



HEALTH CARE
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To: All Developmental Disabilities Waiver Providers and Interested Parties

From: Selina Leyba, Developmental Disabilities Supports Division, Community
Programs Bureau Chief *SL*

Subject: Secondary Freedom of Choice Form-Distribution

The Developmental Disabilities Supports Division (DDSD) has been notified that Secondary Freedom of Choice (SFOC) forms are not being sent to service providers prior to the effective date of the Individualized Service Plan's (ISP).

If a service provider does not receive signed SFOCs timely this can cause delays in service authorization and delivery. Not only does this create potential harm to waiver recipients, but it can also result in contract management activities with the Developmental Disabilities Supports Division (DDSD).

Case Managers are required to provide all signed SFOC forms to the service providers within five (5) business days. This allows the provider agency the ability to ensure there are no delays in delivery service. Please refer to the Developmental Disabilities Waiver Service Standards 8.2.1 once the SFOC form is signed, Case Managers must contact the selected provider agency within 5 business days, notifying the agency the client has chosen their agency.

If Case Managers are unable to engage providers after contacting and sending a signed SFOC form, Case Managers should submit a Regional Office Request for Assistance (RORA).

For any questions, please contact Steven Fernandez, Developmental Disabilities Waiver Program Manager at steven.fernandez@hca.nm.gov or 505-584-1687