Detailed Service Authorization Tool

Developmental Disabilities Administration

9/11/2020

Agenda

- Overview:
  - Background
  - What is the purpose of the Detailed Service Authorization Tool and how will it be used?

- Demonstrating how to complete the tool:
  - Functionality
  - Information fields
  - Tool submission process

- Questions

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Overview - Background

- DDA worked with Coordination of Community Service (CCS) agencies and providers to identify potential areas to improve the Person-Centered Plan (PCP) process

- Areas identified:
  - Reduce the number of times clarification requests were needed (Regional Offices -> CCS -> Provider)
  - Reduce the back and forth communication about service authorizations between the CCS and Provider

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Overview of the DSA Tool

- In response to this and to increase the efficiency and quality of PCP development, the DDA is implementing the Proposed Detailed Service Authorization Tool

- Per the memo released by Deputy Secretary Simons on 9/4, the DSAT will be a mandatory component of the PCP approval process effective immediately

- This mandatory tool will:
  - Be completed by the provider and sent to the CCS
  - Be uploaded by the CCS into LTSS*Maryland* prior to submitting the plan for Regional Office review

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Overview of the DSA Tool

- The DSAT will be used to:

  - Front load the PCP process with more information about how a participant is currently being supported or how a provider would propose to support the participant moving forward

- The DSAT will not be used to:

  - Supplement, reduce or modify the intent or processes that occur at the planning meeting

The DSAT is a proposed authorization. The planning meeting will determine the final authorization

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Demonstration of DSAT

Questions?

- Please submit all questions to the question box

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