

DEVELOPMENTAL DISABILITIES SUPPORTS DIVISION (DDSD)

DIRECTOR'S RELEASE (DR)

EFFECTIVE DATE: May 10, 2013

Signature Date:	May 17, 2013
FROM:	Signature on File Cathy Stevenson, DDS Director
TO:	All DD Waiver providers and case managers, DDS staff
SUBJECT:	SIS Reassessment Requests for New Allocations

I. SUMMARY:

For individuals allocated to the DD Waiver between April 1, 2012 and May 9, 2013, reassessments may be requested without prior authorization from DDS within certain timeframes. For new allocations and transfers to the DD Waiver on May 10, 2013 and after, prior authorization for reassessments is required.

II. REQUIREMENTS AND CLARIFICATIONS

A. Individuals age 18 and over, allocated to the DD Waiver between April 1, 2012 and May 9, 2013, have the option to request reassessment within timeframes provided with their Fair Hearing Rights Notification letter without prior authorization from DDS. However, the following guidelines are recommended when considering a reassessment request:

1. Review SIS results first being sure to review the ratings reflective of the support needs identified by the respondent group. Contact your Regional Office SIS Lead for assistance in interpreting results.
2. Request a copy of your *SIS Assessment Checklist* and interviewer qualifications if there are concerns about proper administration of the SIS.
3. If the SIS results appear accurate and would not substantially change with a reassessment, review service options available through the current NM DDW Group assignment. If concerns are about service package adequacy, there are various safeguards, add-ons and choices available within each NM DDW Group A-G as well as the option to request a Group H assignment to address extraordinary service needs.
4. Individuals allocated between April 1, 2012 and May 9, 2013 who after considering the above would like a reassessment, must collect the supporting documentation requested by AAIDD schedulers. If the

requested supporting documentation is not available, this group of individuals have the following three choices:

- a. enter DD Waiver services under their current New Mexico DDW Group assignment until requested supporting documentation can be obtained. Once supporting documentation is available and AAIDD is notified, a reassessment will be scheduled if still desired;
- b. choose Mi Via, New Mexico's Medicaid self directed waiver;
- c. close their allocation, understanding that there is a waiting list should they choose to reapply for DD Waiver services.

B. For the following categories of individuals, SIS reassessments require prior approval by DDSD:

1. All adult individuals newly allocated and choosing DD Waiver on or after May 10, 2013;
2. All adult individuals transitioning from Mi Via on or after May 10, 2013;
3. All children in DD Waiver services turning 18 on or after May 10, 2013; and
4. All adult eligible recipients who have already had both an initial SIS assessment and a reassessment.

These individuals may request a SIS reassessment through their regional office SIS Lead in the following circumstances:

1. The DD Waiver participant or guardian believes the SIS interviewer did not substantially follow the guidelines for conducting a SIS assessment; or
2. The DD Waiver participant has a documented significant change in condition or life circumstance which substantially changes the type, frequency or duration of supports need in multiple life areas

DDSD policy and procedure relevant to review of reassessment requests shall be issued and posted on the DDSD website.

III. Definitions:

New Mexico DDW Group: Based upon information obtained from the SIS assessment, about the needs of each eligible recipient, which may include an exceptional behavioral needs assessment and medical supports needs assessment, as appropriate, a standardized methodology for home and community based waivers is applied to the SIS score to determine the NM DD Waiver Group. There are seven NM DD Waiver Groups, each with an associated service package. The NM DDW Groups are based on standardized criteria and are consistent with the normal distribution of

individuals with Developmental Disabilities as identified through the administration of the (SIS).

NM DDW Group H: Means an assignment required to address rare and/or exceptional situations for individuals with documented extenuating circumstances or extremely complex needs, consistent with this policy.

Significant change in condition: The individual has experienced one or more of the following: a decline or improvement in physical, cognitive or functional ability; a new diagnosis or event that requires a change in medication or treatment or requires creation or revision to a health care, therapy, Positive Behavioral Support Plan, Behavioral Crisis Intervention Plan or Medical Emergency Response Plan; a change in medication or the medication route that would permanently alter the level of assistance with medication delivery.

Supports Intensity Scale (SIS)[®]: A reliable, valid, standardized assessment designed to measure the pattern and intensity of supports required for persons (18 years and older) with intellectual disability to be successful in community settings. The SIS was developed by American Association on Intellectual and Developmental Disabilities (AAIDD) between 1998 and 2003 and was released for use in 2004.

SIS Reassessment: A second SIS assessment conducted prior to the three year cycle identified in NM Policy regarding use of the SIS. Reassessments are conducted along with a record review by the qualified SIS interviewer due to one of the following 1) public assurances made during the initial stages of NM implementation of the SIS; or, 2) a documented significant change in condition.

V. REFERENCES

New Mexico Developmental Disabilities Waiver Group Assignment and Notification
New Mexico Developmental Disabilities Waiver Group H Policy
New Mexico Developmental Disabilities Waiver Group H Assignment Procedure
Use of the Supports Intensity Scale[®] Assessment (SIS) Policy
Supports Intensity Scale Assessment[®] (SIS): Scheduling Procedure
Supports Intensity Scale Assessment[®] (SIS): Interview Procedure
8.314.5 NMAC, *Developmental Disabilities Home and Community-Based Services Waiver*