

**Enrolling in DDA’s Medicaid Waiver Services**

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Before you can enroll in DDA’s Medicaid Waiver, DDA must find you have a developmental disability and DDA must have funding to serve you. When DDA is ready to enroll you, your resource coordinator will help you:

* Establish your financial eligibility.
* Obtain a needs assessment and establish your budget.
* Find and select a provider agency.
* Obtain DDA approval for your budget.

1. **Financial Eligibility**

If DDA found you have a developmental disability and has funding for you, your resource coordinator will assist you to enroll in the Medicaid waiver. You will need to fill out a Medicaid waiver application, develop a service plan and find one or more provider agencies to meet your needs. Each provider agency will submit a Service Funding Plan to DDA. DDA will assess your needs to establish a budget, process the paperwork and approve the provider’s Service Funding Plan.

Even if you aren’t otherwise eligible for Medical Assistance, you may be eligible for DDA’s Medicaid waiver. The primary differences for you will probably be the income requirements. For the DDA Medicaid waiver:

* Only your individual income is counted, regardless of your age. This is different from the Medical Assistance program which counts an applicant’s family or household income.
* Your monthly income can be up to 300% of the maximum SSI benefit. For more details on Medicaid and Medicaid waiver eligibility, see your resource coordinator.

The $2000 resource limit is the same as for Medical Assistance and you may own your own home and still be eligible.

1. **Needs Assessment**

DDA will determine your needs and budget. For people who are new to services, a DDA contractor will assess your needs according to the Individual Indicator Rating Scale (IIRS) tool. The IIRS is commonly known as the “matrix.” The matrix sets a budget for day and residential services. This matrix budget can be the basis for a self-directed budget.

People who want Personal Support services (previously called Community Supported Living Arrangement services), are not assessed by the matrix. Instead, they participate in determining the type and number of hours per week of services they need. Services such as environmental adaptations will be based on estimated costs.

If you receive a matrix assessment, you will receive a numerical score for your needs for supervision/assistance and health/medical supports. The scores range from 1/1 for the least need for support to 5/5 for the highest need. You may have a mixed score. For example, if you have significant health care needs but need less other assistance you may be receive a score of 2/5, meaning you have a score or 2 for supervision/assistance and 5 for health/medical.

DRM recommends that you ask your resource coordinator what your matrix score is and what your budget will be. For day services and for residential services, your daily budget comes from adding two numbers that are set in regulations. The two numbers are (1) the budget amount that corresponds to your matrix score, which varies according to individual need, and (2) the “provider component.”

The regulations for budget amounts are at COMAR 10.22.17.06 and 10.22.17.07. Matrix score: [http://www.dsd.state.md.us/comar/getfile.aspx?file=10.22.17.06.htm](http://www.dsd.state.md.us/comar/getfile.aspx?file=10.22.17.06.htm%20). Provider component:<http://www.dsd.state.md.us/comar/getfile.aspx?file=10.22.17.07.htm>.

If this budget is too low to meet your needs, DDA can increase your daily rate with additional funds commonly known as “add-ons.” For example, if you need more staff hours than your matrix score will pay for, you may need a higher budget. Your resource coordinator will guide you through the process of requesting add-ons. If you are having difficulty finding a provider to accept you because you need a higher budget, complain to your regional office. If you still have a problem, call DRM.

1. **Locating a provider agency.** You have a right to choose from all available licensed DDA provider agencies. Your resource coordinator should provide you with a list of provider agencies near you that are likely to be able to meet your needs and have current vacancies.

You should get help locating a provider agency that can meet your needs and makes you feel comfortable. Family members often play an important role in supporting people to find providers, but if you need help, ask your resource coordinator.

DDA has some public information about the quality of DDA provider agencies, but it is not very user-friendly. The Office of Health Care Quality (OHCQ), which licenses, reviews and investigates complaints about DDA provider agencies, writes reports of the findings of their reviews and investigations. These reports, called survey reports, typically only list problems and do not describe any positive aspects of a provider agency. The OHCQ reports are public documents and you may request them by calling 877-402-8220.

Once you have selected a provider, notify your resource coordinator. Your resource coordinator will then contact the provider. If the provider agrees to serve you, the resource coordinator will notify DDA and the provider will develop a service funding plan, or budget, for DDA. If the provider does not agree to serve you, you must find another provider.

Because you have a right to choose from all available qualified DDA provider agencies, you may change your provider at any time. To make the change, you will need to work with your resource coordinator to find a new provider willing to serve you and DDA will need to approve a Service Funding Plan with the new agency.

1. **Service Funding Plan.** Once you and a provider have agreed to services, the provider agency will develop a service funding plan. The provider will send the service funding plan to your resource coordinator. Your resource coordinator will review the plan with you, obtain your signature and submit the service funding plan to DDA for approval. Once DDA approves the plan, services may start.

For more information about applying for or accessing DDA services, see DRM’s web site at [www.DisabilityRightsMD.org](http://www.DisabilityRightsMD.org). For advice or technical assistance, call 410-727-6352, extension 0 and ask for intake.