

Michelle Lujan Grisham, Governor
Kari Armijo, Cabinet Secretary
Alex Castillo Smith, Deputy Secretary
Kathy Slater Huff, Deputy Secretary
Kyra Ochoa, Deputy Secretary
Jennifer Rodriguez,
Developmental Disabilities Supports Division

DDSD-DDW- Numbered Memo 2025-01
DDSD-SW-Numbered Memo 2025-05

Date: January 15, 2025

To: All Developmental Disabilities Waiver Case Management Agencies, Mi Via Waiver Consultant Agencies, and Supports Waiver Community Support Coordinator Agencies

From: Selina Leyba, Developmental Disabilities Supports Division, Community Programs Bureau Chief

Selina Leyba

Subject: Revised Case Management, Consultant, and Community Supports Coordinator Code of Ethics and Conduct

The Developmental Disabilities Supports Division (DDSD) has updated the Case Management, Consultant, and Community Support Coordinator Code of Ethics to standardize and strengthen the code across all waivers.

The Case Management, Consultant, and Community Support Coordinator Code of Ethics must be followed by all Case Managers, Consultants, and Community Support Coordinators employed by or subcontracting with the agency.

All Case Management, Consultant and Community Support Coordinator Agencies are required to distribute and review the revised Case Management, Consultant and Community Support Code of Ethics and Conduct with their employees or contractors. The employee or contractor must sign and date the Code of Ethics and Conduct by attesting that they have received and reviewed the Code of Ethics and Conduct by April 15, 2025. Supporting documentation must be placed in the personnel file and reviewed annually. This ensures that all Case Managers, Consultants and Community Support Coordinators are acting in accordance with DDSD expectations and professional standards.