Are you in the process of applying for DDA and Coordination of Community Services?

Would you like to have some help with your student’s annual IEP meeting?

This booklet will help answer some of the questions you have about the application, the services and what to expect.

If you have additional questions, please call us at the contact number given.

Tel: (301)790-4962 ext. 500  
Email: ccsinfo@ohc-inc.com
HOW TO APPLY

Applying for DDA – Why and When
If someone you care about has been diagnosed with a developmental disability, you may be concerned about how to plan for the future and who will guide you through the process. The Maryland Developmental Disabilities Administration funds a system of services to provide people with developmental disabilities and their families guidance and support. Please apply for services as soon as you are aware of a significant disability. Eligibility can be delayed because it is difficult to predict how a child will continue to grow up, and what milestones children might reach as they grow. However, applying as soon as you are able allows the DDA to be aware of your child’s needs, and if approved, you will have a case manager (CCS) for a partner as your child develops. The application is on the website for Maryland DDA. When you send in the application, please include copies of any assessments and IEPs from their school.

To apply: https://dda.health.maryland.gov

You’ve applied...now what?
Once you apply, DDA will review the application and notify an agency in your area to meet with you in order to review the information, interview the applicant and just get to know more about what is needed. Please have copies of all the assessments, medical records, work records and any other information that could help support your request for services. This meeting is called a Comprehensive Assessment, and will take place within a few weeks after you apply. Many of the questions may feel intrusive, but it is essential to be completely open about skills and concerns. The interviewer who meets with you will explain
what is needed.

The Comprehensive Assessment is finished, what happens next?
The CA has been completed, the report is submitted to DDA, and now you wait.....Your interviewer from Optimal Health Care should have left you with some information on resources that may be helpful, and some contact numbers. If you need additional help, you can always call the DDA regional office in your area.

You are also welcome to call Optimal Health Care, DDA Community Coordination Division (301-790-4962 x321) with questions.

DDA contact info:

Central regional office: (410) 234-8200
Western regional office: (301) 791-4670
Eastern regional office: (410) 572-5920
Southern regional office: (301) 362-5100

You will get a letter from the DDA within a few weeks that will explain their eligibility decision. If you are denied services, and disagree with that decision, you can appeal the decision using the contact information provided. If you are found eligible, you will be provided with a form called a ‘choice form’ that allows you to select the agency you want to work with.

Please complete and submit that letter immediately, or an agency will be selected through a random selection process. Optimal Health Care would be honored to work with you and your family as your Community Coordination agency. If you would like to work with us, please indicate that on the letter. You can also call your DDA office to make your choice.

Need to know more before you decide?
Call Optimal Health Care, Inc
@(301)790-4962 ext. 500

We will be happy to provide information so you can make the right choice!

This is what the page in the CHOICE FORM you will receive from DDA will look like:

<table>
<thead>
<tr>
<th>PROVIDER</th>
<th>CHOICE</th>
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<tbody>
<tr>
<td>Agency “x”</td>
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<tr>
<td>Agency “y”</td>
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<tr>
<td>Optimal Health Care Inc.</td>
<td>X</td>
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<tr>
<td>Agency “z”</td>
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By providing your choice below, you are indicating you have reviewed the information available regarding choice of resource coordination providers. Please put an X beside the agency you choose to provide your resource coordination services.

INDIVIDUAL’S SIGNATURE | DATE

REPRESENTATIVE’S SIGNATURE ( If applicable ) | DATE
Once you have chosen Optimal Health Care as your Coordination agency, your CCS will meet with you to develop a Person-Centered Plan that reflects the needs and choices you feel are most important. Our goal is to ensure that your journey through the DDA system is a smooth one, and that you are involved in your community as you choose to be. If you are attending annual IEP meetings for your student, your OHC Coordinator of Community Services will help you prepare, and may be able to attend the annual meeting with you. This helps our CCS’s to understand your child’s needs as they grow up and improves the planning process for adult services.

DDA SERVICES

Your CCS will help you locate the services you qualify for, and assist you in applying with those agencies. Services being provided are determined by eligibility and need. Some of the services provided by DDA funding are as follows:

**Coordination of Community Services**

**Targeted Case Management (TCM)** We connect you with services that meet your needs and help you navigate the system to access Home and Community-based Services like Residential, Personal Support Services, Day programs, Vocational programs, Supported Employment and Respite services in the most integrated setting possible using available resources.

**Community Pathways Waiver**

We follow the model for ‘best practices’ and partner with the Developmental Disabilities Administration (DDA) which administers the Community Pathways waiver on behalf of Maryland Medicaid. This waiver provides services in the community as an alternative to receiving them in an institution. The home and community-based services waiver that DDA provides is called the Community Pathways Waiver. You can either choose services which are managed by a Traditional Service Provider or you can get the same services and direct them yourself.

**Self-Directed Services**

People with disabilities can choose who they live with, how they spend their day, participate in the community in ways they want to, and spend time with people important to them. Self-direction gives waiver participants and families greater control over the
services they receive, how they receive them, and who provides them. At the same time, people who self-direct must be willing to take on the responsibility of managing their services.

- You will be in control of your budget for the purchase of services and supports
- You select and arrange for the services and supports in your individual plan
- You are accountable for using your budget to more effectively meet your needs
- You can hire, train, and fire employees

Your CCS will assist you in choosing your services and also connect you to a Support Broker and a Fiscal Management Service to support you.

**Employment**

**Employment First** is a concept to facilitate the full inclusion of people with the most significant disabilities in the workplace and community. Under the Employment First approach, community-based, integrated employment is the first option for employment services for youth and adults with significant disabilities.

*We connect you to:*

- Full range of employment
- Career Planning
- Earn a living wage in a job of their choosing, based on their unique talents, gifts, skills, and interests.
- Access to services and supports necessary to succeed in the workplace.
- Businesses who value employees with disabilities as an integral part of their workforce

**Housing**

The CCS will assist in locating quality, affordable and accessible housing for people with disabilities in safe locations where they can access support services, transportation, employment, and recreation throughout their lifespan.

**Low Intensity Supports Services (LISS)**

Funding designed to improve an individual or family’s quality of life, increase or maintain independence, and participate in their communities. The LISS program uses an automated system called the Random Selection Process to select individuals who may be eligible for funding, granting up to $2000 for services and items to address their needs. The DDA distributes LISS funding twice during the fiscal year with applications accepted during Round 1 and Round 2.

**Behavior Support Services**

We will help you access Positive Behavioral Supports which use non-restrictive behavioral procedures and minimal physical restraints. Positive behavior interventions include key elements which include collaborative team-based decision-making, person-centered decision-making, self-determination and functional assessment of behavior.

*These services include:*

- Behavioral Assessments
- Behavioral Consultation
- Behavioral Support
- Mobile Crisis Intervention Services and Behavioral respite

**Transitioning Youth**

One of the most important times in a young person’s life is the transition from school to adult services. The types of services are
very different from school services, and the eligibility and timeline for adult services is structured differently than school. The CCS helps your student access Transitioning Youth (TY) funding and facilitates the transfer into adult services, by collaborating with your IEP team, as well as providing resources and individualized planning. As part of this process, your CCS will assist with the following:

- Providing information to you about applying for DDA services
- Coordinating with local school systems and DORS
- Providing information and resources, based on your unique needs, such as; employment, benefits, college, health insurance, housing, futures and estates planning, recreation, transportation and more
- Completing eligibility screening for DDA services
- Assisting in accessing DDA funding for the most appropriate vocational supports & service

In addition, your CCS provides information to you about applying for DDA services

- Coordinates with local school systems and DORS
- Completes eligibility screening for DDA services
- Assists in accessing DDA funding for the most appropriate vocational supports & service

In order to be eligible for TY services in Maryland, the following criteria must be met:

- Maryland resident
- **21 years old - students who graduate prior to 21 will not receive day services until age 21**
- DD eligible (DDA determines this)

- Eligible for Medical Assistance
- Your CCS will assist you in completing a Waiver Application by March of the final school year, and work with your student’s adult provider to submit the documents needed to DDA
- Once the plans are approved, you will receive a letter from DDA with a start date for services.

**Transitioning Youth Service Timeline**

As you plan for graduation, and the future beyond school, keep this in mind:

**Age 14 – 18**
- Start becoming familiar with the adult services available in your area. Visit them, and begin the discussion of what your student would like to do after graduation.

**Age 18**
- Apply for SSI, check online through the Social Security Administration and call 1-800-772-1213 ONE month before the student turns 18.
- Apply for a Maryland ID card at the Motor Vehicle Administration

**Age 19**
- Apply for services through the Division of Rehabilitation Services (DORS). This is a state program that assists with employment services before and immediately after graduation. You can apply with either the help of your IEP team, or by calling 1-888-554-0334.
- Attend a Transitioning Youth Fair through your local school system
- Visit and interview at least 3 of the DDA adult service providers in your area – your CCS should assist with this, and help you form questions specific
to your student’s needs.

◊ Request that DORS develop a plan for employment,
If your student is scheduled to receive employment
services upon graduation.

Age 20 – 21 (the graduating year)

◊ By December of the final year, select a DDA provider,
and make sure you discuss it with your CCS and the
IEP team.
◊ Complete the application for the provider you have
selected
◊ If the provider agrees to offer services, your CCS will
assist them in developing the service funding plan
(SFP) to submit to DDA
◊ By March prior to graduation, your CCS will assist you
in completing a Waiver Application and will work with
your student’s adult services provider to submit the
documents needed to DDA
◊ Once the plans are approved, DDA will notify you.
◊ By the end of June, you will receive a DDA letter with
the Service Start Date

Additional tips:

◊ Help your child to develop independent vocational
skills at home with chores
◊ Attend IEP meetings and keep the documents
◊ PLAN for the future by asking the CCS about a special
needs trust, ABLE account, surrogate decision making
or other specialized planning. Remember that your
student’s eligibility will partially be determined by
their income/assets.

DAY SERVICES START ACCORDING TO THE START DATE
PROVIDED IN THE DDA LETTER. AGAIN, STUDENT MUST BE 21
YEARS OLD TO RECEIVE THESE SERVICES.

There are many details in determining the right services for you
and your family. Your Coordinator of Community Services (CCS) is
your partner, advocate and guide while you get through this
process. The CCS will continue to meet with you at regular
intervals, provide the information you need, and be your “go to”
for information, ideas and support.

OHC will walk you through the DDA system
NEW WAIVERS COMING IN 2018

Family Support Services Waiver

The Family Supports Waiver program will provide individual and family supports for children birth to 21 with developmental disabilities on the Developmental Disabilities Administration (DDA) Waiting List. The new program is designed to provide services and supports children with developmental disabilities and their families in the home and/or community after school, nights, weekends, and during summer months. Each participant in the Family Supports Waiver will receive a budget of $12,000 to utilize the services, as they see fit, based on the individual’s assessed needs. The waiver budget is capped at $12,000. There will be short-term exceptions to the overall budget caps based on exceptional needs:

- Assistive technology and services
- Behavioral support services
- Community support and navigation
- Environmental assessments
- Environmental modifications
- Family caregiver training and empowerment services
- Family and peer mentoring supports
- Individual and family goods and services
- Participant education, training and advocacy supports
- Personal supports
- Respite care services
- Transportation
- Vehicle modifications

Self-Directed Support Services include:

Fiscal Management Services & Support Broker Services at Optimal Health Care, we understand that each person has different hopes, dreams and goals. We believe in a team approach that includes everyone’s best ideas and helps people with disabilities enjoy lives of their own design, full of experiences they have chosen.

We sincerely hope you will choose Optimal Health Care as your DDA Community Coordination provider, and allow us to serve you. The future awaits!

Please call our DDA Community Coordination Services (CCS) Division

Tel: (301)790-4962 x 500
Email: ccsinfo@ohc-inc.com
OTHER SERVICES OFFERED

How Can We Serve You?

- Home Health Care
- Private Duty Nursing Program
- Employment/Nurse Staffing
- Fingerprinting
- Academy
- DME/DMS Supplies

Optimal Health Care, Inc.

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