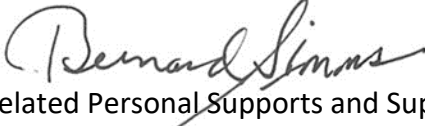




MEMORANDUM

To: DDA Stakeholders
From: Bernard Simons, Deputy Secretary 
Re: DDA Appendix K # 12 - COVID-19 Related Personal Supports and Supported Living Hours
Release Date: March 11, 2021
Effective: March 13, 2020

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

BACKGROUND:

In our collaborative effort to ensure the health and safety of the Developmental Disabilities Administration (DDA) participants during the COVID-19 emergency, it has come to the attention of the DDA that there are some individuals whose **previously approved/utilized Personal Supports (PS) and Supported Living (SL) COVID-19 hours** via Appendix K may not have been incorporated in the LTSSMaryland Person Centered Plan at the time those two services transitioned to LTSSMaryland based on the regional Electronic Visit Verification (EVV) transition dates unless providing services in multiple regions:

- Eastern and Western: 10/1/20
- Southern 11/1/20
- Central: 12/1/20

Additionally, due to the extension of the COVID-19 federal state of emergency and DDA's approved [amendments to Appendix K](#), **previously approved/utilized additional Appendix K COVID-19 hours** may need to be extended in LTSSMaryland beyond March 13, 2021.

PROCESS AND REQUIREMENTS:

To ensure a consistent and efficient approach to the above-mentioned concerns, the DDA has outlined a process to:

- Capture missed previously authorized and utilized Appendix K COVID-19 hours in LTSSMaryland while also ensuring all providers are paid for the provision of those services during the transition from PCIS2 to LTSS
- Extend Appendix K COVID-19 PS and SL hours beyond March 13, 2021 as applicable and needed.

1. The DDA has pulled a list of individuals who had previously approved PS/SL COVID-19 hours based on criteria noted in the [DDA Appendix K #2 - Residential Day Time Shared Service Hours Authorization](#) and [DDA Appendix K #3 - Personal Supports Authorization and Exceptions - Revised Jan 29, 2021 guidance](#).
2. That list will be sent to applicable providers and CCS agencies via secure email no later than Friday March 12, 2021. Please see specific instructions below on how to proceed based on the individual's situation.

Scenario #1: Approved and utilized PS/SL COVID-19 hours that were not authorized in LTSSMaryland at the time PS/SL services transitioned into LTSSMaryland

1. Collaboratively, CCS agencies, and applicable providers will identify individuals, from the above-mentioned DDA provided list, who's previously **approved and utilized** PS/SL COVID-19 hours were not authorized in LTSSMaryland at the time PS/SL transitioned to LTSSMaryland based on regional transition dates.
2. The applicable provider agency **MUST** submit a DSAT form including the additional hours to the CCS. This will help to ensure actual hours utilized and needed are reflected in the PCP as in some cases, participants and families may have decided to not utilize these services and therefore hours may be less than what was reflected in the Appendix K guidance memos.
3. The CCS agency will facilitate a team meeting with applicable provider agencies to ensure a PCP revision is completed to include the previously approved/ utilized PS/SL COVID-19 hours in LTSSMaryland through the end of the calendar year. Please note it is anticipated that these Appendix K related hours may be needed through June 30th, 2022. **The PCP revision text box in LTSSMaryland should read:**

"Adding previously approved COVID-19 hours that were missed during the PS/SL transition to LTSSMaryland."

- ***As the Revised PCP is specific to this effort, no other revisions shall be made or included beyond the Appendix K PS/SL hours. If any other revisions are made to the plan, it will be denied and sent back.***
- As per current practice, the DSAT form must be included and uploaded in the PCP Documentation section.

4. Each CCS agency will maintain a separate PREVIOUSLY APPROVED/UTILIZED PS/SL COVID-19 HOURS MISSED DURING LTSS TRANSITION spreadsheet, divided by provider, of individuals whose previously approved hours, that were being utilized by the person but were NOT authorized in LTSSMaryland at time of PS/SL transition. The following information should be included on the spreadsheet:

Individual Name	LTSS #	PCIS2 #	Previously approved hours	PCP revision submission date	Notes
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5. The PCP revisions submitted via LTSSMaryland and the PREVIOUSLY APPROVED/UTILIZED PS/SL COVID-19 HOURS MISSED DURING LTSSMaryland TRANSITION spreadsheet, submitted via secure email to the regional office deputy director, must be submitted no later than **Friday March 26, 2021**. The CCS agency should also send an individualized spreadsheet to the applicable provider agency via secure email.
6. The DDA regional office will process applicable revisions based on the PREVIOUSLY APPROVED/UTILIZED PS/SL COVID-19 HOURS MISSED DURING LTSS TRANSITION spreadsheet submitted by the CCS, no later than **Wednesday March 31, 2021**.
7. The regional office will also use this list to “re-open” affected individuals in PCIS2 so that applicable agencies can complete error reports for PS or a [FY21 Non-FPS Invoice](#) for SL as described below.
 - a. Based on the PREVIOUSLY APPROVED/UTILIZED PS/SL COVID-19 HOURS MISSED DURING LTSS TRANSITION spreadsheet, applicable agencies will submit error reports for PS services or the FY21 Non-FPS Invoice for SL to the applicable regional office.
 - b. The error update or invoice shall be from the time PS/SL services transitioned into LTSSMaryland, until the effective date of previously approved/utilized PS/SL COVID-19 hours are effective in LTSSMaryland, which should be April 1, 2021.
 - c. Error reports and invoices should be submitted for hours provided no later than April 15, for FY20 and June 30, for FY21. Once received the regional office will process.
 - d. If a PCP revision has already been submitted to the regional office related to PS/SL Appendix K hours, document that information, in the notes section, on the PREVIOUSLY APPROVED/UTILIZED PS/SL COVID-19 HOURS MISSED DURING LTSS TRANSITION spreadsheet but **do NOT** submit another PCP revision.

Scenario #2: Extending previously approved/utilized COVID-19 hours in LTSSMaryland beyond March 13, 2021.

1. Collaboratively, CCS agencies, and applicable providers will identify individuals, from the above-mentioned DDA provided list, who’s previously **approved and utilized** PS/SL COVID-19 hours need to be extended beyond March 13, 2021.
2. The applicable provider agency **MUST** submit a DSAT form including the additional hours to the CCS. This will help to ensure actual hours utilized and needed are reflected in the PCP as in some cases, participants and families may have decided to not utilize these services

and therefore hours may be less than what was reflected in the Appendix K guidance memos.

3. The CCS agency will facilitate a team meeting with applicable provider agencies to ensure a PCP revision is completed to extend previously approved/utilized PS/SL COVID-19 hours in LTSSMaryland up to June 30th, 2022. **The PCP revision box in LTSSMaryland should read:**

“Extending previously approved COVID-19 hours in the PCP.”

- ***As the Revised PCP is specific to this effort, no other revisions shall be made or included beyond the Appendix K PS/SL hours. If any other revisions are made to the plan, it will be denied and sent back.***
 - As per current practice, the DSAT form must be included and uploaded in the PCP Documentation section.
4. Each CCS agency will maintain a separate EXTENDING APPROVED/UTILIZED PS/SL COVID-19 HOURS BEYOND MARCH 13, 2021 spreadsheet, divided by provider, of individuals who’s previously approved/utilized COVID-19 hours need to be extended in LTSSMaryland up to June 30, 2022.

The following information should be included on the spreadsheet:

Individual Name	LTSS #	Previously approved hours	PCP revision submission date	Notes
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5. The PCP revisions submitted via LTSSMaryland and the EXTENDING APPROVED/UTILIZED PS/SL COVID-19 HOURS BEYOND MARCH 13, 2021 spreadsheet, submitted via secure email to the regional office deputy director, must be submitted no later than **Friday March 26, 2021**. The CCS agency should also send an individualized spreadsheet to the applicable provider agency via secure email.
6. The DDA regional office will process applicable revisions based on the EXTENDING APPROVED/UTILIZED PS/SL COVID-19 HOURS BEYOND MARCH 13, 2021 spreadsheet submitted by the CCS, no later than **Wednesday March 31, 2021**.
7. If a PCP revision has already been submitted for a person to extend previously approved/utilized COVID-19 hours, another PCP revision ***should NOT be submitted***. This includes revisions submitted under described in Issue #1 above. Rather include this information in the “notes” section on the EXTENDING APPROVED/UTILIZED PS/SL COVID-19 HOURS BEYOND MARCH 13, 2021 spreadsheet.

Applicable Resources:

[DDA Waivers - Appendix K Webpage](#)

[DDA MEMO/GUIDANCE/DIRECTIVES](#)

[DDA Covid-19 Resource Page](#)