

**DDA Medicaid Waivers: Your Individual Plan**

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Your resource coordinator will facilitate your team or circle of support to develop a personalized Individual Plan (IP) that includes all the supports you need, including DDA waiver services.

**Person Centered Planning.** Federal rules require all of the following:

* Your resource coordinator and team should facilitate person centered planning, meaning that you should be able to express your preferences and make informed choices to the greatest extent possible.
* You will lead the planning process when possible. Information and support must be provided to ensure that you direct the process as much as possible.
* The planning process must include people you choose.
* The planning process must occur at times and locations convenient to you.
* Information must be presented in plain language.
* The planning process must include strategies for conflict resolution, including clear conflict-of-interest guidelines.
* DDA service providers generally must not provide case management or develop the IP.
* The planning process must offer you an informed choice of services, supports and service providers.
* The planning process must include a way for you to ask for updates to your IP.
* The IP must include your goals and desired outcomes.
* The IP must include information on
* services and supports necessary to meet your assessed needs and address your preferences,
* your strengths and preferences,
* your clinical and support needs, based on an assessment of functional need,
* services and supports, including self-directed services, needed to assist you in achieving identified goals,
* paid and unpaid providers of services and supports,
* individual safety, and
* measures to minimize risk, including back-up plans as necessary.
* The IP must be understandable to you and your support providers.
* The IP must be written in manner accessible to you.
* The IP must be written in manner accessible to persons with limited understanding of English.
* The IP must identify the people and/or organization responsible for monitoring the IP.
* When the IP is final, you must agree to the plan in writing.
* The IP will be signed and copies distributed to all people and providers involved with or responsible for implementing the IP.
* The IP must be reviewed at least every 12 months, or when your circumstances or needs have changed significantly, or when you request a review.

**Your DDA Medicaid Waiver IP.** Your Individual Plan (IP) should include all the services and supports you need, including DDA services. Your first IP must be developed within 30 days after you start to receive services and should be changed as your needs change. At least annually, your IP must be reviewed by the team to make any appropriate changes.

Your IP defines and establishes your legal right to DDA services. Your IP is the written plan for the provision of services and supports, directed by you, outcome oriented, and intended to specify all needed assessments, services, and training. For individuals in community based services, the IP includes:

* Your strengths and weaknesses,
* Your preferences and desires,
* Services to be provided,
* Training and staffing ratios based on your needs preferences and desires,
* A behavior plan if required,
* Measurable goals for the completion of outcomes,
* Target dates for the completion of goals,
* Implementation strategies and dates,
* Documentation of progress toward the achievement of goals,
* Monitoring procedures,
* Individuals responsible for providing the supports, services, implementation, and monitoring of the plan, and
* Documentation indicating that you or your proponents, when applicable, have been involved in, informed of, and agree with the plan.

You should receive the option of directing your own services, meaning that you can get assistance to hire your own staff instead of using a provider agency for support.

### Residential Services: Room and Board and Other Expenses are Not Waiver Services. Medicaid waivers cannot pay for housing, food, personal expenses or recreation. The waiver can pay for staff support to help you engage in all activities of your choice. If you receive residential services in an alternative living unit or group home, you will be expected to contribute $375 per month to cover the cost of room and board. Depending on your source of income, you may also be responsible for paying some additional cost for your care. This cost should not be more than your own personal income. You are also responsible for paying for your personal expenses.

You will not be asked to pay more than your personal income. If you have a representative payee, that person is responsible for paying any room and board or contribution to cost of care from your income. Your family or legal guardian, if you have one, are not responsible for paying these costs from their own income.

**Personal Supports/Community Supported Living Arrangement:** If you receive DDA waiver Personal Supports (formerly called Community Supported Living Arrangement), you are responsible for the entire cost of your room and board, but you do not pay a contribution to cost of care. Your resource coordinator can help you apply for public housing, food stamps and other benefits to stretch your budget.

### Dental Care is Not a Waiver Service: Though all Medicaid waiver enrollees receive Maryland Medical Assistance health benefits, dental care is not a waiver service or a Medicaid service for adults in Maryland. Some Medicaid Managed Care Organizations provide limited dental coverage for adults. If you can afford it, you may want to purchase dental insurance.

**Employment**

DDA has an [Employment First policy](#DDA_Employment) based on the principle that all people with developmental disabilities can work, and contribute to their community, when given opportunity, training, and supports that build on their strengths.

People with developmental disabilities who choose to work and earn income will often be able to continue receiving Medicaid waiver services as well as Medical Assistance. To get benefits counseling, contact your local Center for Independent Living or the Maryland Department of Disabilities (MDOD) Employed Individuals with Disabilities Project at 443-514-5034, 1-800-637-4113 (Voice/TTY).

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.