



Questions and Answers Related to Payment Requirements for Legally Responsible Individuals (LRIs), Relatives, and Legal Guardians

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<p>Where in the Individual Service Plan (ISP) or Service and Support Plan (SSP) do I document these requirements?</p> <ul style="list-style-type: none"> • <i>Best fit</i> information. • How the individual was included in the decision to hire an LRI, relative or legal guardian. • Backup plan. 	<p>Provide narrative in the <i>Life Experiences – Relationships</i> section of the ISP template.</p> <p>Provide backup planning in the Health and Safety section, under the service the LRI will be providing.</p>	<p>Provide narrative in questions 6-8 of the SSP template. For question 8 (Q.8), confirm that DDS was made aware your LRI is providing services using the new <i>LRI Information Form</i>. The SSP template will be edited to reflect this change to Q.8 in next SSP update.</p>	<p>Provide narrative on page 10 of the ISP template. This replaces the need for the separate <i>Request for Services by a Relative or Legal Guardian Form</i> to be submitted to the Supports Waiver Unit. Note: Currently, LRI's are not permitted to provide services in Supports Waiver.</p>	<p>Provide narrative in the Home Care Section of the ISP.</p>
<p>When do I start the new documentation requirements in the ISP or SSP?</p>	<p>Follow the new process at the expiration of the Regional Office approval, if this applies to you, or annual submission of the ISP, whichever is first. Information must be part of the current ISP not simply meeting minutes.</p>	<p>Follow the new process at the next revision or annual renewal of the SSP with annual start dates 7/1/24, and after.</p>	<p>Currently, the process applies only to relatives and legal guardians. Start the new documentation process for relatives and legal guardians who are not LRI's at the next revision or annual renewal of the ISP with annual start dates 7/1/24 and after.</p>	<p>Not applicable</p>

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When exactly is the new LRI Information Form to be used?	Effective immediately and required upon expiration of any related DD Waiver Exception Authorization form for an LRI. It replaces the <i>DD Waiver Exception Authorization Review Form</i> for LRI's .	Effective immediately and required for all annual budgets starting 7/1/24 and after. It replaces the <i>Mi Via Request for Services by LRI</i> form.	Not applicable. The Supports Waiver Program is planning to seek approval for the program renewal with CMS 7/1/25.	Effective immediately
Who is responsible for assuring the LRI does not provide services over 40 hours in a consecutive week?	The provider agencies are responsible for supervising and scheduling their employees just as they would for an unrelated Direct Support Professional.	Per existing requirements, planned work schedules must be in the SSP and budget, which is monitored by the Employer of Record and Consultant.	Not applicable currently.	The provider agencies are responsible for supervising their employees and establishing schedules to meet these ISP requirements just as they would for an unrelated Direct Support Professional.
Do I need DDS approval to hire an LRI, relative or legal guardian?	No. Follow the documentation requirements and the service standards. For LRI's only, the <i>LRI Information Form</i> needs to be submitted annually to DDS.	No. Follow the documentation requirements and the service standards. For LRI's only, the <i>LRI Information Form</i> needs to be submitted annually to DDS.	No. Follow the documentation requirements and the service standards for relatives and legal guardians. Currently, LRI's are not permitted to be paid for services.	No. Follow the documentation requirements and the service standards. For LRI's only, the <i>LRI Information Form</i> needs to be submitted annually to DDS.