



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

Developmental Disabilities Administration (DDA)

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SFP Award Operating Procedure Revisions, *Version 4*

Transmittal # DDA2013005

PROCESS REVISIONS FROM VERSION 3 TO VERSION 4

**Process revisions occur in Version 4 of the Service Funding Plan Operating Procedure and Flowcharts*

- **Step 8:** Flowcharts 1 & 2 are for initiation of services, however Step 8 reads “Notify preferred provider of individual’s selection and send approved RFSC form and letter to provider.” The language regarding sending the approved RFSC form and letter to provider has been eliminated to correct for the initiation for services cases.
- **Step 18.2:** This step has been added to standardize and account for the processing of SFPs in conjunction with waiver reporting protocols, by including the processing of necessary waiver documents, WC12 forms. All applicable WC12 forms should be completed by the Resource Coordinators. This was the historical practice for the majority of DDA participants, and must continue or begin for all DDA participants.
- **Step 19:** This step has been modified to instruct Resource Coordinators to send the WC12 forms with the signed SFP to the provider. This step will now read, “RC sign and send SFP with WC12 forms to provider.”
- **Step 20:** This step has been modified to instruct providers to also review and submit the WC12 form along with the SFP. This step will now read, “Provider sign and send SFP with WC12 forms to Regional Office and copy RC.”
- **Step 34:** This step has been corrected to say, “Regional Office complete WC12 forms and send to DDA Waiver Unit.” Step 34 has also been added to Flowcharts 1 & 2, as this step is also necessary for initiation of services.

PROCESS REVISIONS FROM VERSION 2 TO VERSION 3

**Process revisions occur in Version 3 of the Service Funding Plan Operating Procedure and Flowcharts*

- **Step 15:** The time in which to complete a SFP will begin by the receipt date of the Request for Service Change (RFSC) approval letter and not by the provider selection date. In both cases, when a provider is known and when a provider is not known, the date the RFSC approval letter is received will be the starting date in which the provider is expected to send the SFP to the Resource Coordinator. The note on step 15 will now read, “Should be sent to RC within 15 business days (8 for emergency cases) of receiving the RFSC approval letter.”
- **Step 20:** The time in which to complete a SFP will begin by the receipt date of the Request for Service Change (RFSC) approval letter and not by the provider selection date. In both cases, when a provider is known and when a provider is not known, the date the RFSC approval letter is received will be the starting date in which the provider is expected to complete and submit the SFP to the Regional Office. The note on step 20 will now read, “Should be completed and submitted to the regional office within 20 business days (10 for emergency cases) of receiving the RFSC approval letter.”

- **Step 15, 19, & 20:** The method of transmitting and submitting SFPs should be via email. In the operating procedure, these steps stated that a SFP may be sent via email or fax, the fax option has been eliminated. However, if a provider agency does not have internet or email capabilities, then the regional office should contact those providers to determine the best method of sending and receiving SFPs.

PROCESS REVISIONS FROM VERSION 1 TO VERSION 2

**Process revisions occur in Version 2 of the Service Funding Plan Operating Procedure and Flowcharts*

- **Step 2:** In flowcharts 1 and 3 states “Resource Coordinator (RC) request matrix score.” This is currently the role of the Regional Office and will remain the action of the Regional Office. The step has been corrected to say “Regional Office (RO) request matrix score.”
- **Step 8:** States “Resource Coordinator (RC) notify preferred provider of individual’s selection.” To assist the provider in making the decision to serve another individual, the RC will send the approved RFSC form and letter as applicable, so that the provider knows what services they will need to provide. Step 8 will now say, “Resource Coordinator (RC) notify preferred provider of individual’s selection and sends RFSC form to provider.”
- **Step 11:** States “Resource Coordinator (RC) send RFSC approval letter to provider.” The provider will also need to know the services that were approved in the RFSC, so the RC will need to send the RFSC form to the provider. Step 11 will now say, “RC send RFSC approval letter and form to provider.”
- **A new step:** Has been added to capture the provider’s review of the SFP with the individual. The provider explains the service funding plan to the individual and the family. These new steps will be captured in steps 14 and 14.1.
- **Step 17:** States “Resource Coordinator (RC) sign SFP and review with individual and family.” This review is to ensure that the individual agrees with the SFP. This is not a technical or cost review of the SFP, but mainly to verify that the individual consents to the new SFP. This step will be renumbered to Step 18.
- **Flowcharts 1 & 2 (Initiation of Services):** The newly defined steps 17 and 18 (which were 15 and 16 respectively) have been added to demonstrate RC review of SFP prior to signing the SFP. For the initiation of services, the Resource Coordinator will check that the individual’s services match the needs of the individual, and that there is an authorization to enter services. Any errors that are found will be communicated to the provider by the resource coordinator for correction. Once the SFP is acceptable the RC will sign it.