



HEALTH CARE  
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Date: July 1, 2024, DDSD-DDW Numbered Memo 2024-12

To: All Developmental Disabilities Waiver Providers and Interested Parties

From: Evangeline Yanez, Developmental Disabilities Supports Division, Community Programs Bureau Chief

Subject: Revised Developmental Disabilities (DD) Waiver Service Standards Effective 7/1/2024

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The Developmental Disabilities Supports Division (DDSD) updated the DD Waiver Service Standards to align with procedural changes already released through Numbered Memos. Service standards are the foundation for quality services and health and safety of participants in the DD Waiver.

Below is a *Snapshot of Updates in the DD Waiver Service Standards* which summarizes where you will find edits and updates per chapter. The complete, new DD Waiver Service Standards are effective July 1, 2024 and available on the following webpage [DDW - Services and Supports - New Mexico Human Services Department \(nm.gov\)](#).

For any questions, please feel free to contact:  
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# Snapshot of Updates in DDW Service Standards

The DD Waiver Service Standards contain updates to align with procedural changes already released through various communications. The grid below provides a summary of the updates by chapter.

Chapter	Chapter Name	Reason for Edit	
1	1	Initial Allocation and Ongoing Eligibility	New language and clarification for application process as well as removal of Pend Status.
2	4	Person Centered Planning	Addition of new section Chapter 4.6 Planning for Service Provisions and Payment to Legally Responsible Individuals (LRIs), Relatives or Legal Guardians.
3	6	Individual Service Plan (ISP)	Addition of language regarding the documentation requirements in the ISP when selecting services to be provided by an LRI, relative or legal guardian. New Addendum A name: Client Rights, Grievance Process and Abuse, Neglect and Exploitation Reporting Acknowledgement Form.
4	7	Available Services and Individual Budget Development	Discontinue Outside Reviewer (OR).
5	8	Case Management	Addition of language related to case manager responsibilities when services are provided by a an LRI, relative or legal guardian. Use of Client Individual Assessment (CIA) is discontinued.
6	10	Living Care Arrangement	Addition of language regarding allowances and requirements for LRIs, relatives and legal guardians providing Family Living or Customized In-Home Supports.
7	11	Community Inclusion	Addition of language regarding allowances and requirements for LRIs, relatives and legal guardians providing Customized Community Supports and Community Integrated Employment.
8	11	Community Inclusion	Adjusted reference to "Former " Jackson Class Member (JCM).
9	12	Professional and Clinical Services	Deleted separate telehealth section and provided clarification on requirement and frequency for in-person and in-home visits.
10	13	The Electronic Comprehensive Health Assessment Tool (e-Chat)	Aligned language with decision consultation guidelines.
11	13	Nursing	Clarification of nursing requirements under Family Living for non-related families.
12	14	Other Services	Addition of language regarding allowances and requirements for LRIs, relatives and legal guardians providing Respite.
13	16	Qualified Provider Agencies	LRIs, relatives and legal guardians must comply with Caregivers Criminal History Screening.
14	17	Training	Clarification of Behavior Supports Consultation (BSC) requirements to attend quarterly meetings.
15	17	Training	LRIs, relatives and legal guardians must meet training requirements.
16	Appendix A	Client File Matrix	Deletion of CIA Replaced Addendum A with Client Rights, Grievance Process and ANE Reporting Acknowledgement Form. Addition of LRI Information Form.
17	Lists	Acronyms	Removed and published separately.
18	Lists	State Agencies, Bureaus and Division	Removed due to multiple DDSD Bureau name changes. Information will be provided through other resources and webpage updates.
19	Multiple	Locations	Removal of references to the Department of Health (DOH) due to DDSD transition to HealthCare Authority. Name change from Provider Enrollment Unit (PEU) to Provider Enrollment & Relations Unit (PERU). Name change from Intake and Eligibility Bureau (IEB) to Pre-Service Intake Bureau (PSIB).