

A Guide for Parents of Transitioning Youth Leaving the Montgomery County School System

Understanding the DDA ([Developmental Disabilities Administration](#))

- **Part of Maryland Department of Health:** DDA operates under this department.
- **[Regional Offices](#):** Four regional offices in Maryland handle most communications.
- **[Coordinators of Community Services \(CCS\)](#):** Help create a [Person-Centered Plan](#) for required services.

[Types of Services](#)

- **Self-Directed Services:**
 - **Employees, Vendors, Financial Management and Counseling Services:** Managed by the individual or family.
- **Traditional Services:**
 - **DDA-Approved Service Providers:** Use authorized providers for services.

DDA Waiver Programs

- **Types of Waivers:**
 - [Family Supports Waiver](#)
 - [Community Supports Waiver](#)
 - [Community Pathways Waiver](#)
- **[Service Categories](#):** Meaningful Day Services, Support Services, Residential Services.

[Applying for DDA Services](#)

1. **Complete the DDA Application for Eligibility:** Include all necessary documentation.
2. **Submit Supporting Documentation:** Records, reports, and other relevant information.
3. **Participate in an Interview:** CCS and DDA will ask questions to understand needs.

Required Information for Application

- Contact details, Social Security number, Medicaid application details, and supporting documentation.

[DDA Eligibility Process](#)

1. **Submit Application:** DDA sends an acknowledgment within seven days.
2. **Interview:** Conducted by a DDA staff member or CCS within 45 days.
3. **Review:** DDA reviews application and interview recommendations.
4. **Eligibility Determination Letter:** Issued within 60 days, stating eligibility status.

[Transitioning Youth \(Ages 14-21\)](#)

- **Apply Early:** Recommended while still in school to avoid service gaps.
- **Transition Planning Guide:** Utilize detailed information and planning.

Person-Centered Planning

- **Develop a Plan:** With CCS, based on individual needs and goals.
- **Annual Review:** Regular updates and assessments.
- **Quarterly Check-Ins:** Ensuring satisfaction and progress.

Application Packet for DDA Waivers

1. **Medicaid Application:** Assistance available from CCS.
2. **Person-Centered Plan (PCP):** Developed and updated annually.
3. **Level of Care (LOC) Form:** Completed annually. - HRST
4. **Freedom of Choice Form:** Indicates preference for community services.
5. **Financial Eligibility Documentation:** Includes bank statements, assets, etc.
6. **EDD Release Form:** Allows CCS to access necessary financial information.

Final Steps

- **Submit Application Packet:** Through CCS to the DDA.
- **Review and Authorization:** Regional office and EDD determine eligibility.
- **Notification:** Eligibility and enrollment status communicated to the applicant.

Tips for a Smooth Transition

- **Start Early:** Engage with transition planning at age 14.
- **Use Resources:** Take advantage of available support services and guides.
- **Regular Communication:** Keep in touch with CCS and service providers.
- **Advocate:** Ensure your child's needs and rights are met.

Role of the Coordinator of Community Services (CCS)

- **Independent Case Managers:** CCS are independent and help navigate services.
- **DDA Waiver Application:** Assist in understanding and completing the application.
- **Person-Centered Plan (PCP):** Develop and update the plan tailored to your needs.
- **Decision Support:** Encourage and support personal decision-making.
- **Health and Safety:** Ensure you stay healthy and safe.
- **Community Participation:** Help you engage actively in the community.
- **Service Identification:** Identify and connect you with needed services and supports.

Key Responsibilities:

1. Person-Centered Planning: Guide through planning with chosen team members.

2. **Community Resources:** Explore and utilize community resources.
3. **Eligibility Checks:** Verify eligibility for [Medicaid](#) and DDA Waiver programs.
4. **Service Choices:** Clarify options for services and providers.
5. **Health Screening:** Complete Health Risk Screening Tool (HRST) for health status.
6. **Service Authorization Review:** Evaluate Detailed Service Authorization Tool (DSAT) from providers.
7. **Regular Assessments:** Quarterly visits to assess satisfaction and needs.
8. **Annual Reviews:** Schedule and facilitate annual PCP reviews and updates.

Additional Support for Self-Directed Services:

1. **Budget Development:** Assist in creating a budget aligned with the PCP.
2. **Documentation Submission:** Submit PCP and related documents for approval.
3. **Learning Support:** Provide information on Support Broker and FMCS.
4. **Meeting Scheduling:** Help arrange meetings for PCP or budget changes.
5. **Budget Monitoring:** Regularly review spending to ensure sufficient funds.

Choosing Service Providers

- **Confidence in Choice:** Ensuring the best fit for your needs and preferences.
- **Regional Providers:** Availability in each Maryland region.
- **Resource Tools:** Use DDA's webpage for provider information.
- **Support Brokers:** Available for self-directed service models.
- **CCS Assistance:** Help consider needs, preferences, and suitable providers.

[Find CCS Providers](#)

[Find Providers in Maryland](#)

For more detailed information and resources, visit the Maryland Developmental Disabilities Administration.