PERSONAL SUPPORTS SERVICE PLANNING & AUTHORIZATION
At a Glance

Beginning on July 1, 2020, until the Developmental Disabilities Administration’s (DDA) system is fully transitioned into LTSSMaryland, the DDA will be operating in two systems: LTSSMaryland and the legacy Provider Consumer Information System (PCIS2).

Until further notice:

- Person-centered plans will be completed and approved in LTSSMaryland
- Services will be authorized and billed through PCIS2

To help stakeholders navigate between the two systems, the following service mapping is noted for the different service names, units, scope, and billing instructions for the two systems.

Personal Supports Services

- Personal Supports services have the same name and unit in LTSSMaryland and PCIS2, but the scope of what is included in those services and billing is different.

  - Personal Supports services in LTSSMaryland:
    - Personal Supports services include transportation as a component of the service. Transportation cannot be billed as a standalone service after Personal Supports transitions to the new rate.
    - An enhanced rate for supporting people with behavioral and/or health challenges may be authorized as Personal Supports Enhanced services.
    - Personal Supports through LTSSMaryland are billed through the Electronic Visit Verification (EVV) system.

  - Personal Supports services in PCIS2:
    - Personal Supports services do not include transportation as a component of the service, and are often paired with the standalone Transportation service in the Person-Centered Plan (PCP).
    - Personal Supports are billed through the PCIS2 attendance calendar.

<table>
<thead>
<tr>
<th>Service in LTSSMaryland</th>
<th>Unit</th>
<th>Service in PCIS2</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Support</td>
<td>Quarter Hour</td>
<td>Personal Support</td>
<td>Quarter Hour</td>
</tr>
<tr>
<td>Personal Support - Enhanced</td>
<td>Quarter Hour</td>
<td>Not available</td>
<td>N/A</td>
</tr>
<tr>
<td>Transportation</td>
<td>Upper Pay Limit</td>
<td>Transportation</td>
<td>Upper Pay Limit</td>
</tr>
</tbody>
</table>

Authorizing Transportation Services with Personal Supports

- During the transition period, if a person needs transportation services for Personal Supports:
  - Request Transportation services for Personal Supports in the service authorization section with note in scope indicating it is for Personal Supports.
  - If the person needs additional Transportation support services, request that separately in the service authorization section.

Issue date: 6.30.2020