

DEVELOPMENTAL DISABILITIES SUPPORTS DIVISION

DIRECTOR'S RELEASE (DR)

EFFECTIVE: August 1, 2013

Signature Date:	July 31, 2013
FROM :	<u>Signature on File</u> Cathy Stevenson, DDSD Director
TO:	All DD Waiver providers
SUBJECT:	Update to DDW Standards, Policy and Procedures

I. SUMMARY:

This Director's Release provides guidance regarding updates to existing policy and procedure, as well as the 2012 DD Waiver Standards.

II. SPECIFIC SECTION OF THE REQUIREMENTS AFFECTED BY THIS RELEASE:

- A. 2012 DD Waiver Standards, Chapter 7, Customized In-Home Supports.
- B. 2012 DD Waiver Standards, Chapter 9, Environmental Modification Service.

III. Requirement Amendment(s) or Clarifications:

A. Retroactive to May, 2013, Individuals in NM DDW Groups A and B may apply for additional units of Customized In-Home Supports, (CIHS) during their first year of new waiver services, through the Group H Committee. These units must be used to transition to Customized In-Home Supports staffing levels.

1. The DD Waiver participant and their IDT must develop a transition plan which includes a "step-down" of hours over the first year of the Waiver- ISP term, to prepare the individual for the lower staff level of Customized In-Home Supports. *(For example: The individual has received 27 hours a week during the last ISP year. They would receive 27 hours a week for the first quarter of their ISP year, 22 hours a week the second quarter, 18 hours a week their third quarter, and 13 hours a week during the last quarter of their ISP year).*
2. The Case Manager completes an Individual Supports Needs Review Form indicating the increased number of units requested as part of the transition plan. A copy of the transition plan developed by the IDT, as well as a Letter of Justification and other required documents as per Group H Policy and Procedure is submitted to DDSD Regional Office Manager, who reviews and forwards to the Group H Committee for review as recommended.
3. Upon Group H approval for these additional transition units, the Case Manager will document this transition plan in the ISP, monitor the transition from the existing level of staff support to a to the staffing level for Customized In-Home Supports provided within their NM DDW service package.

4. If the transition plan is not successful and the units of customized in home support available through the individual's DDW Group service package are not sufficient to assure health and safety the individual may apply for Group H consideration at that time.

B. Environmental Modification Service may be utilized by individuals receiving Supported Living or Family Living Supports.

1. Individuals receiving Supported Living or Family Living Supports may apply to their DDSD Regional Office for prior approval of Environmental Modification Service. All agency requirements contained in Chapter 9 of the DD Waiver Service Standards, Environmental Modification, remain applicable.
2. When one or more individual(s) in DDW services are roommates and each will benefit from the environmental modification, and agreement is reached- the roommates must share of the cost of the modification - equally dividing the cost of the environmental modification and document this in their respective ISP budgets.
3. All other limitations contained in Chapter 9, Environmental Modification service, remain applicable.

REFERENCES

New Mexico Developmental Disabilities Waiver Group H Policy
New Mexico Developmental Disabilities Waiver Group H Assignment Procedure
Developmental Disabilities Home and Community-Based Services Waiver
2012 DD Waiver Standards
8.314.5 NMAC