
DDSD – DDW Numbered Memo 2017 – 6

Date: April 27, 2017
 To: Case Managers and DD Waiver Service Providers
 From: Jonathan S. Baca, Outside Review Program Manager
 Subject: Time Standards for Submissions to the Outside Review

Based on discussions at the Statewide Case Management Agency Director meeting, which took place on February 9, 2017, DDSD has been asked to outline the standard time frames (10 days, 30 days, 60 days) for all submissions to and from the Continual Outside Review and Evaluation (CORE) team of the Outside Review (OR).

The 10-day turn-around timeline for the CORE and for case managers, using the federal rules of civil procedure, rule 6, when the period for an event is stated in days or a longer unit of time:

1. Exclude the day of the event that triggers the period;
2. Count every day, excluding Saturdays, Sundays, and legal holidays; and
3. Include the last day of the period, but if the last day is a Saturday, Sunday, or legal holiday, the period continues to run until the end of the next day that is not a Saturday, Sunday, or legal holiday.

For example, if a case manager submits a budget today at any time before 5:00 p.m., close of business, Thursday, April 27th, today does not count for one of the ten business days. The ten-day count begins tomorrow, Friday, April 28th, and would then run until Thursday, May 12th at 5:00 p.m. (close of business). If there was a legal holiday in the middle of this run of dates, the case manager would add one more day to the run.

If the CORE sends a case manager an RFI today at any time before 5:00 p.m. Thursday, April 27th, today does not count for one of the ten business days. The ten-day count begins the next day.

For the 30-day and 60-day deadlines for submissions (revisions and annuals), the guideline is from date of the month to same date of the month, regardless of the number of days in the month. For example, if a budget begins on August 15, 2017, the 60-day window for late submission ends on June 15, 2017, even though the month of July has 31 days. In the case of a revision, if the start date for services is on August 15, 2017, the revision needs to be sent to the CORE before July 15, 2017.

U. S. legal holidays for 2017:

Monday, January 2	New Year's Day
Monday, January 16	Birthday of Martin Luther King, Jr.
Monday, February 20	Washington's Birthday <i>(not observed moved to day after Thanksgiving)</i>
Monday, May 29	Memorial Day
Tuesday, July 4	Independence Day

Monday, September 4	Labor Day
Monday, October 9	Columbus Day
Friday, November 10	Veterans Day
Thursday, November 23	Thanksgiving Day
Friday, November 24	Thanksgiving Break
Monday, December 25	Christmas Day
Tuesday, December 26	Christmas Break
Friday, December 29	New Year's Break

U. S. legal holidays for 2018:

Monday, January 1	New Year's Day
Tuesday, January 2	New Year's Break
Monday, January 15	Birthday of Martin Luther King, Jr.
Monday, February 19	Washington's Birthday <i>(not observed moved to day after Thanksgiving)</i>
Monday, May 28	Memorial Day
Wednesday, July 4	Independence Day
Monday, September 3	Labor Day
Monday, October 8	Columbus Day
Monday, November 12	Veterans Day
Thursday, November 22	Thanksgiving Day
Friday, November 23	Thanksgiving Break
Monday, December 24	Christmas Break
Tuesday, December 25	Christmas Day
Wednesday, December 26	Christmas Break
Monday, December 31	New Year's Break

U. S. legal holidays for 2019:

Tuesday, January 1	New Year's Day
Monday, January 21	Birthday of Martin Luther King, Jr.
Monday, February 18	Washington's Birthday <i>(not observed moved to day after Thanksgiving)</i>
Monday, May 27	Memorial Day
Thursday, July 4	Independence Day
Monday, September 2	Labor Day
Monday, October 14	Columbus Day
Monday, November 11	Veterans Day
Thursday, November 28	Thanksgiving Day
Friday, November 29	Thanksgiving Break
Tuesday, December 24	Christmas Break
Wednesday, December 25	Christmas Day
Thursday, December 26	Christmas Break
Tuesday, December 31	New Year's Break

Please contact Jonathan S. Baca at jonathans.baca@state.nm.us if you have any questions.