



HEALTH CARE  
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**Date:** January 2, 2025  
**To:** All Developmental Disabilities (DD) Waiver Supported Living Providers  
**From:** Jennifer Rodriguez, Developmental Disabilities Supports Division Director  
**Subject:** DD Waiver Supported Living Providers *New Census Requirement*

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Beginning February 1, 2025, DD Waiver Supported Living provider agencies are required to submit a monthly census containing the legal name of the waiver recipients in each of the supported living homes they operate by physical address location. This census is due by the 1<sup>st</sup> of each month to Theodore Jackson in the Provider Enrollment Relations Unit at [Theodore.Jackson@hca.nm.gov](mailto:Theodore.Jackson@hca.nm.gov).

DD Waiver Supported Living providers are also required to notify Theodore Jackson within 24 hours of any individual moves in or out of a home.

Providers who fail to provide this information by the stated timelines will be subject to contract management activities.

Please submit your first census to Theodore Jackson by **February 1, 2025.**