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To: All Developmental Disabilities Waiver Service Providers

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

Subject: Transition Meeting Requirements

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Critical transition meetings are not consistently being conducted in alignment with the Developmental Disabilities (DD) Waiver Service Standards, Chapter 9: Transitions. In addition, when these meetings do occur, agreed-upon decisions are not always implemented.

Failure to adhere to these requirements has led to delays in service engagement, service gaps, eligibility lapses, budget approval delays, and potential safety risks for waiver participants.

Per the DD Waiver Service Standards (Chapter 9: Transitions), transition meetings are required for the following scenarios: change in Case Management Agency, change in Provider Agencies, out of home placement, withdrawal from DD Waiver, discharge from services, suspension of services, termination from DD Waiver, resumption of services and waiver transfers.

Transition meetings are important because they make sure our waiver recipients continue getting the services and supports they need without delays or gaps. These meetings are required to help everyone stay on the same page when services or supports are changing. When meetings don't happen, or when decisions made in them aren't followed, it can cause significant problems leading to poor outcomes for waiver recipients.

If you are experiencing any issues regarding transition meetings or need DDSD support, please contact your DDSD Regional Office for assistance or complete a Regional Office Request for Assistance (RORA).

For any questions, please feel free to contact: Steven Fernandez, Developmental Disabilities Waiver Program Manager at [steven.fernandez@hca.nm.gov](mailto:steven.fernandez@hca.nm.gov) or 505-584-1687.