UNM CENTER FOR DEVELOPMENT & DISABILITY

HOW TO ENTER A NEW SUPPORTS WAIVER PARTICIPANT

1. Log in with your SW Coordinator/ Mi Via Consultant login and password at https://ddsdtrain.cdd.unm.edu/

2. Click on "participants" on the top left:

Participants   Reports ▶   Maintenance ▶

SELF-DIRECTED SERVICES PORTAL

NEW MEXICO DEPARTMENT OF HEALTH
Building a Healthy New Mexico

New Mexico Waiver Training Hub
UNM Center for Development and Disability
NM Developmental Disabilities Supports Division

Welcome, Anthony Cahill

3. You have two choices: go to a participant you've already entered (e.g., someone changing waivers) using the "Find Participant" dropdown list on the right or enter information about a new participant right on the screen.   In almost all cases, you'll be entering information about a new person.

   Note that the fields with red * are required, so be sure you have all of the information you'll need before you start.

   Note that if you're both a Mi Via consultant and a SW coordinator, you'll need to choose your coordinator role.

   If the participant is their own EOR, the participant's information should be entered in the EOR fields.

   When you're done, hit the "save" button - the blue disk at the top left. (See next page)

This message will appear. You're done! The participant will now appear in the dropdown list on the right side of the screen.