



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

201 W. Preston Street • Baltimore, Maryland 21201

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – Joshua M. Sharfstein, M.D., Secretary

MEMORANDUM

TO: Developmental Disabilities Administration (DDA)
DDA Licensed Providers
Office of Health Services

FROM: Patrick Dooley, Acting Executive Director, DDA
Patricia Tomsko Nay, M.D., Executive Director, Office of Health Care Quality *PTN*

DATE: March 28, 2014

RE: Licensing Process for Initial Applicants and Renewals

To provide a single point of entry and increase efficiency, the Department of Health and Mental Hygiene has designated the Office of Health Care Quality (OHCQ) to have primary responsibility for processing all initial and renewal applications for DDA providers.

Effective April 1, 2014, all initial and renewing applicants shall submit their materials directly to OHCQ for review and approval. The following documents are available on the QHCQ website to assist in the licensing process:

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| 1. Licensing Policy and Procedure Template | (new applicants) |
| 2. The DDA Quality Assurance Template link | (new and renewing applicants) |
| 3. The DDA Business Plan Template link | (new applicants) |
| 4. Application Review Checklist | (new applicants) |
| 5. The Application and Instructions | (all applicants) |
| 6. Addendum for a Current Licensee | (current applicants only) |

Toll Free 1-877-4MD-DHMH – TTY/Maryland Relay Service 1-800-735-2258

Web Site: www.dhmh.state.md.us

All initial applicant materials submitted to DDA prior to the March 6, 2014 “Applicant Interest Session” will continue to be processed by DDA until complete. All current (unapproved) applicants are expected to submit their business plans on the DDA Business Plan template accessible from both the DDA and OHCQ websites.

All questions on the initial application process shall be directed to Darlene Bedford at Darlene.Bedford@maryland.gov, or by telephone at (410) 402-8048.

For questions on the licensing renewal process, please contact the OHCQ Licensing Coordinator, Lynda Brown, at Lynda.Brown@maryland.gov, or by telephone at (410) 402-8050.

The OHCQ website is available at www.dhmf.maryland.gov/ohcq.

The DDA website is available at www.dda.dhmf.maryland.gov.