

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 the appropriate licensing agency for approval no later than **JANUARY 15, 2025**.

The licensing or contracting agency representative must sign the **Levels of Intensity Score Sheet Form**. A signed copy 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 child placement agencies licensed by DHS.

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 15, 2025**.

Contact your agency's Licensing Specialist or OLM's Quality Assurance Specialist if there are questions or concerns.