

## For More Information...

Contact your Regional Office  
Or visit [ActNewMexico.org](http://ActNewMexico.org)

### Metro Regional Office

Bernalillo, Sandoval, Torrance, and Valencia  
Main: (505) 841-5500 Toll Free: (800) 283-5548

### Northwest Regional Office

Cibola, McKinley, and San Juan  
Main: (505) 863-9937 Toll Free: (866) 862-0448

### Northeast Regional Office

Colfax, Harding, Los Alamos, Mora, Rio Arriba, San Miguel, Santa Fe, Taos, and Union  
Main: (575) 758-5934 Toll Free: (866) 315-7123

### Southwest Regional Office

Catron, Dona Ana, Grant, Hidalgo, Luna, Otero, Sierra and Socorro:  
Main: (575) 528-5180 Toll Free: (866) 742-5226

### Southeast Regional Office

Chaves, Curry, De Baca, Eddy, Guadalupe, Lea, Lincoln, Quay, and Roosevelt  
Main: (575) 624-6100 Toll Free: (866) 895-9138



**ACT New Mexico**

Access Community Together



## Get the Supports You Need

# ACT New Mexico

## Access Community Together



What you need to know about  
adult services through the  
New Mexico Developmental Disabilities Waiver

Administered by the  
Developmental Disabilities Supports Division



New Mexico's Department of Health Developmental Disabilities Supports Division (DOH/DDSD) is improving the Developmental Disabilities Waiver (DDW) program for adults with intellectual and developmental disabilities (IDD).

Access Community Together (ACT) New Mexico is a website hosted by DOH/DDSD and stands for the way adults with IDD plan for and get the services and support they need to live the life they prefer in the community. The DOH/DDSD is committed to implementing a DDW program that will ensure that services are available to people currently served and the thousands waiting for services.

ACT New Mexico represents a person-centered, community-oriented approach to deliver services for adults with IDD. The approach emphasizes:

1. That adults with IDD be in charge of their lives as much as possible,
2. That adults with IDD have opportunities to use resources in ways that enhance their lives and help them participate in their communities,
3. A shared responsibility for the wise use of public dollars and the contribution that people with IDD and their families can make, and
4. That the system is managed in a way that is efficient and fair to everyone.

It's  
Your  
Life!

## How It Works

To participate, follow these five steps:

1. You must be eligible to receive Medicaid services and enrolled in the DD Waiver.
2. You are interviewed to assess your support needs using the Supports Intensity Scale<sup>®</sup> (SIS) and supplemental questions.
3. You are assigned a NM DDW Group with a proposed budget and a suggested service package.
4. You create a person-centered Individual Service Plan (ISP) and request services.
5. You review the results. If you are not getting what you need to be successful, contact DDSD. Help us make our system better.

## Step 1 - Get Access to DDW Services

If you are not currently receiving DDW services, but think you might be eligible, call your local Regional Office; or to learn more about eligibility, visit the DDSD website at:

[www.health.state.nm.us/ddsd](http://www.health.state.nm.us/ddsd)

If you are already receiving services, you do not need to re-apply. You can also transfer from the Mi Via Program, if you choose. Read on to learn about how it will work.

## Step 2 - Assess Your Support Needs

You will have an interview to assess your support needs using the Supports Intensity Scale<sup>®</sup> (SIS). Supplemental questions are also asked to gather more information about extraordinary medical and behavioral risk.

The SIS is a nationally recognized tool created by the American Association on Intellectual and Developmental Disabilities (AAIDD). It was standardized using people with IDD and it measures the pattern and intensity of your support needs. The interview can last 3 to 4 hours. The questions are about supports you need to participate in everyday activities, the same as anyone else your age living in your community. The SIS Assessor is trained and certified by AAIDD to assure consistency and proper administration.

You should attend the interview or at least meet the SIS Assessor. At least two other “primary respondents” who can help answer questions must attend your SIS interview. They must:

- Have known you for at least three months,
- Have recently observed you over several hours in one or more settings, and
- Be able to describe your support needs.

Your guardian, family members and other professionals are welcome to attend, but depending on your circumstances, may or may not be a primary respondent.

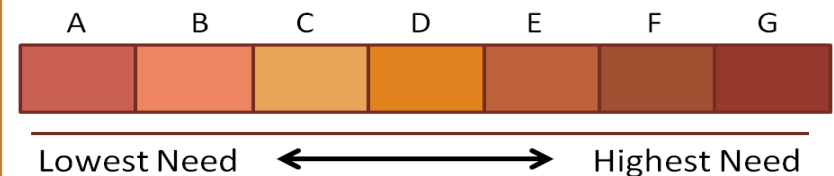
The SIS Assessor conducts the SIS assessment. He or she does not assign your NM DDW Group, propose your budget, or propose your service package.

Fair  
For All

## Step 3 - Get a Proposed Budget & Suggested Service Package

**First**, after your needs are assessed, you are assigned a NM DDW Group with a proposed budget and a suggested service package.

Your NM DDW Group assignment is based on your assessed needs. There are seven groups labeled A to G, which describe a range from low to high support needs. People in each group have similar support needs.



**Second**, options for your Living Care Arrangement (LCA) are suggested in the service package associated with your NM DDW Group Assignment. However, any option is available based on clinical justification. Options are:

**Customized In-Home Supports (Independent living)** - live in your own home with some assistance at home and in the community.

**Customized In-Home Supports (Family/Friends)**- live with family or friends with some assistance at home and in the community.

**Family Living**- live with your family or a host family with 24 hours a day, 7 days a week assistance available.

**Supported Living**- live with others in a home and receive assistance 24 hours a day, 7 days a week.

**Intensive Medical Living**– live in a home and receive very high medical supports and nursing care on a daily basis.

Me In My  
Community!

**Third,** Your proposed budget and suggested service package are made up of three separate budget parts:

- **Base Budget,**
- **Professional Services Budget,** and
- **Other Services**

Services I  
Need

The chart below lists the services under each category.

#### Base Budget

Case Management, Living Arrangement, and Day Services; including Employment and Customized Community Supports.

#### Professional Services

Physical, Speech, Occupational Therapies, and Behavior Support Consultation (BSC).

#### Other Services

Environmental Modifications, Personal Support Technology, Assistive Technology, Independent Living Transition, Supplemental Dental Care, Non-medical Transportation, Adult Nursing, Nutritional Counseling, Preliminary Risk Screening and Consultation, Crisis Supports, Socialization and Sexuality Education, Initial Therapy Assessments, and Initial BSC Assessments.

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## Step 4 - Create Your Person-Centered Individual Service Plan (ISP)

**Pre-Meeting.** After your SIS, you receive a NM DDW Planning

Packet with SIS results, NM DDW Group, a proposed budget and a suggested service package. You will review your packet with your case manager and guardian, if applicable.

**ISP Meeting.** You and your Interdisciplinary Team (IDT) will talk about what you want for your life and the specific outcomes that you want to achieve. With the help of your IDT, you will also identify the supports and services you need to be successful. Your SIS assessment results will help you.

**Build Your Plan.** Your NM DDW Group with the proposed budget and suggested service package is a starting point for you and your IDT to plan supports and services to meet your needs and achieve your goals.

**Submit Your Plan.** Your case manager is required to submit your ISP, proposed budget and supporting clinical documentation for DDW service requests to an outside reviewer for clinical review.

Shared  
Responsibility

## Step 5 - Review the Results

DDSD has a few simple intentions. DDSD wants to assure that people with IDD get the services and supports they need to live the life they prefer in their community. In addition, DDSD wants to make sure that the service system is fair for everyone and that public dollars are spent wisely.

You can help by reviewing the results. If you are not receiving the services you need or achieving the outcomes you want, let your case manager know or contact your Regional Office. There are safeguards for you to consider.