



STATE OF MARYLAND

DHMH

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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

April 4, 2008

Dear Applicant:

Thank you for your interest in becoming a licensed provider for individuals with developmental disabilities. Effective November 1, 2007 a new procedure, as outlined on the reverse of this letter, was implemented. The first step of this procedure is for you, the applicant, to provide this office (OHCQ) with a letter of interest. Please see the memo on the reverse of this letter for details of the information required in the body of the letter of interest.

Letters of interest may be e-mailed to [dbedford@dhmh.state.md.us](mailto:dbedford@dhmh.state.md.us) or a hard copy may be mailed to the above address, attention Darlene Bedford.

Thank you for your interest.

Sincerely,

Jennifer S. Baker  
Program Administrator  
Developmental Disabilities Unit  
Office of Health Care Quality



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**DHMH**

**Maryland Department of Health and Mental Hygiene**

201 W. Preston Street • Baltimore, Maryland 21201

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

**Developmental Disabilities Administration**

Michael S. Chapman, Director

**TO:** Regional Directors  
Regional QA Staff  
OHCQ DD Division

**FROM:** Audrey Waters *AW*  
Acting Deputy Director – DDA

**DATE:** October 30, 2007

**RE:** New Applicant Process

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In an effort to ensure that all new applicants for a license to serve adults with developmental disabilities fully understand the Developmental Disabilities Administration's (DDA) mission, values, philosophy and licensing process, a new procedure will be implemented. The Developmental Disabilities Administration and the Office of Health Care Quality (OHCQ) will hold Licensing Information Sessions for all new applicants. These sessions will provide an overview of the DDA system, the OHCQ system, the licensing requirements, the funding process, etc... All new applicants will be required to attend one of these sessions. Each new applicant will be provided with an application packet at the conclusion of the session.

Effective November 1, 2007, OHCQ, DDA regional office staff and DDA headquarters staff will inform all new applicants of this new procedure. All new applicants will be required to submit a letter of interest to the OHCQ. This letter of interest must include the name of the agency with proof of incorporation in the state of Maryland. A contact person must be identified with a mailing address, email address and telephone number. The applicant should briefly describe the type of services they would like to provide. Upon receipt of the letter of interest, OHCQ will notify the applicant of the dates for the next DDA licensing information session. All new applicants must attend a licensing information session.

We thank you for your cooperation in this matter.

**cc:** Ms. Jennifer Baker  
Mr. Michael Chapman  
Ms. Wendy Kronmiller  
Ms. Leslie McMillan  
Ms. Gwen Winston  
Regional Directors  
Regional QA Staff