Services (NASDDDS) and Support Development Associates LLC.

The DDA will be issuing person-centered planning guidelines which shall be reflected in all provider policies and phased in over a specified timeframe.

Person-Centered Planning Transition Roadmap

Entity	Action	Timeline
Consultants	Review current processes, policies, and operations for compliance with federal rules.	November 2014 – April 2015
DDA	Issue person-centered planning guidelines.	May 2015
Service Providers	Review agency policies and revise as needed for compliance with DDA guidelines	July 2015
Person Centered Planning Teams	Apply new policies and practices during annual reviews and development of person-centered plans.	July 2015 - 2016

Note: Service providers include all providers licensed to provide services within the DDA service delivery system including Coordination of Community Services (formerly referred to as Resource Coordination).

Information on the CMS person-centered planning requirements and transition guidelines are posted to the DDA Waiver Webpages at:

<http://dda.dhmh.maryland.gov/SitePages/community%20pathways.aspx>.

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