

## **Tips When applying as a Qualified Service Provider for New Waivers or Renewing your DDA License**

- **The first initial step the applicant should take:** is to get the necessary Criminal Background check/CPS Clearance Background check completed by applicant and Administrative staff(s) as soon as possible. Once that is done, the applicant should proceed with reading the Provider Application/Re-enrollment Instructions, Eligibility Requirements, then begin to fill out the most current application listed on the DDA website, and then gather all required attachments. By the time the results from the background check(s) are accessible to applicant, the applicant should be almost ready and prepared to submit their entire application. If done in this order, the applicant should be able to include background check receipts and the results within their application, which will prevent further delay of processing application.
- If a request does not apply to you as an Individual Applicant OR as a Business/Agency simply indicate that Attachment/Question is **NOT APPLICABLE** and state the reason why.
- DDA Licensed Providers, please do not submit PCIS screenshots as proof/evidence of Medicaid Provider Number; the request is for a copy of a letter or document.
- Copy of Article of Incorporation is usually an old document in a stored archive; however please ensure that pages are as clear and legible as possible.
- Existing DDA Licensed Provider, you are **NOT** required to fill out Section III. Experience & Training – Applicants relevant work experience, but you are required to submit a Resume for yourself & 1<sup>st</sup> line Supervisors, Managers, and Administrative Staff(s); as long as a Resume and a copy of college degree(s) are submitted for the applicant, a college transcripts is not mandated.
- Business/Agencies are **NOT** required to submit 3 Professional Letters of References; this is only a requirement for individual applicants.
- Whether you are applying as an Individual Applicant or a Business/Agency, you will be required to submit a number of attachments to your application. Please ensure to include a cover page in front of each requested Attachment, include the Attachment #, and the title of the document. Even if the document is not applicable to your Agency, still make sure to include the coversheet, including the attachment #, the title of document, and then insert N/A boldly on the page, and state the reason why. Which means every Agency should be submitting a total of #24 attachments with the coversheet *(That way if the attachment does not apply to you, it won't appear to the Reviewer as if you failed to submit the document.*
- When submitting proof of Worker's Compensation Insurance, please ensure that you are providing an updated policy. Anything more than 2 years old will not be accepted.

- When submitting proof of Unemployment Insurance account with the State of Maryland, please ensure that you are providing an updated policy from the Department of Labor, Licensing & Regulation, identifying your contribution rate for the period of January 1<sup>st</sup>, 2018 – December 31<sup>st</sup>, 2018.
- Attachment #13 – This request is only applicable if you are a DDA Licensed Provider that is licensed in another state.
- Criminal Background check for the applicant is **REQUIRED** for Attachment #15. Please ensure to include the page that reveals the Results and/or the receipt. This can be done through Maryland Dept. of Public Safety Criminal Justice Information System OR a national criminal background check via a private agency.
- Criminal Background check for all first line Managers, Supervisors, and Administrative Staff(s) is required for Attachment #23. Please ensure to include a cover sheet listing the names of all Administrators, and also include the page that reveals the Results and/or the receipt. This can be done through Maryland Dept. of Public Safety Criminal Justice Information System OR a national criminal background check via a private agency.
- If Applicant, Business/Agency is currently rendering services to children and/or is applying to render services to children under the Family Supports Waiver, then a Child Protective Service Background Clearance check is **REQUIRED** for Attachment #16 for the applicant. This can be done with Maryland Local Dept. of Social Service Administration. Please ensure to include the page that reveals the Results. If you do not intend on rendering services to children, simply indicate Attachment #16 is **NOT APPLICABLE**.
- If Applicant, Business/Agency is currently rendering services to children and/or is applying to render services to children under the Family Supports Waiver, then a Child Protective Service Background Clearance check is **REQUIRED** for Attachment #24 for all first line Managers, Supervisors, and Administrative Staff(s). This can be done with Maryland Local Dept. of Social Service Administration. Please ensure to include a cover sheet listing the names of all Administrators, and also include the page that reveals the Results. If you do not intend on rendering services to children, simply indicate Attachment #16 is **NOT APPLICABLE**.
- If applying as a Business/Agency, this includes DDA Licensed Providers and Non-DDA Licensed Providers, you are required to submit an updated Program Service Plan (PSP). Program Service Plan must reflect the services the applicant is applying to rendering. Existing DDA Providers need to revise their current PSP to include DDA's new service name & definitions. Existing DDA Providers, ensure to attach the most current Program Service Plan approval letter.
- If applying as a Business/Agency, you are required to submit an updated Quality Assurance Plan. If you are an existing DDA Licensed Provider, please ensure to attach the signed QA approval letter.

- All Business/Agencies **MUST** submit a current budget and a proposed budget. Proposed budget should be projected for 3 years. The entire budget should identify, (but not limited to): possible cost variances, contingency funds, staffing compensation, administrative travel, training cost, personnel cost, office supplies, start-up cost (if applying as new Business/Agency), and other relevant business cost.
- If applying as a Business/Agency, you are **REQUIRED** to have a Board of Directors; all requested information is expected to be provided on the Governing Body – Board of Directors form which is available on the DDA Website. Please make sure you include your governing body member's qualifications and roles, frequency of meetings, and ensure that meeting minutes are published (DDA can ask for these at any time).
  - An individual with a disability is expected to be a member, along with a family/relative/guardian/loved one of an individual diagnosed with a disability, is expected to be a member of the board.
  - Please read the DDA COMAR regulation further, to thoroughly understand DDA's expectations for Agency's Board of Directors.
- Please do not submit unrequested documents; only submit the documents that are being requested for on page 13 & 14 of the DDA Provider Application version 3 revised 2-26-18.