

DDSD-DDW Numbered Memo 2022-10
DDSD-SW Numbered Memo 2022-03

TO: Developmental Disabilities and Medically Fragile Waiver Case Managers, Mi Via Consultants, and Supports Waiver Community Support Coordinators

FROM: Jason Cornwell, Director 
Developmental Disabilities Supports Division

RE: DDSD Individual Transition Plan Checklist

DATE: October 3, 2022

To standardize transition procedures for the Developmental Disabilities Waiver, Medically Fragile Waiver, Mi Via Waiver, and Supports Waiver the new DDSD Individual Transition Plan Checklist was created.

The DDSD Individual Transition Plan Checklist will be used during transition meetings, on or after October 3, 2022, to facilitate conversations about individual health and safety needs before, during and after transitions.

The checklist is broken into four different sections:

- Individual Identification Information
- Documentation Requirements
- Discussion Questions
- Transition Meeting Attendees

It is the responsibility of the current Case Manager, Consultant, Community Supports Coordinator, or Medically Fragile Registered Nurse Case Manager to complete the DDSD Individual Transition Plan Checklist. The transferring provider and receiving provider must initial or sign the form indicating confirmation that the transition meeting and the transfer of records, from transferring provider has occurred. Electronic signatures are accepted when completing the form.

For any questions or concerns please contact the applicable program managers as listed below:

- DD Waiver- Marie Velasco at marie.velasco@doh.nm.gov or (505)660-0766
- Medically Fragile- Iris Clevenger at iris.clevenger@doh.nm.gov or (505)231-2304
- Mi Via Waiver- Elaine Hill at elaine.hill@doh.nm.gov or (505)506-6103
- Supports Waiver- Anysia Fernandez at anysia.fernandez@doh.nm.gov or (505)629-7476