



TOTAL CARE CENTERS FOR SUPPORT SERVICES

A Division of Total Care Services, Inc.

Helping Others Meet Life's Challenges

COMPREHENSIVE ASSESSMENT: THE ELIGIBILITY PROCESS

Developmental Disabilities Administration (DDA) Eligibility for Maryland is based on definitions found in Maryland State Law. Services are not a guarantee. A person applying must be a resident of Maryland and be determined eligible to receive DDA services. A Comprehensive Assessment is conducted to determine whether a person is eligible for services.



STEP 1: Complete a DDA Application and submit to your local Regional Office. [[website/phone #](#)]

STEP 2: After review, a referral for an assessment will be made. Applicant/Parent/Guardian should receive a phone call from the Coordinator of Community Services (CCS) provider agency to schedule a face-to-face visit.

STEP 3: During the face-to-face visit CCS reviews applicant's information with applicant and/or caregiver. Information includes: developmental and mental health history, current medications and medical status; emotional and behavioral concerns; health care coverage, including Medicaid status; living situation; personal support systems; goals and preferences; environmental, social and functional status; educational history; employment and income status; health and nutritional education, and natural supports.

STEP 4: CCS should also share information about available resources through the use of a resource guide.

STEP 5: The Comprehensive Assessment should be completed and submitted with required supporting documentation to the Regional Office within 45 business days of the referral.

STEP 6: DDA has an additional 45 days to make decision and send the determination in writing to the applicant's home address. The complete eligibility process will take at least 90 days.