

DDA: Coordinators of Community Service (CCS)

For people with developmental disabilities and those who support them

What is the DDA?

The Maryland Developmental Disabilities Administration (DDA) provides services and supports for children and adults of all ages with developmental disabilities.

You qualify for DDA services if (1) the DDA finds that you have a developmental disability, (2) DDA has funding for you, and (3) you meet financial and technical eligibility requirements. People who begin receiving DDA services usually continue receiving services as long as they remain eligible.

Visit dda.health.maryland.gov for more information.



Who are Coordinators of Community Services (CCS)?

Coordinators of Community Services (CCS) are professionals who help advise people with developmental disabilities. When a person is on the DDA waiting list, the CCS will help them obtain services from other community resources while they wait.

When a person receives DDA services, the CCS helps the person understand all of the services available to them. A CCS helps a person with the person centered planning process and helps them apply for the various available services. A CCS files the necessary applications and helps the person find provider agencies or support as needed. When a person is receiving services, the CCS visits or checks in with the person to make sure the person is getting what they need and that the person is safe. If there is a report that the person was abused or neglected, the CCS will make sure the person is safe and that their needs are met.

CCS helps people access many different services including:

- Medical
- Recreational
- Education
- Social
- Financial
- DDA services
- Housing
- Counseling
- Employment
- Legal



Do I qualify for CCS?

You should have a CCS if DDA has said that you have a developmental disability, you are eligible for Medical Assistance and you are:

- Receiving DDA services;
- Transitioning from an institution to the community; or
- On the DDA waiting list.

How does CCS work?

Each CCS works for a Coordination of Community Service agency. You choose your Coordination of Community Service agency. Sometimes your CCS will act as DDA staff, and other times they advocate for you.

A CCS acts as DDA staff when they help figure out if you are eligible for DDA services. To decide if you are eligible, the CCS will learn about your disability and needs and will recommend to DDA whether or not you qualify for services. DDA makes the final decision about whether you qualify.

A CCS acts as your advocate after DDA has found that you are eligible. Then, your CCS is your advocate. If you are on the DDA waiting list, the CCS will help advise you about available services. If you are starting or already receive DDA services, your CCS will help you make a person centered plan for what you need to live your good life.

What else does the CCS do?

The CCS will

- Help you understand what various services are and how to apply for them.
- Advise you about the choice between DDA provider services and self-directed services.
- Help you apply for specific services.

- Work with your other case managers, if you have them.
- Help you plan to direct your own services or find a provider agency to support you.
- Help you understand your rights.
- Help you if your rights are not protected or if you need any changes in your plan.

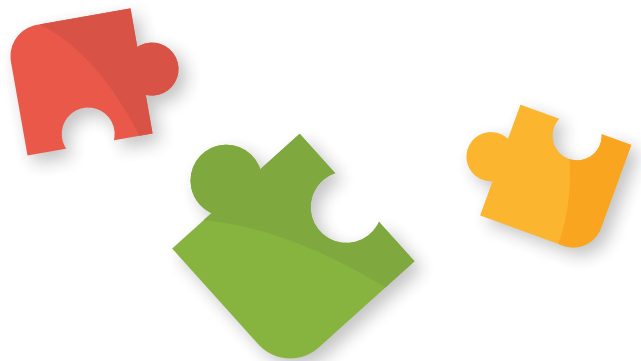
What rights do I have with my CCS service?

You have a right to call your CCS if you want any changes in your person centered plan, want to change provider agencies, are being harmed in any way or need other help.

You can change CCS provider agencies at any time you choose. To do this, contact your regional DDA office.

What CCS agencies are available in Maryland?

There are a number of CCS agencies to choose from, some serve the entire state while others serve local areas. For current information on CCS agencies, go to the DDA website and click on “Coordination of Community Services.” Then look for “Popular Links” to find the List of DDA’s CCS Providers.



If you still have questions about this information or need assistance finding other disability resources, contact the Resource Finder at Kennedy Krieger by phone or email:

800-390-3372 • TTY MD Relay 711 • resourcefinder@kennedykrieger.org

This information sheet is made possible through a partnership between the Maryland Center for Developmental Disabilities at Kennedy Krieger Institute, Disability Rights Maryland and Maryland Developmental Disabilities Council.