

ACQ Policy and Quality Subcommittee Meeting Summary

10/8/2025, 1:00 - 3:00 PM

Co-Chairs: Elana Gonzales, Winton Wood

Attendees: Scott Doan, Elaine Hill, Tonya Abernathy, Matthew Poel, Mary Nash, Valerie Dewbre, Tracy Perry, Elisha Levin, Frank Villegas.

Agenda Items:

1. Introduction:

- Elana Gonzales gave an overview of the subcommittee's purpose.

2. Updates and Announcements:

- Elana Gonzales gave updates from the last meeting and made new announcements:
 - The updated Exception Policy and Exception Authorization Form has been finalized.
 - The new [DDW Exception Authorization Review Form](#) can be found on DDSD's website under the 'Regional Offices' tab.
 - DDSD is beginning an extensive inventory project to edit policies and procedures that are due for review/updates.
 - This will involve review by the ACQ P&Q subcommittee in the coming months.
 - This will also involve the editing of the Policy Development and Implementation Process, which includes procedure for review by the ACQ P&Q subcommittee.

3. Mi Via Self-Directed Waiver Service and Support Plan

- Elaine Hill, the Mi Via Waiver Program Manager, gave an overview of the process to edit the Mi Via SSP.
 - DDSD thanked those who have provided feedback on the Mi Via Service and Support Plan.
 - During the Centers for Medicare & Medicaid Services (CMS) site visit in September 2024, it was recommended that the Developmental Disabilities Supports Division (DDSD) create a process allowing for

appropriate sharing of Service and Support Plan information with all involved vendor providers.

- As part of ongoing efforts to enhance coordination and transparency within the Mi Via program, input is requested regarding the development of a process to share complete Service and Support Plans with all approved vendor providers. Input is essential in guiding the design of a process that respects participant autonomy and confidentiality while strengthening provider collaboration.

- When asked, Elaine ensured that Mi Via constituents had the information needed to provide feedback on the changes.

Recommendations or questions: Elaine.Hill@hca.nm.gov

4. Wrap-up

- Several tangential topics were raised regarding lease agreements. Members were directed to the correct contacts at DDSD for more information and to the larger Advisory Council on Quality meeting.
- Discussion of who to contact for meeting suggestions/ questions:
 - Elana Gonzales: (Elana.Gonzales@hca.nm.gov)
 - Policy & Quality Subcommittee Co-Chair
 - Winton Wood: WiWood@salud.unm.edu
 - Policy & Quality Subcommittee Co-Chair
 - Kelley Harvey: KBethHarvey@gmail.com)
 - Advisory Council on Quality Coordinator
- Future meetings will continue with the usual schedule (bi-monthly, 2nd Wednesday of the month from 1:00-3:00 pm).
- The next sub-committee meeting will be Friday, December 10th, 2025, from 1:00-3:00 pm.