



MARYLAND Department of Health

Larry Hogan, Governor · Boyd Rutherford, Lt. Governor · Dennis Schrader, Secretary

TO: DDA Approved and Licensed Providers

FROM: Bernard Simons 
Deputy Secretary
Developmental Disabilities Administration

DATE: December 11, 2017

Alert – Timely Responses Required for Medical Assistance Provider Re-Enrollment

The next phases of implementation of DDA's transformation plan are underway. Based on input from Maryland's stakeholders, DDA's service delivery system is changing to increase flexibility for person-centered services. Effective January 2018, DDA will operate two new waivers, the Community and Family Supports Waivers. Prospective providers (including those currently providing supports and services to waiver participants) should go to DDA's website, dda.health.maryland.gov/Pages/providers.aspx for application procedures for these waivers. All locations in which services and supports provided to participants in DDA's Community Supports and Family Supports Waivers must meet the federal Community Settings Rule. In addition, in July 2018, the DDA's Community Pathways renewal will include additional community living (residential), meaningful day, employment and support services for individuals and their families.

Concurrent with operation of DDA's new supports waivers and changes to its Community Pathways Waiver, DDA has conducted a cost-based rate setting study and is introducing a new information technology system which will change how billing and payment for federal and state funded services are processed. Limited initial functionality in the Long Term Supports and Services (LTSS) System will go live in July 2018. Full billing-related functionality to replace PCIS2 is expected to launch July 2019. To facilitate the billing system changes and new waiver services, the Medicaid Management Information Systems (MMIS) will include *a host of new procedure codes* starting January 2018.

To provide the services specified by new eligibility requirements and represented by new procedure codes, DDA must confirm each provider's qualifications for the services (even if similar services are being provided today). Therefore, each DDA Approved and/or Licensed Provider must submit updated information which demonstrates eligibility requirements are met to render specific services and/or supports on or before April 30, 2018. Following DDA approval that provider requisites are

met, DDA will send an approval letter to the provider and to the Office of Health Services so the provider can be properly setup in MMIS to provide the designated services and/or supports which will be represented by the new procedure codes.

To ensure a seamless review and approval process, providers are asked to do the following:

1. Community Pathways Providers (DDA Approved and/or Licensed) *who seek to render services and supports to participants in the Community and/or Family Supports Waivers must complete the **DDA Provider Application**, and submit it by February 28, 2018.* Please furnish all information to substantiate that provider eligibility requirements are met to render proposed services and supports in DDA's support waivers, any new services and supports in the Community Pathways Waivers if desired, and to render your current services and supports. Providers will not be able to provide services under the two new waivers until applications are received and approved.
2. Community Pathways Providers whose licenses and/or DDA Approvals expire in *February through June 2018 must submit the revised DDA Provider Application to renew your licenses and/or approvals 60 days before expiration as required.* Pending satisfactory completion of joint licensing or applicable DDA sole review processes, you will receive an approval letter so you can be re-enrolled. Please ensure information submitted substantiates that you meet eligibility requirements for current and any new services and supports you are seeking approval to render in the Community Pathways Waiver.
3. Community Pathways Waiver Providers *whose renewals occur after April 30, 2018* have two application options. If you are requesting *only* to be re-enrolled for the current services you are providing, you can submit the **DDA Provider Re-Enrollment Application** (which does not include information about new services and/or supports). If you are requesting to render new services and supports in addition to the current services and supports you are providing in the Community Pathways Waiver, you must complete the **DDA Provider Application**. *Please submit your application during the period March 1, 2018 to April 30, 2018.*

Finally, if you have already submitted a renewal application and/or an application to render supports and services in DDA's Community and/or Family Supports Waivers, you do not have to resubmit an application. The assigned DDA reviewer will request from you any additional information needed to verify that you meet provider eligibility requirements to render the specific services and/or supports. Providers who do not submit applications for review and approval by the DDA will no longer receive Medical Assistance payments once new procedure codes are in use. If you have questions regarding the information in this notice and/or Medical Assistance application re-enrollment procedures, please contact Leslie Smith, DDA's Policy and Survey Consultant at Leslie.Smith@maryland.gov.