



HEALTH CARE
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Date: March 15, 2026

To: Mi Via Waiver Providers and Consultant Agencies

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

Subject: Reminder Notification: Level of Care Process Change

This memo serves as reminder of changes made to the Mi Via Level of Care process. In November 2025, the Developmental Disabilities Supports Division (DDSD) together with the Medical Assistance Division (MAD) changed the annual requirements for level of care (LOC) reevaluations to decrease burden to Mi Via participants and streamline the LOC process.

INITIAL LOC PROCESS

The initial process did not change:

1. Waiver recipients must complete the Medicaid application (HSD 100) and submit it to the Income Support Division (ISD) for financial eligibility.
2. The following documents are required to be sent to the Medicaid Third-Party Assessor (TPA) for medical eligibility:
 - Long Term Care Medical Assessment Abstract, MAD 378
 - History and Physical (H&P)

ANNUAL LOC RECERTIFICATIONS:

The process for annual LOC recertifications is as follows:

1. Participants must complete the Medicaid application (HSD 100) and submit it to the Income Support Division (ISD) for financial eligibility.

Both the MAD 378 and H&P must be completed by the participants' primary care provider; however, the MAD 378 and H&P no longer need to be submitted to the TPA. The MAD 378 and the H&P must be kept in the Consultant Agency individual case file. If these documents are not present or are present but not signed in the case file, Consultants will be found deficient in the Quality Management Bureau audit, and the Consultant Agency is subject to contract management activities through DDSD. Comagine will no longer be sending the MAD 378s, H&Ps or reminder

notices to the participant. The Consultant and participant, or participant's guardian, must ensure H&Ps and MAD 378s are completed timely.

Consultants and participants can obtain the MAD 378 and H&P to take to their providers at the following links:

- MAD 378: [MAD 378.pdf](#)
- H&P: [Mi Via Service Planning & Budgets – New Mexico Health Care Authority](#)

EXPECTATIONS AND REMINDERS:

Follow the established instructions (on the back of the MAD 378) to ensure the forms are completed accurately. A completed MAD378 and H&P must meet the following requirements:

- Section C- Medical Assessment must be completed by the primary care provider (PCP). The consultant's responsibility is to ensure that the assessment section is completed in its entirety, not to validate clinical accuracy.
- PCP signatures are required. When providers submit electronic health records instead of the Comagine H&P form, consultants must verify that the documentation includes a documented physical exam. The participant may request a copy of the physical exam for themselves or have it faxed to the consultant. Because the physical exam becomes part of the participant's permanent medical record, it may be requested at any time and is required to be in the individual case file.

Consultants play a critical role in assisting and assuring that all required steps are taken by Mi Via Waiver participants to complete annual recertification. This includes assisting with supports needed for the waiver participant to attend medical appointments timely for an annual H&P. That support means:

- Monitoring H&P Dates
- Reminding participants that their annual H&P is needed
- Providing forms (MAD 378 and H&P)

For any questions related to this change, please contact Elaine Hill via email at Elaine.Hill@hca.nm.gov or via phone at 505-506-6103.