

DDSD - Numbered Memo 2022-05

Date: February 24, 2022

To: All DD Waiver Case Managers

From: Jason Cornwell, Director 
Developmental Disabilities Supports Division

Subject: Statewide Aspiration Risk List (SARL) transition to SmartSheet^(R)

This memo is to notify DD Waiver Case Managers that the electronic SARL in SmartSheet^(R) is ready for use and implementation.

“SmartSheet^(R) forms are a secure and HIPAA-compliant means for data entry. For additional information on SmartSheet^(R) and HIPAA, see <https://help.smartsheet.com/articles/2476526-smartsheet-hipaa>.”

Case Managers must convert all individuals to the SARL SmartSheet^(R) as their ISP expires or when there is a change of condition that would place them on the SARL.

The link for the SARL SmartSheet^(R) is:

<https://app.smartsheet.com/b/form/4c421b8a7ff44e83b654bee6577d7209>

Training on the SARL SmartSheet^(R) will be provided on the following days. Please follow the link listed with each date. This one-hour training may be used towards the 14 hours of annual Case Managers training requirement. A certificate of completion will be provided.

March 21, 2022 @ 9-10 am

Join from the meeting link

<https://nmdoh.webex.com/nmdoh/j.php?MTID=m5867d71893e8f3e5fd048fdf5016fdbb>

March 22, 2022 @ 3-4 pm

Join from the meeting link

<https://nmdoh.webex.com/nmdoh/j.php?MTID=m61f62cab6106233283a4245a5587107a>

Please contact the Aspiration Risk Management Coordinator if any problems are encountered completing the electronic SARL.

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