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DDSD-DDW Numbered Memo 2025-14

Date: September 10, 2025

To: All Developmental Disabilities Waiver and Medically Fragile Case Management Agencies

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

Subject: Budget Revision Clarification for Purchasing Agent/Fiscal Agent Services-Immediate Action Needed

This memo is to provide clarification and guidance on budget revisions and provider transitions for waiver recipients awaiting payment, reimbursement, or equipment related to Assistive Technology (AT), Specialty Medical Equipment (SME), and Remote Personal Support Technology (RPST), from HealthGenics, as addressed in previously issued memo regarding Purchasing Agent/Fiscal Agent Services-Immediate Action Needed issued on August 22, 2025.

Case Managers are to process budget revisions as follows:

- If partial funds were used, and service not provided or remains delayed:
 - End all HealthGenics line items by adding an end date. Do not zero out the line item unless zero funds were used.
 - Add a new service line item with the new provider agency and remaining available funds for the service.
 - Submit the revised budget to the Third-Party Assessor (TPA) with a note in Jiva indicating that the revision is related to issues with HealthGenics.
- If all funds have been utilized:
 - Add a new line item with the new provider agency and the previously approved amount.
 - Submit the revised budget to the TPA with a note in Jiva indicating that the revision is related to issues with HealthGenics.

Case Managers are directed not to remove any line items from the previously approved budget worksheets but rather to zero out the line item or only capture the amounts utilized and close/end the service.

For any questions related to this memo, please contact Steven Fernandez via Scomm or phone at 505-584-1687.