



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

Larry Hogan, Governor - Boyd Rutherford, Lt. Governor - Dennis R. Schrader, Secretary

**MARYLAND MEDICAL ASSISTANCE PROGRAM
Home and Community-Based Options Waiver Transmittal No. 8
Community First Choice Transmittal No. 5
Community Personal Assistance Services Transmittal No. 2
May 8, 2017**

To: Home and Community-Based Options Waiver Assisted Living Providers
Community Personal Assistance Services
Community First Choice Personal Assistance Providers
Susan J. Tucker
From: Susan J. Tucker, Executive Director
Office of Health Services
Re: Criminal Background Checks and Monthly Claims Submission
Note: **Please ensure that appropriate staff members in your organization are informed of the contents of this memorandum.**

Criminal Background Checks

The Home and Community-Based Options Waiver, Community First Choice, Community Personal Assistance, and Increased Community Services programs require a criminal history records check pursuant to Health-General Article, §19-1901(e), Annotated Code of Maryland. "Criminal history records check" means a check of criminal history record information, as defined in § 10-201 of the Criminal Procedure Article, by the Department of Public Safety and Correctional Services.

Assisted Living providers and Personal Assistance provider agencies must directly obtain the criminal history records check. Criminal history records check obtained by staff member themselves or obtained by another facility or employer are not acceptable.

Monthly Claims Submission

Assisted Living providers are still required to submit their claims after the end of the month of service. For example, claims for April 2017 should be submitted on or after May 1, 2017. Please do not submit claims weekly or submit claims for payment within the same month the services were provided.

Questions regarding this transmittal may be directed to Warren Sraver at 410-767-1065 or via email at warren.sraver@maryland.gov.