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Kathy Slater Huff, Deputy Secretary
Kyra Ochoa, Deputy Secretary
Dana Flannery, Medicaid Director

Date: 9/15/2025

DDSD-DDW Numbered Memo 2025-11

To: All Developmental Disabilities (DD) Waiver Provider Agencies

From: Eryn Bailey, Training and Knowledge Management Unit Manager, DDSD *MBailey*

Subject: Changes to Statewide Trainer's Meeting-DDW Standards 17.10, page 277

This memo changes the DD Waiver Service Standards Chapter 17.10 DDSD Core Curriculum Trainer Certification requirement that certified agency trainers must attend a minimum of three meetings per year. The change has occurred because reducing the Statewide Semiannual Trainer Meetings will ensure that the time and content are meaningful, focused on substantive updates, and aligned with the needs of the providers.

Current Requirement from DDW Standards Chapter 17.10 page 277:

- All certified trainers of DDSD core curricula are required to attend Regional Trainer Meetings at a minimum of three times per year; certified trainers must work with their DDSD Regional Trainer, if unable to meet the attendance requirement to make arrangements for discussing the training updates. A minimum of one (1) trainer per provider agency must be in attendance to represent their respective agency at each Regional Trainer Meeting.

CHANGED TO (changes in red):

- All certified trainers of DDSD core curricula are required to attend **both Statewide Semiannual Trainer Meetings each year (2)**; certified trainers must work with their DDSD regional trainer, if unable to meet the attendance requirement to make arrangements for discussing the training updates. A minimum of one (1) trainer per provider agency must be in attendance to represent their respective agency at each **Statewide Semiannual** Trainer Meeting.

The change is effective 9/15/2025. For questions, please contact Eryn.Bailey@hca.nm.gov.