



## Developmental Disabilities Supports Division Referral Process for Admission to an Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID)

### Purpose

The purpose of this document is to outline the procedures and responsibilities of the Developmental Disabilities Supports Division (DDSD) ICF/IID Program Coordinator in tracking open bed availability within Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IID) across the state. It also describes DDSD's approach to outreach and coordination efforts when ICF/IID providers notify the division of available bed openings.

### Open Bed Tracking

The ICF/IID Program Coordinator is responsible for implementing and maintaining an internal tracking sheet that monitors bed availability at each licensed ICF/IID home statewide. This document includes:

- Facility Name and physical address of each home
- Facility capacity and current bed availability
- Age and gender preferences or requirements for each home

Facilities are required to notify the ICF/IID Program Coordinator via e-mail whenever there is a change in bed status. This includes submitting information about admissions or discharges. The ICF/IID Program Coordinator updates the tracking sheet accordingly and confirms the accuracy of all entries each month.

### Referral and Outreach Process

The ICF/IID Program Coordinator is responsible for referrals and outreach to interested individuals or their representatives.

#### Initial Outreach

- The ICF/IID Program Coordinator's contact information is included in the "Yes Match" letter issued by the DDSD Pre-Services and Intake Bureau (PSIB) at the time their waiver application is determined a match for services. This allows individuals



or their representatives to initiate contact directly to learn more about ICF/IID programs

- Contact details are also provided in the PSIB Letters of Interest when a waiver allocation is offered. This supports the individual’s exploration of ICF/IID options again at the point of allocation.
- Contact details for the ICF/IID Program Coordinator are published on the New Mexico Health Care Authority, Intermediate Care Facilities for Individuals with Intellectual Disabilities page at <https://www.hca.nm.gov/intermediate-care-facility-ifc-iid/>

## Choosing ICF/IID on the Primary Freedom of Choice

When a Primary Freedom of Choice (PFOC) form is submitted to PSIB and indicates an interest in ICF/IID services, the form is forwarded to the ICF/IID Program Coordinator.

- The ICF/IID Program Coordinator is responsible for tracking and filing received Primary Freedom of Choice (PFOC) forms.
- The ICF/IID Program Coordinator contacts the individual or their representative using the phone number provided on the PFOC to discuss the next steps for ICF/IID admission and answer any questions.

## Distribution of Informational Materials and Resources

The ICF/IID Program Coordinator maintains an information flyer. The flyer is intended for posting on the ICF/IID portion of the website at <https://www.hca.nm.gov/intermediate-care-facility-ifc-iid/> and is to be distributed to interested individuals upon request to increase awareness and support informed decision-making. The flyer includes:

- A list of ICF/IID facilities and contact information
- Types of services provided
- Contact information for the ICF/IID Program Coordinator

## Responding to Direct Inquiries

- If an individual or their representative contacts the ICF/IID Program Coordinator directly to express interest in ICF/IID services, the following steps are taken:
  - The ICF/IID Program Coordinator reviews whether the individual has submitted a DD Waiver application and verifies if a “Yes Match” letter has been issued or if the application is in pending status.



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- Based on the individual’s application status, the ICF/IID Program Coordinator:
    - Shares a copy of the informational flyer so the individual can review and interview ICF/IID facilities.
    - Provides guidance on which facilities currently have open beds
    - Answers questions about the ICF/IID admissions process or other related concerns.
    - Directs the individual to PSIB to complete application if needed.