

## FAQs for Developmental Disabilities Licensure

**Q. What documents are required for me to submit to OHCQ for Licensing?**

**A:** Documents for submission:

1. Letter of Interest
2. Proof of Incorporation
3. The Application
4. Policies and Procedures (see template)
5. Business Plan (see template)
6. Program Plan
7. Proof of Good Standing
8. Quality Assurance Template
9. A completed IRS 990 form (for Non-Profit Agencies)
10. Table of Organization

**Q. If I am an existing DD Provider do I have to submit all of the same licensing documents as a prospective provider?**

**A.** No. Providers that are seeking to renew their license are required to submit to OHCQ the following documents:

1. A "Renewal" Application
2. Quality Assurance Plan
3. Copy of the DDA Regional Office QA plan approval letter
4. Program Service Plan
5. IRS 990 Form (for Non-Profit Agencies)
6. Proof of Insurance
7. Licensed Site Sheets as appropriate
8. Table of Organization (if changed)
9. Proof of MBE or DBE Certification as appropriate

**Q. When is my renewal application due to OHCQ?**

**A.** The Code of Maryland Regulations (COMAR) requires that applications be submitted 60 days in advance of the expiration of the license. For timely processing, OHCQ recommends submission of your renewal application 90 days in advance.

**Q. Will OHCQ send me a reminder of when my license will expire?**

**A.** No. Providers are responsible for maintaining their licenses and submitting the required paperwork timely. Delays in submission of materials may result in a delay in processing a license.

**Q. How do I apply for a license to be a DD provider?**

**A.** You must contact the Licensing Specialist with the Developmental Disabilities (DD) Unit of the Office of Health Care Quality (OHCQ) via email or telephone and request to attend a DD Unit "Applicant Interest Session". To be registered for the training you must submit a ***Letter of***

**Interest**” and proof of **“Incorporation”**. At the completion of the session you will receive an application number and a certificate of completion. This number must be submitted to OHCC on your application along with a copy of your certificate of completion or else your application will not be processed.

**Q. Why do I have to attend an interest session meeting?**

**A.** The Applicant Interest Session will guide you through the application process. It provides potential providers with an overview of the Developmental Disabilities Administration (DDA) system, the requirements for licensure, a PowerPoint of information, and a list of resources for assistance in developing a proposal. You also will be able to ask any questions you may have to help you through the process.

**Q. If I have questions, or want to submit my letter of interest and proof of incorporation, who do I contact?**

**A.** For questions you may phone Darlene Bedford at 410-402-8048 and email your letter of interest and proof of incorporation to [darlene.bedford@maryland.gov](mailto:darlene.bedford@maryland.gov)

**Q. Do I have to have an email address and access to a computer?**

**A.** Yes, most communication is done by email

**Q. When will I get my invitation to the interest session?**

**A.** All invitations are emailed one month before the session with the date and location.

**Q. How often are the Interest Sessions held?**

**A.** The Sessions are scheduled quarterly at the discretion of OHCC.

**Q. Do I have to be incorporated?**

**A.** Yes, the regulations require that you be incorporated in the State of Maryland. If you are an “out of state” corporation you must register as a foreign corporation in Maryland.

**Q. Can my agency hold a limited liability company status?**

**A.** No, you must be incorporated in good standing with the Maryland Department of Assessments and Taxation.

**Q. I am already licensed in another state will I have to apply for a license in the state of Maryland?**

**A.** Yes

**Q. Where do I go on the internet for more information to become licensed to serve adults with intellectual and developmental disabilities?**

**A.** Information is available on the Office of Health Care Quality webpage located at [www.dhmf.maryland.gov/ohcq](http://www.dhmf.maryland.gov/ohcq). Click on the link for the Developmental Disabilities Unit. Information on the Maryland Developmental Disabilities Administration is located at [www.dd.dhmf.maryland.gov](http://www.dd.dhmf.maryland.gov).

- Q. How do I know what is required I must comply with in order to operate a program for adults with intellectual and developmental disabilities in Maryland?**
- A.** Applicants are responsible for developing their service proposal which must comply with Maryland regulations. You can go to [www.dda.dhmh.maryland.gov](http://www.dda.dhmh.maryland.gov), and download the Code Of Maryland Regulations section 10.22, also known as “COMAR,” and familiarize yourself with the regulations.
- Q. Is there a guide or sample proposal I could use to help me write my policies and procedures, business plan, and Quality Assurance plan?**
- A.** Yes. Templates have been created to assist you in developing your policy and procedures, business plan, and Quality Assurance (QA) plan. All three templates are available on the OHCC webpage under the Developmental Disabilities link. All provider plans must be submitted using these formats. An application “checklist” is available on the webpage to assist in ensuring that all required documents have been submitted.
- Q. How long does it take to obtain a license to operate a DD program?**
- A.** There are no set time frames for the approval of an application. It is dependent on the quality of the submission and the number of reviews required before all components are approved.
- Q. I have a house, and I want to take care of adults with intellectual and developmental disabilities.**
- A.** Providing residential services to adults with intellectual and developmental disabilities is not about having a property to house individuals. In fact COMAR regulations guiding these services specifically state that “*members of the governing body and employees may not own property that is leased back to the licensee*”. Residential services should be the supports needed for individuals with intellectual and developmental disabilities to live in the community, in settings and locations of their own choosing.
- Q. Can I take care of people with Developmental Disabilities in my own home?**
- A.** No. If you are pursuing a license to operate an agency that provides services to people with Developmental Disabilities, you cannot use your own home to provide residential services.
- Q. What type of program can I operate?**
- A.** COMAR 10.22 describes the different program types that providers may operate in Maryland.
- Q. How much money do I have to have to get started?**
- A.** Your start up income should be able to run your agency for at least six months as you will not be eligible to receive funding through DDA during that period of time. To determine whether you have sufficient capital to run a program for that length of time, utilize the business plan template.
- Q. What are the daily rates for people in a DDA licensed home?**
- A.** DDA does not have a standard rate of care for individuals served. Rates are based on need and determined through formulas included in the financial chapters of COMAR 10.22.17 & 10.22.18.
- Q. What if I want to be licensed to provide services to children with intellectual and developmental disabilities?**

**A.** You must contact the Governor's Office for Children (GOC) for information on providing services to children. The GOC website has information on becoming a residential childcare provider and the SPE sessions and process and can be reached at (410) 767-4160, or via email at [www.goc.maryland.gov](http://www.goc.maryland.gov).

**Q.** **If I have an Assisted Living or Residential Service Agency license does that make it easier for me to obtain a Developmental Disability license?**

**A.** No, the process and regulations are different. If you hold another license you must submit your licensing reports completed over the past ten years with your application.

**Q.** **Can I have a DDA program in an already licensed Assisted Living site?**

**A.** No. The licensing requirements are different for A.L. facilities (and RSA's) vs. the licensing requirements for serving individuals who are diagnosed with developmental disabilities.

**Q.** **Where do I get the individuals after I am licensed?**

**A.** After you receive a license you must market yourself to individuals eligible or receiving DDA funding. You should also establish a relationship with the DDA regional office in your area and the Resource Coordination entities in your region.

**Q.** **When should I acquire a site after being licensed?**

**A.** In order to operate a business you are required to have a business address however you are not required to obtain a site to provide services until after you have your first individual to serve. The system does not ensure that new providers receive individuals to serve. Individuals' needs and preferences should be considered when identifying locations and physical sites for services. Within 6 months of receiving a license OHCQ will conduct a site visit to ensure that any existing sites are in compliance with COMAR.

**Q.** **What areas in the state have the greatest need for service providers?**

**A.** DDA does not work from a referral/placement model. There is no specific list of areas in need of providers in the state of Maryland. The rural areas of the state have fewer service providers and fewer new agencies.