



Michelle Lujan Grisham, Governor
Kari Armijo, Secretary
Alex Castillo Smith, Deputy Secretary
Kathy Slater Huff, Deputy Secretary
Kyra Ochoa, Deputy Secretary
Dana Flannery, Medicaid Director

DDSD-DDW Numbered Memo 2025-15

Date: October 1, 2025

To: Case Managers: Developmental Disabilities (DD) Waiver Case Managers, Mi Via Consultants and Medically Fragile Waiver Case Managers *SL*

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

Subject: Use of the Client Information Update Form – CIU/MAD 054

The Income Support Division, IC Waiver Unit (ISD-IC) has reported to DDSD that they are not receiving notice of changes to critical information for waiver recipients. It is the responsibility of case managers to ensure that client information remains current and accurate. Case managers are required to use the Client Information Update form (CIU/MAD 054) to inform the ISD-IC Waiver Unit of changes with waiver recipients when any of the following circumstances occur:

1. Change in address (individual, guardian, representative),
2. Change of Case Management Agency or Consultant Agency,
3. Level of Care changes,
4. Status of allocation or transition,
5. Reason for denial or closure,
6. Plan of Care: Individual Service Plan or Service and Support Plan dates,
7. Death of the person in services,
8. Nursing facility admission,
9. Hospital facility admission,
10. Move out of the state,
11. Incarceration,
12. Request for a Setting of Care change,
13. Request for a category of eligibility extension,
14. Waiver services not accessed or received within 90 consecutive calendar days,
15. Withdrawal, suspension, or termination from waiver, or
16. Request for resumption of services.

Thank you in advance, and if you have any questions, please contact Selina Leyba, Community Programs Bureau Chief via email at SelinaT.Leyba@hca.nm.gov or phone at 505-372-9624.