



STATE OF MARYLAND
DHMH

Maryland Department of Health and Mental Hygiene

201 W. Preston Street • Baltimore, Maryland 21201

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – John M. Colmers, Secretary

Developmental Disabilities Administration

Michael S. Chapman, Executive Director

MEMORANDUM

To: All Developmental Disabilities Regional Office Directors
All Developmental Disabilities Regional Office Fiscal Directors
All Developmental Disabilities Administration Rolling Access Providers

From: Catriona Johnson, Assistant Director for State and Federal Relations

Date: October 1, 2008

Re: FY 2009 Changes to Rolling Access Reporting

Effective October 1, 2008, all Rolling Access providers are to begin entering their FY '09 Rolling Access first quarter and current expenditures into the new PCIS2 Rolling Access Contract Module. This user-friendly module within PCIS2 will give providers the ability to review real time summaries of expenditures for their agency and individuals. Providers will no longer be required to email quarterly reports to their regional offices, as DDA will now be able to generate reports directly from PCIS2 and will notify providers of any issues as they arise. Rolling Access providers will be required to enter expenditures as funds are expended, thus ensuring the individual is eligible for available funding.

The addition of Rolling Access to the PCIS2 Contract Module will enable DDA to monitor Rolling Access expenditures on a timely basis, as well as allow DDA to provide accurate information to auditors, legislators, and others regarding the needs of children and adults with developmental disabilities. Please contact your Regional Office if you find there is a need to update information currently in PCIS2 (address change, etc.) or if you inadvertently enter incorrect information (service type, service date, funding amount, etc) and need the information changed once entered.

Providers should review the training manual on the DDA website, and if additional assistance is needed, can contact Angelique Bing at: rollingaccess@dhmh.state.md.us. Training on the Rolling Access Module is also now available as part of PCIS2 trainings offered by DDA (check the website for dates).