



## Developmental Disabilities Administration

Department of Health and Mental Hygiene

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## **Developmental Disabilities Administration (DDA) Community Services Waiting List and Registry Fact Sheet**

### *What is the Developmental Disabilities Administration (DDA)?*

The DDA is part of the Maryland Department of Health and Mental Hygiene. The DDA is the primary state agency that funds community-based services and supports for people with developmental disabilities. The DDA works closely with other federal, state and local agencies to ensure that people access all appropriate, available resources to which they are entitled and/or eligible. For more information on the community-based services that DDA funds, please visit the [DDA Web site](http://www.ddamaryland.org).

### *Who is eligible for the DDA funding?*

Any Maryland resident (adult or child) who has completed the DDA application process and has been determined eligible. All applicants receive a letter stating their eligibility status. The letter will also include information on which priority category they have been deemed eligible for. Letters also contain information to assist the person in filing an appeal if they feel that they have not been placed in the proper eligibility priority category. Information on appeals is located below.

### *How does a person or their representative apply for DDA funded services?*

Information and applications can be obtained by visiting the [DDA Web site](http://www.ddamaryland.org) or by calling the DDA Regional Office. Once an application and any supporting documentation is received, the DDA or its representative will contact the applicant to schedule an interview.

### *How and why does a person get placed on the DDA Waiting List?*

The DDA Waiting List is comprised of adults and children with developmental disabilities who are waiting for funding from DDA to obtain community-based services. A person applies for DDA by completing an application. For further information on how to apply, visit the [DDA Web site](http://www.ddamaryland.org) or call the DDA Regional Office.

When the application process is complete, the applicant will receive a letter indicating their priority category. Placement in a priority group does not guarantee funding will be available. If funding through the waiver or the state-only program is not available the person is placed on a waiting list. The DDA Waiting List is comprised of people who are requesting services within the next three years. People who anticipate not needing services for more than three years will be placed on the Registry. Information on the Registry is below.

*What are the priority categories and what do they mean?*

The DDA funds services for people based on their priority category which should reflect the person's current needs. Placement in a priority group does not guarantee funding will be available. If funding through the waiver or the state-only program is not available a person is placed on the waiting list.

- First served are people in the Crisis Resolution category
- Second are people in the Crisis Prevention category
- Third are people in the Current Request category

*For definitions of the priority categories as outlined in the Code of Maryland Regulations (COMAR) 10.22.12.07B (1)-(3) click here*

[http://www.ddamaryland.org/Developments/Priority\\_Categories.pdf](http://www.ddamaryland.org/Developments/Priority_Categories.pdf)

*How does a person request a change in priority category?*

A request for a review of the priority category can be made at any time by the person, their representative or guardian. If the person has an assigned resource coordinator (RC), the RC can assist the person in submitting the necessary documentation to the DDA for a review of their priority category. If the person does not have a resource coordinator, they may contact the appropriate DDA Regional Office's eligibility unit to request assistance with their request.

Additional or updated documentation may be requested to ensure that the DDA has appropriate information necessary in order to make an informed decision. A final written decision will be sent to the person along with their appeal rights if they do not agree with the DDA's decision.

*Can a child be on the Waiting List or the Registry?*

Yes, if they meet the eligibility requirements. The DDA defines a *child* as anyone under the age of 21.

*What is the DDA Registry?*

The Registry is a list of people (adults and children) who are not currently seeking DDA-funded services and anticipate a need for a DDA funded services in more than three years and want to be known to DDA. An example would be a 16 year old student who will need supported employment services when they transition from school at age 21.

*How does the Registry differ from the Waiting List?*

The Registry is for people who anticipate a need for funding. The waiting list is for people who have a current need for funded services including those in crisis situations.

*How does a person move from the Registry to the Waiting List?*

A person can request a review of their priority category at any time. DDA assesses each request for change in priority status and notifies the person of the determination and their appeal rights per COMAR.

*Why did DDA decide to contact people currently on the Waiting List?*

The DDA's current administration, in an effort to understand the true extent of the waiting list, the needs of the people, and why it continues to grow, decided to perform a comprehensive review of each person waiting for DDA funding. Equally important, an

accurate Waiting List is a management tool that assists DDA in planning for future service and funding needs.

*What process was used to contact people on the Waiting List?*

The DDA mailed a survey to the last known mailing address for each person. If the person or their representative did not respond, they were mailed a second survey or if the person did not respond to the mailing, or they were undeliverable according to the post office, the DDA phoned each person using the contact name and numbers that DDA had on file. If this was also unsuccessful, the DDA contacted resource coordination offices to determine if they had updated contact information on the person. Other Department of Health and Mental Hygiene databases were referenced to obtain updated addresses and phone numbers as well.

*What if I was not contacted during the Waiting List clean up?*

Contact the appropriate DDA Regional Office immediately.

- Central Maryland Regional Office – 410-234-8200
- Eastern Shore Regional Office – 410-334-6920
- Southern Maryland Regional Office – 301-362-5100
- Western Maryland Regional Office – 301-791-4670

*How and why are people removed from the waiting list?*

People are removed from the waiting list when they receive ongoing DDA-funded services. People who are no longer Maryland resident or are no longer requesting DDA funding are also removed from the waiting list. If a person returns to Maryland or wishes to be reinstated on the waiting list, they may contact the DDA Regional Office and submit a new application. The person will have to submit updated information ensure that they are placed in the appropriate priority category based on their current situation and needs.

*How is the list maintained and updated?*

The DDA will continue to contact people to receive updates. The DDA reviews people in crisis resolution status regularly. The DDA reviews all requests for priority changes which may be submitted at any time.

*Are people already receiving DDA funded services on the Waiting List?*

No, the waiting list reflects only those people who are receiving no ongoing DDA-funded services. People receiving ongoing DDA funding may request additional services or a change to services at any time by utilizing the *Request for Service Change* process. For more information on *Request for Service Change*, visit [DDA's Web site](#) ; contact your resource coordinator or the DDA Regional Office. The DDA Regional Office will review all *Request for Service Change* requests and notify the person in writing of any decision regarding their requests along with their appeal rights.

*How does a person who has been placed on an "inactive" status request to be reinstated on the Waiting List or Registry?*

The person contacts the DDA Regional Office and requests a review of their priority category which includes a review based on their current situation. The DDA assesses each request for change in priority status and notifies the person of the determination and their appeal rights per COMAR.

*Must a person reapply for DDA services if they have been placed on the inactive list?*

If the person who was on the original Waiting List and placed on inactive status contacts DDA by October 30, 2011 (one year), they will be reinstated to the waiting list based on their original date of application. The person's previous eligibility file will be reviewed in conjunction with information provided on the person's current situation to determine the person's current priority category.

If the person contacts DDA after one year, a new application and information on their current situation will be needed. The new application date will be used as the date of application.

*Who should I contact if I have questions about the waiting list or registry?*

Please contact the DDA Regional Office which corresponds to the area in which you reside and ask to speak with a staff member of the Eligibility Unit. Contact information for the Regional Offices can be found on [DDA's Web site](#).

*What services and supports can DDA offer while I am waiting for ongoing DDA funding?*

DDA Regional Office staff or a resource coordinator may assist by providing referrals to other federal, state and local programs and supports that could assist the person. DDA also offers Low Intensity Support Services (LISS). The DDA Web site has additional on LISS at [DDA's LISS Web site page](#).

*How does a person have their name removed from the waiting list if they are no longer a Maryland resident or are no longer requesting DDA funding?*

A person or their representative may call or write to the DDA Regional Office to submit their request to have their name removed. Providing an update on the person's current situation and reason for the request may be necessary.

*What is the process for appealing if a person or their representative does not agree with the priority status?*

Information on appeal rights including time lines for appealing and forms may be found on the DDA Web site <http://www.ddamaryland.org/Developments/appeal rights and letter - eligibility.pdf>

*What if I move or my phone number changes?*

It is your responsibility to contact the regional office and inform them of any changes.