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.

Submitted all forms to appropriate licensing agency for approval no later than **JANUARY 14, 2023**.

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.

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Programs licensed by the Department of Human Services/Office of Licensing and Monitoring (DHS/OLM) should upload the documents needing approval into Citrix no later than **JANUARY 14, 2023**.

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