

# Developmental Disabilities Administration Southern Maryland Regional Office

Nicole Sheppard- Transitioning Youth Coordinator  
**Coordinator of Community Services (CCS)**



MARYLAND  
Department of Health

# WHO HAS A COORDINATOR OF COMMUNITY SERVICE (CCS)

- People who meet the following criteria has a CCS (Coordinator of Community Service)
  - Someone on the waiting list in one of the following priority categories
    - ✓ Crisis Resolution
    - ✓ Crisis Prevention
    - ✓ Current Request
  
  - Someone who is currently receiving a DDA service

# ROLE OF THE COORDINATOR OF COMMUNITY SERVICE (CCS)

- Assess a person's needs for services and supports
- Assist with coordinating and connecting people to service providers
  - Assist to identify potential providers
  - Complete paperwork for waiver enrollment
- Work with the person and team to develop a Person Centered Plan (PCP)
  - Monitor implementation of PCP and satisfaction with services
  - Coordinate annual review and PCP update
- Advocate for the person and assist with self-advocacy efforts to ensure the person remains at the center of the transition into services
- Assist with locating and implementing generic (non DDA funded) resources in the community

# ISSUES WITH CCS (COORDINATOR OF COMMUNITY SERVICE)

## CHANGE CCS

- You can switch a CCS within the same agency
- Contact a supervisor at the CCS agency to complete the process

## CHANGE CCS AGENCY

- You can change to a different CCS agency
- Email the CCS Director at the Regional Office, Carol Bowman-  
[carol.bowman@maryland.gov](mailto:carol.bowman@maryland.gov)

# QUESTIONS

- Concerning DDA services
  - Contact your CCS
- General questions about services
  - Contact your CCS
- Requesting to change CCS but stay with same agency
  - Contact a supervisor at your current CCS agency
- If you don't know who your CCS is
  - Contact Carol Bowman  
[carol.bowman@maryland.gov](mailto:carol.bowman@maryland.gov)
- If you would like to switch CCS agencies
  - Contact Carol Bowman  
[carol.bowman@maryland.gov](mailto:carol.bowman@maryland.gov)



If you have any additional questions or concerns, please contact the Southern Regional Office at (301) 362-5100

To learn more about DDA,  
visit [dda.health.maryland.gov](http://dda.health.maryland.gov)