



## DEPARTMENT OF HEALTH

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

# MEMORANDUM

**To:** DDA Stakeholders  
**From:** Bernard Simons, Deputy Secretary  
**Subject:** Person-Centered Plan (PCP) Data Patch  
**Date:** January 13, 2021

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**NOTE: Please inform appropriate staff members of the contents of this memorandum.**

The Developmental Disabilities Administration (DDA) is committed to ensuring all individuals with developmental disabilities have a comprehensive and thorough Person Centered Plan (PCP) that reflects the holistic support needed to support their self-defined quality of life outcomes. Over the last 18 months, the DDA in partnership with Coordinators of Community Service (CCS) agencies and providers has worked to build a structure for developing robust plans in *LTSSMaryland*.

As indicated in the DDA Guidance released August 17, 2020 titled "[Guidance for Operating in PCIS2 and LTSSMaryland](#)" effective July 1, 2020, until the service is transitioned to *LTSSMaryland*, the PCP of record for all participants would be the plan developed in *LTSSMaryland*, although service authorization would continue in the DDA Provider Consumer Information System (PCIS2).

The collaboration between the DDA and CCS agencies has resulted in an increase in overall submission and quality of PCPs in the *LTSSMaryland* system. However, the DDA has identified a number of PCPs, predominantly in the Central Region, which have not been fully processed prior to today which prevents the CCS from working on the next Annual PCP and making any revisions. Although not fully processed in the system, participants have services authorization reflected in PCIS2.

In order to support CCSs to begin working on the next Annual PCPs, a one-time solution will be implemented, to complete the *LTSSMaryland* pending process. This "data patch" solution will be applied to auto-approve the outstanding plans and will have **no impact on authorizations currently in PCIS2**. Below, outlines the process for this one-time system approval as well as the criteria for which plans will be impacted.

### Approach

- **On February 14, 2021** plans that have been submitted to the Regional Office with an effective date before 6/30/2020 AND an annual PCP date before 6/30/2020 will be automatically approved by the system. These PCPs will move from a status of "Pending Regional Office Review" to "Approved."
- No later than January 15th, 2021, CCS and Providers will receive a list of potentially impacted plans from the applicable region.

- Participants enrolled in multiple Medicaid programs such as Community First Choices, and the Rare and Expensive Case Management (REM) shall be excluded from the data patch.
- PCP teams are required to review the services included in the impacted PCPs and ensure applicable services that the person is **actively** receiving are authorized and available for billing in PCIS2 by **January 26, 2021**.
- All discrepancies in services the person is actively receiving and PCIS service authorization shall be reported to the RO Director and RO Deputy Director via secure email by **January 26, 2021**.

**PLEASE NOTE**

- If currently received services are not authorized in PCIS2, then the PCP team, in collaboration with the Regional Office, should follow DDA’s [Guidance for Operating in PCIS2 and LTSSMaryland](#) and the steps outlined in the [PCP Development and Authorization](#) standard operating procedure to ensure swift plan approval, as these PCP’s should NOT be included in the data patch.
- Only plans that need additional authorizations (as discussed previously) may see impacts to funding or authorized units in PCIS2.

**Impacted Plans**

- Plans with an effective date between February 15, 2020 and June 30, 2020 that are currently in “Pending Regional Office Approval” status:
  - Targeted Impacted Plan Count by Region
    - Central - 1,148
    - Southern - 93
    - Eastern Shore - 2
    - Western - 0

It is important to reiterate that this is a *one-time event* to ensure the CCS is not prevented from working on the next Annual PCPs. The DDA, and CCS agencies have continued to work together to ensure timely development and review of PCPs. The DDA is committed to supporting people, their families and CCS agencies and families as they work to develop their robust PCP through a detailed quality-driven process.

As always, we believe that a transparent approach to decisions like this, and the impact of such decisions is best. We continue to appreciate and value the ongoing partnership of the DDA stakeholder community to help build a stronger, more person-centered support system for Marylanders with developmental disabilities and believe this is an important step in that process.

cc: Marlana Hutchinson, Director Office of Long Term Services and Supports  
DDA Staff