

Date: June 18, 2025

DDSD-DDW Numbered Memo 2025-07

To: Developmental Disabilities Waiver Case Managers

From: Selina Leyba, Community Program Bureau Chief, DDSD

Re: Revised Individual Service Plan for the Developmental Disabilities Waiver – Updates and Training Information

The Developmental Disabilities Supports Division (DDSD) has revised the DD Waiver Individual Service Plan (ISP) to be more person-centered, accessible, and user-friendly. The updated plan, **ISP 2025**, encourages waiver recipients to take an active role in creating their ISP, and promotes the person's voice in directing their plan.

Key Updates to ISP 2025:

- Removed outdated content.
- New sections on employment, enabling technology, and safety/risk assessments.
- Expanded focus on individual rights, choices, and autonomy in service settings.
- Aligned with Centers for Medicare and Medicaid Services (CMS) person-centered planning requirements (December 2024).
- An **instruction guide** will accompany ISP 2025. The guide explains each section of the plan and offers prompts to facilitate meaningful discussions.

Training Requirements:

Case Managers are encouraged to attend one of the following ISP 2025 online training sessions:

- Tuesday, June 24th at 2:00 PM
 - Teams Meeting ID: 267 220 609 468 4
 - Meeting Passcode: 5vz3Q94p
- Wednesday, June 25th at 10:00 AM
 - Teams Meeting ID: 258 310 136 949 2
 - Meeting Passcode: jS6Bp2Gj
- Wednesday, July 2nd at 3:00 PM
 - Teams Meeting ID: 227 677 085 574 0
 - Meeting Passcode: 7Gs65rj9
- Monday, July 14th at 10:00 AM
 - Teams Meeting ID: 247 198 531 410 1
 - Meeting Passcode: f4Nj7ga9
- Thursday, July 17th at 2:00 PM

- Teams Meeting ID: 252 567 905 134 7
- Meeting Passcode: hL96TM7U

The training will be recorded and made available [DHPD | DDSD Online Courses :: Center for Development and Disability | The University of New Mexico](#).

- Those unable to attend a live online training must review the training video by Friday, July 25th.

Implementation of ISP 2025:

Case Managers are required to begin using ISP 2025 for new allocations or ISP renewals beginning **October 1, 2025**. The following table provides dates for which the new, ISP 2025, must be used.

ISP Start Date	ISP Submission Date, On or After (45 days prior to ISP effective date)	ISP Form to Use
July 1-31, 2025	May 17, 2025	Existing ISP
August 1-31, 2025	June 17, 2025	Existing ISP
September 1-30, 2025	July 18, 2025	Existing ISP
October 1-31, 2025	August 17, 2025	ISP 2025
November 1-30, 2025	September 17, 2025	ISP 2025
December 1-31, 2025	October 17, 2025	ISP 2025
January 1, 2026 - Ongoing	November 17, 2025	ISP 2025

- Revisions to ISPs approved before October 1, 2025, will continue to use the existing ISP until their ISP term ends.
- The Third-Party Assessor (TPA), Comagine, will stop accepting the current, existing DD Waiver ISP by EOB August 17, 2025.

For questions, contact Lundy Tvedt, Statewide Case Management Coordinator, at lundy.tvedt@hca.nm.gov, or Claudia Rice at Claudia.Rice@hca.nm.gov