



MARYLAND Department of Health

Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Robert R. Neall, Secretary

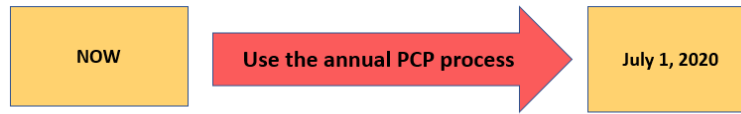
The Developmental Disabilities Administration (DDA) Meaningful Day Services Frequently Asked Questions

Q#1:	What does the term “Meaningful Day” Services mean?															
A:	<p>Meaningful Day Services refer to both the current and future menu of services designed to support people of all abilities receiving DDA services of working age (16-64), on every part of their path to employment, and for people past working age to engage in retirement activities. These services are designed to give people opportunities to:</p> <ul style="list-style-type: none"> •Work in competitive integrated employment •Develop skills •Engage in community life •Control personal resources <p>Activities that occur in Meaningful Day services must be habilitative in nature (meaning they should be focused on keeping, learning or improving skills and functioning for daily living), and are not to be used as a form of respite.</p> <p>Meaningful Day Services include:</p> <table border="1" data-bbox="371 1285 1427 1894"> <thead> <tr> <th data-bbox="371 1285 880 1320">Available Today</th> <th data-bbox="880 1285 1427 1320">Effective July 2020</th> </tr> </thead> <tbody> <tr> <td data-bbox="371 1320 880 1377">Supported Employment</td> <td data-bbox="880 1320 1427 1564"> Employment Services <ul style="list-style-type: none"> • Discovery • Job Development • Follow Along Supports • On-going Job Supports • Co-worker Supports • Self-Employment Development Supports </td> </tr> <tr> <td data-bbox="371 1377 880 1564"> Employment Discovery and Customization Services </td> <td data-bbox="880 1564 1427 1717"> Career Exploration <ul style="list-style-type: none"> • Facility Based Supports • Small Group Supports • Large Group Supports </td> </tr> <tr> <td data-bbox="371 1564 880 1717"> Career Exploration <ul style="list-style-type: none"> • Facility Based Supports • Small Group Supports • Large Group Supports </td> <td data-bbox="880 1717 1427 1774"> Career Exploration <ul style="list-style-type: none"> • Facility Based Supports • Small Group Supports • Large Group Supports </td> </tr> <tr> <td data-bbox="371 1717 880 1774">Community Development Services</td> <td data-bbox="880 1774 1427 1831">Community Development Services</td> </tr> <tr> <td data-bbox="371 1774 880 1831">Day Habilitation</td> <td data-bbox="880 1831 1427 1887">Day Habilitation</td> </tr> <tr> <td data-bbox="371 1831 880 1894">Medical Day Care</td> <td data-bbox="880 1887 1427 1894">Medical Day Care</td> </tr> </tbody> </table>		Available Today	Effective July 2020	Supported Employment	Employment Services <ul style="list-style-type: none"> • Discovery • Job Development • Follow Along Supports • On-going Job Supports • Co-worker Supports • Self-Employment Development Supports 	Employment Discovery and Customization Services	Career Exploration <ul style="list-style-type: none"> • Facility Based Supports • Small Group Supports • Large Group Supports 	Career Exploration <ul style="list-style-type: none"> • Facility Based Supports • Small Group Supports • Large Group Supports 	Career Exploration <ul style="list-style-type: none"> • Facility Based Supports • Small Group Supports • Large Group Supports 	Community Development Services	Community Development Services	Day Habilitation	Day Habilitation	Medical Day Care	Medical Day Care
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Phasing out

Q#2:	Where can I get more information about each of the Meaningful Day Services?
A:	<p>A service description for each Meaningful Day service can be found in the currently approved Waiver Applications for both the Community Supports Waiver and the Community Pathways Waiver. Both applications can be found on DDA's website at www.health.maryland.gov</p> <p>For a more concise recap of the Meaningful Day Services, you can view a recorded presentation, as well as download a companion PowerPoint presentation that walks through each service in more concise detail.</p>
Q#3:	I keep hearing the term “Service Alignment”. What does this term mean?
A:	<p><u>DDA’s Service Alignment</u></p> <p>The Developmental Disabilities Administration (DDA) started its Employment First initiative back in 2014 by beginning the development of new service definitions that would better align with the DDA’s Employment First values, as well as with the Centers for Medicare and Medicaid (CMS)’s guidance. When developing service definitions, the DDA did so in accordance with CMS’s Informational Bulletin dated September 16, 2011.</p> <p>The Meaningful Day service definitions in DDA’s currently approved Community Supports and Community Pathways waivers were developed with input from many work groups and stakeholders. The DDA is now in the implementation phase of that service alignment.</p> <p>As shown in the Meaningful Day service chart under Question # 1, DDA’s service alignment is currently underway, with the final alignment culminating in the phase-out of Supported Employment and Employment Discovery and Customization and the phase-in of a new menu of Employment Services on 7/1/20. Service alignment action is needed both for people currently receiving services and providers delivering services.</p> <p><u>Individual Service Alignment</u></p> <p>When speaking about people already receiving Meaningful Day services, service alignment means assuring each person is currently receiving the appropriate service(s) based on their individual needs. This means starting with the Person Centered Plan (PCP).</p> <p>Each PCP provides a picture of the person’s self-identified Good Life, and includes a required Employment Focus Area. This focus area helps promote active and ongoing engagement around the pursuit of paid work and career advancement. Based on the information that comes out of that focus area, a Coordinator of Community Services (CCS) can work with the person and their chosen team to determine the most appropriate service(s) moving forward.</p>

Use between now and June 31, 2020 to make sure people are realigned into the proper Meaningful Day service(s)



Certified and/or Licensed Service Provider Service Alignment

It is important that certified and/or licensed DDA Meaningful Day Service providers understand, implement, and follow all updated and current waiver service descriptions and expectations.

Providers are required to have up-to-date, appropriate and approved Program Service Plans (PSP) that include the rationale, scope, staffing, training, setting and location(s) for each service provided. Those PSPs should be resubmitted for approval every 3 years, or whenever changes to the PSP are made. Those PSPs must also comply with all current waiver requirements and expectations.

The DDA needs to have confidence that each approved/certified provider has a clear understanding of waiver service description and service expectation changes and that the minimum requirements and standards of all approved waiver services are described.

Over the next year, the DDA will be re-reviewing PSPs to be sure they provide the necessary information as well as reflect DDA's values and expectations. If they do not, providers will be asked to update and resubmit them for re-review and approval.

Q#4: Why would a person have to align to a different service now, if the rates are currently the same for all Meaningful Day Services? Can it just wait until after new rates are implemented?

A: It is important that each person currently receiving Meaningful Day services is receiving the appropriate and accurate service(s) and that that service (or services) aligns with the current waiver service definition and service expectations. (See question above for more information on service alignment.)

It is equally important that when a provider submits billing for a particular service, that it meets the current service requirements and expectations.

For a more concise recap of the Meaningful Day Services and service alignment, [you can view a recorded presentation](#), as well as download a companion [PowerPoint presentation](#) that walks through each service in more concise detail.

Q#5:	Does Employment First require that everyone in Meaningful Day Services have a job and/or an employment related outcome in their Person Centered Plan?
A:	<p>No, Employment First does not force or require that people have jobs and/or a particular stated outcome in their person-centered plan. Instead, Employment First is national framework, philosophy and value system that promotes the belief that if a person wants to work, they can work if they receive the proper services and supports in the right setting, regardless of level of disability. It also means that if a person does not work, or has not identified yet that they want to work; they will be afforded the continual and consistent access and opportunity to be participating members of their communities.</p> <p>These opportunities should include regular and meaningful options to explore the concept of work, and that any identified barriers to work should be continually discussed and identified.</p> <p>Each DDA Person Centered Plan has a required Employment Focus Area which creates the opportunity to assure active and ongoing engagement and conversation promoting the pursuit of paid work and career advancement.</p> <p>Part of successfully supporting community participation, including competitive employment, is by raising expectations of what is possible for people with disabilities, as well as supporting people to have higher expectations of themselves by creating a vision of their ‘Good Life’.</p> <p>Take a look at this video called EmployAbility developed by the Maryland Department of Disability in partnership with the DDA, which highlights how employing people with disabilities is positive for the person, the employer, and the community.</p>
Q#6:	DDA has talked a lot about Competitive Integrated Employment (CIE) when speaking about Employment Services. What is the definition of CIE and what does this mean for my loved one who is currently working?
A:	<p>As an Employment First State, Maryland DDA has adopted formal definition of Competitive Integrated Employment (CIE) that is in alignment with the Federal government’s Workforce Innovation and Opportunity Act (WIOA), the Centers for Medicaid and Medicare (CMS) Community Settings Rule, CMS’s 2011 bulletin Employment Services, as well as Maryland’s own Employment First philosophy.</p> <p>When seeking authorization and/or re-authorization for DDA Employment Services, through Follow-Along Job Supports and/or Ongoing Job Supports, a person’s employment position should meet the following three criteria of Competitive Integrated Employment (CIE):</p> <ol style="list-style-type: none"> The position is Competitive: <ul style="list-style-type: none"> <input type="checkbox"/> The position pays an hourly wage at or above the state or local minimum wage rate, whichever is higher, for the area in which the employment site is located.

NOTE as of 3/15/19:

Maryland minimum wage is currently \$10.10 per hour.

Prince George's County is \$11.50

Montgomery County is \$12.00 (50 or fewer employees) -\$12.25 (51 or more)

- The position is not subject to "time studies" to which people with disabilities are not also subject.
- The position is open to any qualified applicant
- Employment is not contingent upon receiving services from the provider. (Service provision is separate from employment and a service provider has a DDA approved conflict of interest policy in place.)

2. The position is Integrated and complies with HCBS settings rule requirements:

- The job environment is typical of the type of work that is generally being performed.
- The person has the same opportunity to interact with co-workers, other employees and other persons e.g. customers and vendors) without disabilities in the work unit as others who do similar tasks, aside from just supervisory staff and people providing services.
- This position reflects the person's individual needs and preferences.
- The setting provides the person with the opportunity to participate in negotiating his/her work schedule, break/lunch times and leave and medical benefits with his/her employer to the same extent as workers not receiving Medicaid funded Home and Community Based Services (HCBS).
- The setting is physically accessible, including access to bathrooms and break rooms or provides appropriate adaptations/accommodations.
- The setting allows people the freedom to move about inside and outside the setting as opposed to one restricted room or area within the setting to the same degree as other workers in their unit.

3. The person has similar opportunities for advancement and benefits:

- The person is eligible for the level of benefits provided to other employees without disabilities and has been informed of this eligibility.
- The person has opportunities for advancement that are similar to those for other employees without disabilities who have similar positions, and has been informed of these opportunities.
- The person has opportunities for cross-training or other professional development activities that are similar to those that exist for other employees without disabilities who have similar positions.

Q#7:	What happens if someone is currently engaged in paid work that doesn't meet the definition of CIE per the DDA policy?
A:	<p>If a person is currently taking part in facility-based work, small or large group employment, or some other type of work that does not meet the definition of CIE per DDA's policy, then the person should align to the proper service.</p> <p>These activities currently fall under the service called Career Exploration (Facility Based, Small or Large Group Supports).</p> <p>For more in-depth information about Competitive Integrated Employment, please view the recorded webinar available on DDA's archived webinar page entitled Meaningful Day Updates, March 29, 2019.</p>
Q#8:	What about people that are self-employed? What does the CIE guidance provided mean for them?
A:	<p>This guidance provided related to competitive integrated employment is not meant to disqualify types of employment as long as they are competitive and integrated and each should be considered on its own. Self-employment is an area in which DDA is currently developing more guidance, including definitions and how it can be supported through DDA funded employment services.</p>
Q#9:	Has the time limitation for Career Exploration been defined?
A:	<p>Yes. Based on stakeholder feedback received during our waiver amendment public comment period, DDA has defined time limitation parameters for the service called Career Exploration. As a reminder, per CMS, this is a time-limited service; however, it is up to each state to define how that time limitation is defined.</p> <p>Anyone authorized for the Career Exploration (facility, small or large group) between now and July 1, 2020 will create an employment goal within their Person-Centered Plan during their annual team process that outlines their trajectory and transition timeframe toward competitive integrated employment. There is no hard phase-out date, and instead, DDA would prefer that people have the ability to address this trajectory based on their particular situation and circumstances.</p> <p>Note, for a person authorized for this service before July 1, 2020 to be reauthorized for this service, they will need to maintain a current employment goal in their person-centered plan, along with evidence that the person and the team is still working on that outlined trajectory toward competitive integrated employment outcomes.</p> <p>New people authorized for Career Exploration, after July 1, 2020, can be authorized for up to 720 hours for the plan year. This is to support various career exploration opportunities that can occur at different times during the plan year.</p>

Q#10:	What if a new person authorized for Career Exploration after July 1, 2020 requests to be re-authorized beyond the 720 hours for a plan year limitation?
A:	<p>Each person should be supported by their Coordinator of Community Services (CCS) and their support team to explore all options available to them. This should include opportunities for community-based Discovery and Job Development.</p> <p>There may be a situation where a person may choose to continue working in a particular situation, and utilize other forms of supports (i.e. natural supports) that do not include DDA funded Employment Services. The person has the choice to seek those other types of supports. The Integrated Star is a useful tool for people, families and teams to get a more comprehensive look at all the services and supports that may exist in a person's life; not just eligibility specific supports. The Integrated Star, along with other person-centered planning tools can be found at www.lifecoursetools.com If a person is authorized for the 720 hours of career exploration but does not use the entire 720 within the plan year, they will not be re-authorized for another year unless there are extenuating circumstances approved by DDA such as illness or hospitalization.</p>
Q#11:	If a DDA Meaningful Day provider employs a person to whom they also provide Meaningful Day Services, does that meet the definition of CIE?
A:	<p>If a person's job meets the criteria in the Competitive Integrated Employment policy but the service provider is the employer of record (either through direct hire or via a contract) provider organizations should be aware of actual, perceived or potential conflicts of interest.</p> <p>To avoid such conflicts of interest, DDA certified Employment Service providers shall have DDA approved policies, procedures and practices in place that outline how they will:</p> <ul style="list-style-type: none"> • Provide full disclosure to participants regarding their choice of service providers and that their competitive and integrated employment is not contingent upon them receiving services. • Ensure that the person has continual access to explore competitive integrated employment with employers that are not the service provider. • Ensure that participants are supported in exercising their right to choose providers. • Provide information to the person about the full range of services available, not just the services furnished by the current service provider. • Ensure support services provided by the Employment Service provider are separated from any employer/employee relationship.

	<p>Examples:</p> <ul style="list-style-type: none"> ○ Who is the person’s supervisor and what natural supports exist at the job site? ○ How job coaching and support is limited to supports not otherwise available through the employer? <ul style="list-style-type: none"> • Ensure that Medicaid funds are not used to pay wages for people employed by the provider. • Ensure that Medicaid funds are not used to defray the expenses associated with starting up or operating a business. <p>The DDA will provide more guidance related to the official approval process for any COI policies and will include that guidance in the finalized policy that will be distributed.</p>
Q#12:	What is the difference between the Meaningful Day Service called Community Development Services (CDS) and the service called Personal Supports (PS) under the support services bucket in the waiver?
A:	<p>All Meaningful Day Services and Personal Supports are habilitative in nature, meaning they should support people to learn, keep, or improve skills and functional abilities. They include individualized supports, delivered in a personalized manner based on the person’s identified outcome. These services are not intended to provide respite. The DDA’s Meaningful Day Services are designed to support people of working age on their path to employment (no matter where they are on that path), and people of retirement age to take part in retirement activities in integrated settings. Activities should be habilitative in nature; meaning they should be focused on keeping, learning or improving skills and functioning for daily living. They typically occur during normal business hours but can also be provided in the evenings and on weekends.</p> <p>Personal Supports are designed to support independence in an individual’s own home and community in which the person wishes to be involved, based on their personal resources. They typically occur in the evenings and on weekends after normal business hours but can also be provided during the day to support a person who works evening and nights and other individualized assessed need or circumstances.</p> <p>When looking at a plan for a person that is of working age (16-64), there are a range of supports/services that can be provided, no matter where on the path to employment a person may be. This is true even for people that may have no current employment goal identified in their PCP. This is important to keep in mind, because a person having no current employment goal does not mean that they cannot be supported to explore, learn and be participating members of their communities.</p> <p>DDA’s current Person-Centered Planning template includes a required Employment Focus area that ensures an active and ongoing engagement promoting pursuit of paid work and career advancement.</p>
Q#13:	Can a person of working age be authorized for Personal Supports in lieu of Meaningful Day Services?
A:	Yes. First it is important to clearly identify the person’s self-identified Good Life

	<p>through focus area exploration and other tools; identify natural and community supports; and identify unmet needs. Based on the information that come out of this exploration, the CCS and team can work with the person to determine the most appropriate service(s) to support the outcome.</p> <p>Service scope and requirements vary so it is important to consider the appropriate service structure to meet the person’s needs. Another consideration is the professional standards and training requirements associated with each service. They can vary among services. For example, the new employment services require national certifications of staff in discovery and customization best practices whereas Personal Supports does not.</p> <p>As an Employment First state, for people of working age (16-64), a Meaningful Day service would be the appropriate service if it can be used to support a person’s current outcomes/goals.</p> <p>For people of retirement age, it is appropriate to explore whether the person’s current outcomes/goals can be supported through use of a Meaningful Day Service (i.e. Community Development Services), even if part-time.</p>
Q#14:	Can Personal Supports be used to support a person’s Employment related outcomes/goals?
A:	<p>No. The DDA’s Employment Services are based on best practices in employment for people with developmental disabilities. Part of that includes ensuring that support staff providing employment supports have the proper knowledge and competencies to best support a person related to that employment. If a person is employed and needs supports to maintain that employment, the most appropriate service(s) would be Follow Along Job Supports and Ongoing Job Supports. If a person is not yet employed, the most appropriate service(s) would be Employment Discovery & Customization and Supported Employment (before 7/1/20) and Discovery and Job Development (after 7/1/20).</p> <p>Note: All service can peripherally support a person’s employment outcomes.</p>
Q#15:	Currently, our organization supports people that work part time in the community. Sometimes, if they don’t work all day, they come back to the Day Habilitation site to do contract work. It’s not clear what service someone like this would align to?
A:	<p>Until 7/1/20, it is not possible to split a day between two Meaningful Day services. This means that a person should be supported to access the service that most closely aligns with his/her personally identified outcomes for a given day.</p> <p>All Meaningful Day services are currently based on a daily rate. That means that in order to bill daily for a particular service, the person must receive the service for a minimum of 4 hours, per COMAR 10.22.17.02.</p> <p>A service description for each Meaningful Day service can be found in the currently approved Waiver Applications for both the Community Supports Waiver and the</p>

	<p>Community Pathways Waiver. Both applications can be found on the DDA website.</p> <p>Beginning in July 2020, Meaningful Day services will be provided on an hourly basis. Therefore, a provider can support a person with Employment Services and other services based on the PCP.</p> <p>For a more concise recap of the Meaningful Day Services, you can view a recorded presentation, as well as download a companion PowerPoint presentation that walks through each service in more concise detail.</p>
Q#16:	Is there a 4 hour minimum requirement for employment?
A:	<p>No, there is not a 4 hour minimum requirement for employment. However, DDA’s current Meaningful Day services are based on a daily rate. That means that in order to bill daily for a particular service, the person must receive the service for a minimum of 4 hours, per COMAR 10.22.17.02. Under DDA’s current service called Supported Employment, the person must be engaged in Supported Employment activities, for at least 4 hours in order for that to be considered a billable day. Per a clarification memo from Deputy Secretary Simons in September, 2014, allowable Supported Employment activities include:</p> <ul style="list-style-type: none"> • Job coaching; • Individualized employment counseling; • Training related to networking with coworkers; • Assistive technology and accommodations assessment and training; • Benefits awareness, planning, counseling, and management; • Exploration of individualized integrated employment; • Training related to acclimating in the workplace, communicating needs, and accessing workforce development or higher education opportunities; • Mobility and travel training; and • Transportation. <p>After July, 2020, billing requirements will include the use of hourly billing to allow for the flexibility to meet the various schedule scheduling and support needs of people in services.</p>
Q#20:	Under Community Development Services could an individual meet up with 5 friends, all of whom have special needs, to go to a movie they want to see?
A:	<p>No. All Meaningful Day services are designed to be habilitative in nature; meaning they should support people to learn, keep, or improve skills and functional abilities. The Meaningful Day service called Community Development Services is designed to provide participants with the development and/or maintenance of skills related to community membership. This is accomplished through engagement in community-based activities with people without disabilities, and should not occur in groups larger than 4 people receiving services at a time.</p>

	<p>As an Employment First state, all of DDA’s Meaningful Day services are designed to support people of working age (16-64) on their path to employment, no matter where they might be on that path, as well as to support people who are past working age to take part in retirement activities.</p> <p>If people receiving services want to go out together as friends for a recreational activity, they can do so through some other service, like Personal Supports. However, after March, 2022 all Home and Community Based Services are required to comply with Centers for Medicare and Medicaid (CMS)’s Final Settings Rule.</p>
Q#21:	Does this mean recreational activities are never allowable under Meaningful Day services?
A:	<p>As stated in the previous question, keep in mind that the purpose of Meaningful Day services is to support people of working age on their path to employment (no matter where they are on that path), and people of retirement age to take part in retirement activities.</p> <p>Activities should be habilitative in nature (meaning they should be focused on keeping, learning or improving skills and functioning for daily living). However, what activities a particular person does is going to be based on their own outcomes/goals, experiences and barriers.</p> <p>Day Habilitation provides opportunities to develop skills related to the learning new skills, building positive social behavior and interpersonal skills, greater independence, and personal choice including:</p> <p>(a) Learning skills for employment (b) Learning socially acceptable behavior; (c) Learning effective communication; (d) Learning self-direction and problem solving; and (e) Engaging in safety practices. Meaningful recreations activities may be appropriate for learning these skills.</p>
Q22:	Where can I find ideas on how to talk to a person about employment as an option?
	<p>The State Employment Leadership Network has (SELN) created a comprehensive guide called <i>Guidance for Conversations: Identifying and Designing Pathways Towards Rewarding Employment.</i></p> <p>While the guide is focused on Case Managers, many of the conversation elements are useful for anyone wanting to engage in conversations about employment. This valuable guide includes downloadable resources, worksheets and person centered planning tools. Use and share the resource with anyone that would benefit.</p> <p>The guide can be found at www.selnhub.org/guidanceforconversations</p> <p>Example questions for probing questions and conversation starters</p> <p><input type="checkbox"/> Tell me about past work you have done.</p>

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| <ul style="list-style-type: none"><input type="checkbox"/> What's your biggest question about work?<input type="checkbox"/> Imagine yourself working. What would you be doing?<input type="checkbox"/> What worries you about getting a job?<input type="checkbox"/> What's the best thing that can happen if you get a job?<input type="checkbox"/> What's the worst that can happen?<input type="checkbox"/> How do your family and friends feel about you getting a job?<input type="checkbox"/> How would earning more money change your everyday life?<input type="checkbox"/> Let's talk about people who can help you find and learn a job. |
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