

Documentation Requirements for Vendors and DDA Providers Self-Directed Services

Receiving Your Vendor Services from DDA Providers

Participants may hire a DDA Provider to provide the following services:

- Assistive Technology
- Behavioral Support Services
- Community Development Services
- 2:1 Community Development Services
- Day Habilitation*
- Employment Services
- Environmental Assessment
- Environmental Modifications
- Family and Peer Mentoring Supports
- Family Caregiver Training and Empowerment Fees
- Housing Support Services
- Live-In Caregiver Supports
- Nursing Support Services
- Participant Education
- Training and Advocacy
- Personal Supports
- Personal Supports Enhanced
- 2:1 Personal Supports Enhanced
- Remote Support Services
- Respite Care Services-Camp*
- Respite Care Services-Hour
- Respite Care Services-Licensed Site
- Supported Living
- Transition Services
- Transportation
- Vehicle Modifications

For The Arc to pay the DDA providers for the services they provide to you, DDA providers are required to submit a DDA provider approval letter to fmsvendorcompliance@thearcCCR.org.

* In addition to the above documents, DDA providers providing Day Habilitation services are also required to submit their OHCQ license.

* Note that Respite Care Services-Camp does not require a DDA approval letter. Camp must be an approved DDA camp.

Receiving Your Vendor Services from Non-DDA-Approved Vendors

Participants may hire a non-DDA-approved vendor to provide the following services:

- Assistive Technology
- Community Development Services
- 2:1 Community Development Services
- Day-to-Day Administrative Supports
- Employment Service – Ongoing Job Supports
- Employment Services – Follow Along Supports
- Environmental Assessments
- Environmental Modifications
- Nursing Support Services
- Personal Supports
- Personal Supports Enhanced
- 2:1 Personal Supports
- Respite Care Services-Hour
- Respite Care Services- Camp
- Support Broker Services
- Transportation
- Vehicle Modifications

Requirements for All Vendors and Providers

For The Arc to pay for goods and services provided, the vendor must submit the following to fmsvendorcompliance@thearc.org:

- [Form W-9](#)

For The Arc to pay for goods and services provided, the following must be submitted to fmsvendorcompliance@thearc.org for all employees who provided a service:

- Photo ID showing age of employee is 18+ (16+ for Respite)
- CPR and First Aid Certification
- Criminal Background Check
- If the participant is under 18, a Child Protective Services Background Check

All documents provided must be current, **not expired**, and:

- Reflect the vendor employee's current name, address, and other relevant identifying information.
- Photo IDs must be state or federally issued such as driver's licenses or passports.
- CPR and First Aid Training certifications may be fully in person or a hybrid/blended learning training that includes an in-person skills component for both CPR and First Aid.

Additional Requirements for Vendors and Providers

In addition to the above documents, vendors and providers performing the below services are also required to submit additional information for The Arc to process payment:

- Assistive Technology
- Environmental Assessment
- Environmental Modifications
- Nursing Support Services
- Support Broker Services
- Transportation
- Vehicle Modifications

All documents provided must be current, **not expired**, and reflect the vendor employee's current name and other relevant identifying information.

Assistive Technology

All vendors and entities must be designated by the Division of Rehabilitation Services (DORS) as an Assistive Technology service vendor.

Individuals performing assessments for Assistive Technology (except for Speech Generating Devices) must meet one of the following requirements:

- Rehabilitation Engineering and Assistive Technology Society of North America (RESNA) Assistive Technology Practitioner (ATP), or
- California State University Northridge (CSUN) Assistive Technology Applications Certificate, or
- Certificate of Clinical Competence in Speech Language Pathology (CCC-SLP).

Individuals performing assessments for any Speech Generating Devices must meet the following requirements:

- Need assessment and recommendation must be completed by a licensed Speech Therapist
- Programs and training can be conducted by a RESNA Assistive Technology Practitioner (ATP) or California State University North Ridge (CSUN) Assistive Technology Applications Certificate professional.

Assistive Technology Specialists/Practitioners must have a minimum of three years of professional experience in adaptive rehabilitation technology in each device and service area certified.

Specialists/Practitioners must also have an acceptable certification from any of the following:

- Rehabilitation Engineering and Assistive Technology Society of North America (RESNA) Assistive Technology Practitioner (ATP)
- California State University Northridge (CSUN) Assistive Technology Applications Certificate
- Certificate of Clinical Competence in Speech Language Pathology (CCC-SLP)

Licensed professionals must have either a:

- Maryland Board of Audiologists, Hearing Aid Dispensers & Speech-Language Pathologists license for Speech-Language Pathologist, or
- Maryland Board of Occupational Therapy Practice license for Occupational Therapist.

Environmental Assessment

The person doing the assessment must be licensed by the Maryland Board of Occupational Therapy Practice as a licensed Occupational Therapist in Maryland or Contract with a Division of Rehabilitation Services (DORS) approved vendor.

Environmental Modifications

The vendor or employee of the vendor providing services must be/have:

- Licensed home contractors or Division of Rehabilitation Services (DORS) approved vendors
- A Home Improvement License for projects which may be required to complete where an existing home structure is modified (such as a stair glide) as applicable
- Properly licensed or certified by the State; b. Be in good standing with the Department of Assessments and Taxation to provide the service; c. Obtain and maintain Commercial General Liability Insurance; and d. Obtain and maintain worker's compensation insurance sufficient to cover all employees, if required by law e. Be bonded as is legally required.

Nursing Support Services

The employee of the vendor providing services must have a Nursing License.

Support Broker Services

The employee of the vendor providing services must be on DDA's list of Certified Maryland Support Brokers.

Transportation

- The employee of the vendor providing services must have a driver's license. The vendor or employee must have auto insurance, both of which are required for non-commercial providers. Commercial providers such as Uber, Lyft and Mobility are not required to submit a driver's license or auto insurance.
- For Orientation, Mobility, and Travel Training Specialists, the vendor or employee of the vendor providing services must have a travel trainer certification as a travel trainer from one of the following:
 - Easter Seals Project Action
 - American Public Transit Association
 - Community Transportation Association of America
 - National Transit Institute
 - American Council for the Blind
 - National Federation of the Blind
 - Association of Travel Instruction
 - DORS approved vendor/contractor
 - Other recognized entities based on approval from DDA

Vehicle Modifications

The vendor or employee of the vendor providing services must be a DORS-approved vendor or DDA-certified provider and:

- VEAPA-vehicle Equipment and Adaptation Prescription Agreement must be completed by a driver rehabilitation specialist or certified driver rehabilitation specialist.
- If applicable based on the modification completed, the adaptive driving assessment specialist who wrote the Adapted Driving Assessment report and the VEAPA shall ensure the vehicle modification fits the consumer and the consumer is able to safely drive the vehicle with the new adaptations/equipment by conducting an on-site assessment and provide a statement as to whether it meets the individual's needs.

Respite Care Services - Camp

The vendor providing the service must be a DDA approved camp