



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

Office of Health Care Quality

Spring Grove Hospital Center • Bland Bryant Building

55 Wade Avenue • Baltimore, Maryland 21228-4663

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – John M. Colmers, Secretary

## TRANSMITTAL

To: All DDA-Licensed Providers  
Cc: Michael Chapman, members of the survey workgroup

From: Wendy Kronmiller, Director, OHCO  
Jennifer Baker, Program Manager  
Developmental Disabilities Unit

Date: May 29, 2008

Re: Re-Licensure Process

Over the course of the past year, OHCO, in conjunction with the DDA, worked with a consultant to review the survey processes utilized by the unit surveying community providers. The consultant provided a report in the Fall of 2007 and during the Winter and early Spring of 2007-2008, a group of state agency staff, provider staff, advocates, and other interested parties met to discuss the consultant's findings and develop implementation procedures for processes deemed feasible, efficient, and quality-driven. The goal was for our office to spend less time reviewing provider paperwork and more time focusing on individuals receiving services—and to reduce the time spent per survey to increase the overall number of surveys.

Attached please find two new "self-survey" forms that will be utilized for all re-licensure surveys, effective July 1, 2008. Both forms require your agency to certify information that normally took OHCO surveyors several days to verify. These forms will be available on the OHCO website, [www.dhmh.state.md.us/ohcq/](http://www.dhmh.state.md.us/ohcq/) in the near future so that you may complete and store them electronically or they will be given to you as the survey begins. Please note that the form for certification of your agency's policies and procedures requires the signature of a Governing Body representative. While OHCO surveyors will no longer review each record on site, they will review a limited number of records to confirm the information certified by the agency.

We are hopeful that this process will decrease the amount of time spent on-site reviewing records and reduce the overall survey time per agency. Should you have any questions, compliments, or concerns regarding the forms or the survey process, please feel free to contact Ms. Baker at [jbaker@dhmh.state.md.us](mailto:jbaker@dhmh.state.md.us) or Ms. Cecilia Laurent, Licensure Unit Coordinator, at [claurent@dhmh.state.md.us](mailto:claurent@dhmh.state.md.us)

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Web Site: [www.dhmh.state.md.us](http://www.dhmh.state.md.us)