

Levels of Intensity Score Sheet **(Review by Licensing Agency)**

All new rate requests and renewal rate applications must obtain written approval from the appropriate licensing agency prior to submitting the **Levels of Intensity Score Sheet** to the MSDE Rate Section.

Submit all forms to appropriate licensing agency for approval no later than **JANUARY 16, 2024**.

The licensing or contracting agency representative must sign the **Levels of Intensity Score Sheet Form**. Signed copies must be included with the completed rate application package.

Licensing Agencies

- The **Department of Human Services/Office of Licensing and Monitoring (DHS/OLM)** will review the LOIs and staffing for all programs licensed by DHS.
- The **Department of Juvenile Services (DJS)** will review the LOIs and staffing for all programs licensed by DJS.
- The **Maryland Department of Health/Behavioral Health Administration (MDH/BHA)** will review the LOIs and staffing for all programs licensed by MDH as Therapeutic Group Homes.
- The **Maryland Department of Health/Developmental Disabilities Administration (MDH/DDA)** will review the LOIs and staffing for all programs licensed by MDH/DDA that have children/youth placed by DHS and DJS.

Changes in classification, numbers of positions, or hours worked may have an impact on the levels of intensity of services. A written narrative justifying any of the identified changes must be attached to the forms and included as part of the submission to the licensing agency. A copy of the narrative should also be included with the complete rate application package submitted to the IRC.

Programs licensed by the Department of Human Services/Office of Licensing and Monitoring (DHS/OLM) should upload the documents needing approval into CJAMS no later than **JANUARY 16, 2024**.

Contact the Licensing Coordinator or Quality Assurance Specialist if there are questions or concerns.