



STATE OF MARYLAND

**DHMH**

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Maryland Department of Health and Mental Hygiene

201 W. Preston Street • Baltimore, Maryland 21201

Robert L. Ehrlich, Jr., Governor – Michael Steele, Lt. Governor - Nelson J. Sabatini, Secretary

Developmental Disabilities Administration

Diane K. Coughlin, Director

**MEMORANDUM**

TO: Executive Directors

FROM: Scott M. Uhl  
Deputy Director

RE: Completion of the Contribution to Care Forms on PCIS2

DATE: February 3, 2005

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Many providers have already begun updating information on the contribution to care page of PCIS2 for 2005. In an effort to assist you in the completion of this form, DDA has developed the enclosed instructions. As you know, timely and accurate data on the contribution to care is essential and has implications for provider payments. Please use this opportunity to clean up any old data and to ensure the accurate input of new information.

If your organization has already updated information regarding contribution to care, it is important that you double check to ensure that an end date was provided for the previous period (the field is at the bottom of the screen). If this was not done, there could be an adverse impact on your fourth quarter payment. In the event that the end-date was not provided, you must re-enter the 2004 contribution to care data. In order to avoid a low fourth quarter payment, these corrections must be completed by March 1.

Please complete all other data clean-up and input by March 15, 2005.

If you have questions regarding the contribution to care process, contact Freda Crump at 410-767-0747.

Thank you for your attention to this matter.

CC: Audrey Waters, Chief Financial Officer, DDA  
Peter deFries, Assistant Director for Operations, DDA

410-767-5600

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*Web Site:* [www.dhmh.state.md.us](http://www.dhmh.state.md.us)