![Maryland Department of Health logo]

LTSS*Maryland* Provider Portal Update
DDA Authorized Services Report Enhancement Overview

Overview

In the March 2024 maintenance, MDH updated the DDA Authorized Services Report. Users are now able to view both annually authorized and monthly authorized services in a single output and can have a summary of billed services across calendar years.

This process was updated to more accurately display authorized services and the amounts billed towards the authorization cap.

Summary of system changes:

- Change in input from Annual and Monthly service authorization to Service Plan Year
- Change in report limitation to display future month authorization based on approved PCPs.
- New outputs to include additional service plan and eligibility information

Please review the below instructions for more information about what changes you can expect.

Input changes

1. The new "Service Plan Year" input will replace the Annual vs Monthly authorized services, enabling users to see both authorization types. You will instead be prompted to select a year. You will also be able to select multiple months in the year if desired.

2. You will also be able to search for future authorized services based on approved plans

Service Plan Year*	2024 ⌄
Service Plan Program Type*	2025 **2024** 2023
Agency Name/FEIN	2022 2021
Client Region*	2020 2019
Client ID/MA#	2018

Output Changes

1. New MA Eligibility and Coverage Group

Client ID ⇕	Client Name ⇕	Client MA # ⇕	MA Eligibility Span ⇕	Coverage Group ⇕

2. New Service Plan Period to differentiate between Annually Authorized Services and Monthly Authorized Services

Agency Name ⇕	Provider Location Name ⇕	Provider Location Number ⇕	Service Plan Program ⇕	Service Plan Period ⇕
APEX HOME CARE INC	APEX HOME CARE, INC	424783304	CP	08/01/2024 - 08/31/2024

3. New Plan Effective Date, Plan End Date, Annual PCP Date, Plan Status, Date PCP became Active and Inactive

Plan Effective Date ⇕	Plan End Date ⇕	Annual PCP Date ⇕	Plan Type ⇕	Plan Status ⇕	Is Active ⇕	Date PCP Became Active ⇕	Date PCP Became Inactive ⇕
08/15/2024		08/15/2024	Annual PCP	Approved	No	N/A	N/A

4. New Service Specific End Date and New Annual Service Cost

Service Plan Service ⇕	Service Specific End Date ⇕	Unit Type ⇕	Authorized Units/Cost ⇕	Annual Service Cost ⇕
Community Living - Group Home		Day	15	$134,791.76

5. Same Billed and Entered sections

Billed		Entered		
Units/Cost ⇕	Balance (Authorized - Services Entered) ⇕	Services Units/Cost ⇕	Balance (Authorized - Services Entered) ⇕	Count of Services with Exceptions ⇕
0	15	0	15	0

Output Detail Changes

1. When viewing an annually authorized service, if the authorization crosses calendar years, all authorizations and units/costs billed against the authorization will now appear in the report

2. You will also be able to determine if the service is annually authorized or has monthly authorization by looking to the Service Plan Period. Annual authorizations will have a year span and monthly will only have a month span

Service Plan Period ⇕	
12/01/2023 - 12/31/2023	
12/01/2023 - 12/31/2023	
05/15/2023 - 05/15/2024	
12/01/2023 - 12/31/2023	