



**LOW INTENSITY SUPPORT SERVICES
(LISS)**

**Applicant and Family Reference Guide
Fiscal Year 2016**

Information in this guide is subject to change at the discretion of the Developmental Disability Administration to ensure the provision of quality service. This guide does not represent a guarantee or commitment of funding.

LISS OVERVIEW

The Developmental Disabilities Administration (DDA), a unit of the Maryland Department of Health and Mental Hygiene, funds the LISS program with State funding. The LISS program is flexible to the needs of the individual or family and designed to improve an individual's or family's quality of life, increase or maintain independence, and participate in their communities.

Using an automated system called the Random Selection Process, the program selects applicants who may be eligible for funding, granting up to \$2000 for services and items to address their needs. The use of a Random Selection Process promotes equality and access for everyone. The process includes an application, selection, eligibility determination, and the procurement of eligible items and services.

LISS AGENCY CONTACT INFORMATION

Penn Mar Human Services
310 Old Freeland Road
Freeland, Maryland 21053
LISS Office Phone: 410-357-0891
Toll Free: 1-877-282-8202, TTY: 711

Counties served include Allegany, Anne Arundel, Baltimore County, Baltimore City, Carroll, Frederick, Garrett, Harford, Howard, and Washington

United Needs and Abilities
688 East Main Street
Salisbury, Maryland 21804
Toll Free: 1-800-776-5694, TTY: (410)543-0665
FAX: (410)543-0432
E-mail: LISS@una1.org

Counties served include Caroline, Cecil, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico, and Worcester.

Maryland Community Connection
4401 Nicole Drive
Lanham, Maryland 20706
LISS Office Phone: (301) 583-8880
Toll free: 1-877-622-6688
Fax: (301) 583-0359
E-mail: LISS@marylandcommunityconnection.org

Counties served include Calvert, Charles, Montgomery, Prince George's, and St. Mary's

ELIGIBILITY

Eligibility is determined for the applicant, the service/item requested, and the provider of service based on program regulations. Submitting an application does not guarantee funding.

Applicant Eligibility

An applicant must meet one of the following two criteria.

1. A child or an adult individual who is living in the home and has a severe chronic disability that
 - a. Is attributable to a physical or mental impairment, other than the sole diagnosis of a mental illness, or to a combination of physical and mental impairments and
 - b. Is likely to continue indefinitely OR
2. An adult who is living in the community and has a severe chronic disability that
 - a. Is attributable to a physical or mental impairment, other than the sole diagnosis of a mental illness, or to a combination of physical and mental impairments and
 - b. Is likely to continue indefinitely

The following documentation is acceptable as proof of eligibility:

- a. A letter/evaluation from a licensed professional
- b. An approved IEP dated within the past 12 months (the entire IEP is not required. However, all diagnosis information is required)
- c. A DHMH letter identifying the determination of a developmental disability or support only status

Proof of Maryland residency, dated within the last 12 months

1. An IEP (individual educational plan – demographic page only needed) or IP (individual plan)
2. The following information, containing the parent’s name, is acceptable for applicants under age 18.
 - a. Current household utility statement;
 - b. Current, unexpired state issued photo ID;
 - c. Current lease agreement;
 - d. Current bank or credit card statement OR
 - e. Mortgage statement or proof of home ownership (Deed, Title, Bill of Sale, or Statement from Maryland Assessment and Taxation

Proof of identity, must contain the applicant's first, middle, and last name or surname, without the use of initials or nicknames.

1. A valid social security card;
2. A valid birth certificate;
3. A valid passport;
4. A current state issued driver's license or identification card;
5. A valid Military dependent identification card OR
6. A valid Green Card or Student Visa

Proof of Medical Assistance- applicable only to applicants aged 18 or older at the time of application.

1. Medical Assistance number;
2. A copy of the applicant's Medical Assistance card;
3. Receipt of an application to medical assistance within the past 12 months;
 - a. Online print off from www.marylandhealthconnection.gov showing application was submitted
 - b. Receipt from an in-person drop off at the Maryland Department of Social Services OR
 - c. A denial letter from Maryland Department of Social Services dated within the past 12 months

APPLICATION REQUIREMENTS

1. Please use the DDA LISS Random Selection Application Form to submit an applicant's information for the random selection.
2. LISS agencies accept applications only by mail or in-person delivery between July 1, 2015 and November 30, 2015.
3. Please do not submit an application before July 1, 2015 or after the deadline of November 30, 2015. The LISS agencies will return applications received before or after these dates.
4. Applicants must submit complete applications to the LISS agency in their region.
5. Please ensure the date for receiving the service or item occurs *July 1, 2015 – June 30, 2016*.
6. Please use separate envelopes when submitting applications for more than one person.
7. Supporting documentation, such as proof of eligibility, is not required unless the random selection chooses the applicant.
8. LISS agencies provide written notification of the random selection results.

APPLICATION PROCESS

1. Beginning July 1, 2015, the LISS agencies accept the DDA LISS Random Selection Application Form by mail or in-person delivery only. Please do not send applications by email or by fax; they will not be retained or returned.



2. The program requires only the submission of the preferred DDA LISS Random Selection Application Form or the previous LISS Request Form.

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3. An application does not require any other supporting documents until the Random Selection chooses an applicant.
 4. To ensure receipt of the application, please consider sending the application via certified mail through the USPS, with a return receipt, or other certified mail provider.
 5. We encourage the applicant to make a copy of the application and supporting documents prior to submitting the application.

Eligible Services and Items

The following information includes examples eligible services. If you have questions regarding a specific service/item, please contact the LISS agency.

Adaptive Equipment

Refers to tools designed to increase a person's independence and allow the accomplishment of typical tasks; used on a daily basis, such as the following.

1. Aids to assist in completing activities of daily living such as eating, bathing, cooking, dressing, toileting, and maintenance of a home
2. An adapted typical piece of equipment such as a bicycle, adaptation to a vehicle, or a stair/vehicle lift

Assistive Technology

Refers to devices that promote greater independence by enabling people to perform tasks they were previously unable to complete, or had great difficulty accomplishing.

1. Switches
2. Visual/sensory alarm systems
3. Communication devices/equipment
4. Computer software/hardware
5. Repair of any assistive technology

Attendant Care/Personal Care

Attendant Care involves the provision of assistance in activities of daily living. A parent, guardian, or someone legally responsible for the LISS applicant cannot provide this service.

1. Eating, bathing, cooking, dressing, and/or toileting
2. Shopping
3. Driving
4. Medication management

An agency or independent contractor may provide this service.

Behavior Support Services

Refers to services that identify causes of, intervene to prevent, and encourage appropriately reaction to unproductive behavior. A parent, guardian, or someone legally responsible for the LISS applicant cannot provide this service. Services include, but are not limited to, assessments, behavioral intervention, and monitoring.

Clothing

Apparel that simplifies self-dressing and offers solutions to meet a multitude of physical challenges; eligible clothing items include, but are not limited to the following.

1. Bibs and Clothing Protectors
2. Soft clothing for sensory sensitivity
3. Clothing with Velcro, snap, or zipping closures
4. Orthopedic shoes

Community Integration (Non-Therapeutic)

Community integration involves assisting people with optimizing their particular, social, and vocational abilities to contribute to and participate successfully in the community. A parent, guardian, or someone legally responsible for the LISS applicant cannot provide this service. Community Integration includes but is not limited to the following.

1. Leisure activities Examples include, but are not limited to, the following:
 - a. YMCA membership (within the current fiscal year)
 - b. Art/Music Lessons
 - c. Karate Lessons
 - d. Swimming Lessons
2. Driving lessons
3. Training in navigation of individual's community
4. Mentoring

Crisis intervention

Refers to the methods used to offer immediate, short-term help to individuals who experience an event that produces emotional, mental, physical or behavioral distress or problems. A parent, guardian, or someone legally responsible for the LISS applicant cannot provide this service.

Childcare

Childcare refers to the care of an individual under age 21, and is received during specific times of the day to supplement the care provided by the child's legal guardians; cannot be provided by a parent, guardian, or someone legally responsible for the LISS applicant.

Daycare

Daycare involves the care of an individual age 21 or over who has an eligible diagnosis necessitating care from an adult day care center.

Health related services & items

Health services must be approved by the respective health occupations licensing board or regulated by the FDA. Services/items include but are not limited to the following.

1. Dietician and nutritionist counseling
2. Feeding program
3. Protective undergarments (diapers/under pads)
4. Wipes
5. Disposable gloves
6. Catheters
7. Dental exams, treatments and orthodontia (such as braces and retainers)
8. Vision exams, treatment and eyeglasses

Home Modification/Barrier Removal

Refers to the modification of obstructive environments to allow an individual and his or her family's independence, privacy, or safety, such as:

1. Widening of doorways,
2. Grab bars,
3. Railings,
4. Specialized plumbing or electrical work
5. Fencing for a yard to prevent wandering
6. Locks or buzzers to notify and prevent wandering

Identification Services

Refers to Maryland state identification card, fingerprinting for a job, medical identification bracelets, and child identification cards, such as Ident-A-Kid

Individual and Family Counseling

Refers to mental health services provided by qualified social workers, guidance counselors, or other qualified personnel used to treat a specific behavior; cannot be provided by a parent, guardian, or someone legally responsible for the LISS applicant.

Reimbursement

Refers to allowable for expenses for services or items received **July 1, 2015 – June 30, 2016**.

1. Proof of the dates of service (must occur between **July 1, 2015 and June 30, 2016**); invoice from provider with date(s) of service, paid invoice/receipt
2. Proof of who made the payment; a canceled check or credit card statement, paid invoice/receipt

Respite (in-home and via agency)

Respite care is the temporary care of a person, provides relief for the usual caregiver, and is not Childcare or Daycare. If provided by an independent contractor, please see the section regarding independent contractors. Respite, according to COMAR 10.22.15.02(14) *cannot exceed 14 continuous days or 28 days in a 12-month period*.

Summer Programs and Camps

1. Youth Camp – a day or residential camp,
2. Therapeutic Summer Program – services designed to provide therapies, such as speech, occupation, or physical therapy, through a variety of activities in a safe environment.
3. Adult Camp – for individuals age 21 or over that allows increased independence and a choice of activities in a relaxed environment.

Therapeutic Service

A broad range of health care services intended to help improve, increase, or maintain an individual's well-being, and may include:

1. Speech, Occupational, Physical, ABA therapy such as, Discrete Trial Training (DTT), Early Intensive Behavioral Intervention (EIBI), Pivotal Response Training (PRT), and Verbal Behavior Intervention (VBI), Chiropractic care, or Massage Therapy
2. Music Therapy
3. Therapeutic Horseback Riding

Training and Support

Refers to activities related to self-advocacy that are not provided by a parent, guardian, or someone legally responsible for the LISS applicant, such as the following.

1. Conference fees (the cost to register, enroll, or sign up; does not include food, lodging, or travel costs)
2. IEP Advocacy Training for parents and students
3. Pre-vocational training (résumé writing, interview, and employment skills)
4. Job placement and training

Transportation

Refers to services that are not provided by a parent, guardian, or someone legally responsible for the LISS applicant, such as the following.

1. Bus passes and taxi vouchers
2. The hiring of a company or person to provide transportation (If provided by an independent contractor, please see the section regarding independent contractors)
3. Wheelchair or scooter loaders
4. Equipment needed to adapt an individual or family's vehicle

Service Provider Eligibility

To be approved for funding, the applicant's provider must meet the following requirements.

1. Services may not be provided by a legally responsible guardian or parent
2. The provider must provide the service or item between July 1, 2015 and June 30, 2016.
3. Childcare services have specific requirements, such as current state licensure.
4. Medical services and therapies have specific requirements, such as current state licensure.
5. If a provider does not meet the requirements, the LISS agency will ask the applicant to acquire a provider that does meet the requirements.

INELIGIBLE SERVICES AND ITEMS

In accordance to COMAR 10.22.14.08D (1-3), the program excludes the following services and items.

1. All experimental or prohibited treatments by the Health Occupations Licensing Boards and the FDA are excluded services.
2. Unless pre-approved by the Administration, the program does not provide or cover the following.
 - a) Housing adaptations or improvements to an individual's home that adds to the home's total square footage; and
 - b) Out-of-State services
3. In addition, the program does not provide or cover the following services or items.
 - a) Cash;
 - b) Case management;
 - c) Gift cards;
 - d) Presents;
 - e) Toys, except for therapeutic purposes;
 - f) Tuition;
 - g) Vacations; or
 - h) Vehicle gas, tires, registration, or violations such as tickets and fines.

RANDOM SELECTION PROCESS

1. Applications received July 1, 2015 – July 31, 2015, are eligible for the Round 1 random selection.
2. Applications received August 1, 2015 – November 30, 2015 are eligible for the Round 2 random selection.
3. Applications received after November 30, 2015 will not be considered for funding this fiscal year.
4. On August 15 and December 15, the DDA will utilize a Random Selection Process to identify individuals for eligibility determinations.
5. DDA creates a Random Selection Report for each region based on the outcome of the Random Selection Process.
6. Using the Random Selection report, the LISS agencies notify applicants of the outcome.

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7. Applicants not chosen by the Random Selection will receive written notification within 10-business days of the selection process.
 8. The written notification of selection shall include the LISS Service and Eligibility Guide.

THE SERVICE AND ELIGIBILITY GUIDE

The Service and Eligibility Guide is the 11-page handbook, which contains the information needed for eligibility determination, such as the following.

1. The Participant Eligibility Checklist
2. Service Eligibility and Additional Requirements
3. Eligible Services and Items and required documentation
4. Ineligible Services and Items
5. The Services and Eligibility Form

THE SERVICES AND ELIGIBILITY FORM

The Service and Eligibility form is a one-page form that the LISS agencies include with the LISS Services and Eligibility Guide. The form collects the following information.

1. Service/Item requested;
2. Contact information about the Service Provider/Vendor;
3. The amount of funding requested; and
4. Dates of service occurring between *July 1, 2015 – June 30, 2016*

WHAT HAPPENS AFTER SENDING THE ELIGIBILITY INFO?

1. After receiving the eligibility information, the LISS agency continues the determination process by verifying the documents.
2. If the information arrives after the due date or is insufficient, the agency denies the application and notifies the applicant.
3. After a successful determination, the agency notifies the applicant of his or her approval by sending a letter and purchases the service or item.

HOW TO APPLY FOR OTHER DDA SERVICES

Accessing the LISS program does *not* require an application to DDA. For more information about the other services offered by the DDA, please contact the Regional DDA office in your area.

Central Maryland Regional Office

(Anne Arundel County, Baltimore City, Baltimore County, Harford County, Howard County)

- Telephone: (410)234-8200
- TDD: (410)363-9430
- TOLL FREE: 1-877-874-2494
- FAX: (410)234-8397
- Address: DDA - Central Maryland Regional Office, 1401 Severn St., Baltimore, MD 21230
- Electronic mail: Darlene.Abraham@maryland.gov

Eastern Shore Regional Office

(Caroline, Cecil, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico, and Worcester Counties)

- Telephone: (410)572-5920
- FAX: (410)572-5988
- Toll Free: 1-888-219-0478
- TDD Line: 1-800-735-2258
- Address: DDA - Eastern Shore Regional Office, 926 Snow Hill Road, Salisbury, Maryland 21804
- Electronic mail: Kathy.graham@maryland.gov

Southern Maryland Regional Office

(Calvert, Charles, Montgomery, Prince George's, and St. Mary's Counties)

- Telephone: (301)362-5100
- TDD: (301)362-5131
- TOLL FREE: 1-888-207-2479
- FAX: (301)362-5130
- Address: DDA - Southern Maryland Regional Office, 312 Marshall Ave., 7th Floor, Laurel MD 20707
- Electronic Mail: smro.dda@maryland.gov

Western Maryland Regional Office

(Allegany County, Carroll County, Frederick County, Garrett County, Washington County)

- Telephone: (301)791-4670
- Maryland Relay: 1-800-735-2258
- TOLL FREE: 1-888-791-0193
- FAX: (301)791-4019
- Address: DDA - Western Maryland Regional Office, 1360 Marshall Street, Hagerstown, Maryland 21740
- Electronic Mail: Stacey.Walters@maryland.gov