

DDSD-DDW Numbered Memo 2021-13

Date: December 1, 2021

To: DD Waiver Case Managers and Provider Agencies

From: Jason Cornwell, DDSD Director 

Cc: Marie Velasco, DDW Program Manager 

Subject: DDSD Contract Management and Timely Submission of Annual ISP, Budget Worksheet and Supporting Documentation

Annual submission deadlines to the UNM C.O.R.E review team are established to provide sufficient review time so that individuals do not experience a gap in service authorization. Late submissions to UNM C.O.R.E were allowed from the onset of the Public Health Emergency. However, in the DDW service standards 11/1/2021, timelines were permanently extended to allow more time for teams to plan and collect clinical documentation.

Effective February 1, 2022, DDSD will require performance improvement contract Management from case management agencies and applicable providers when late monthly submissions rise above 15%.

Case management agencies receive late submission reports monthly. Please establish process in your agency to assure timely submissions. Provider agencies must do the same so case managers can submit accurate and complete Individual Service Plans, Budget Worksheet And supporting documentation.

Annual submissions are due forty-five (45) calendar days prior to the annual ISP begin date. Refer to DD Waiver Services Standards 11/1/2021 [Chapter 7.4 Budget Submission Process](#) and [Chapter 16.8 DDSD Contract Management](#) for more information.

For questions or concerns please contact Marie Velasco at marie.velasco@state.nm.us or 505-660-0766.