



Michelle Lujan Grisham, Governor
Kari Armijo, Secretary
Kathy Slater Huff, Deputy Secretary
Niki Kozlowski, Acting Deputy Secretary
Alanna Dancis, Acting Medicaid Director

Date: September 10, 2026

To: Developmental Disabilities Waiver Case Managers and Interested Stakeholders

From: Amanda Veracka, Statewide Case Management Coordinator, Developmental
Disabilities Supports Division, Community Programs Bureau 

Re: Sample Developmental Disabilities (DD) Waiver Individual Service Plan (ISP)

The Developmental Disabilities Supports Division (DDSD) has developed a sample Individual Service Plan (ISP) for case managers and interdisciplinary team members. The Sample ISP is intended to serve as an example of a quality, comprehensive ISP that is complete, thorough, and meets state and federal requirements for person-centered planning. It includes some instructions and detailed examples to demonstrate how each section of the ISP can be completed.

The Sample ISP is not a rubric or instruction manual. Rather, it is a guide that illustrates the content, level of detail, and quality expected in a well-developed, person-centered ISP.

For further guidance refer to the ISP Instruction Guide available online at:
www.hca.nm.gov/ddw-service-planning-budgets/

If you have any questions or concerns, contact Amanda Veracka, Statewide Case Management Coordinator, at amanda.veracka@hca.nm.gov.