

Date: March 1, 2024

DDSD-DDW Numbered Memo 2024-06

To: Developmental Disabilities Waiver Case Managers, Mi Via Consultants, Medically Fragile Waiver Nurse Case Managers, Supports Waiver Community Support Coordinators, and State General Fund Coordinators

From: Alecia Pulu, CSB Bureau Chief
Justin Stewart, BSI Bureau Chief



Subject: Statewide Aspiration List (SARL) Referral

This memo serves a reminder to Developmental Disabilities Waiver (DDW) Case Management that the SARL is required as part of the Aspiration Risk Management (ARM).

Ongoing ARM supports are required to maintain and support an established current Comprehensive Aspiration Risk Management Plan (CARMP) for adults. Ongoing support includes annual screening for aspiration risk using a new Aspiration Risk Screening Tool, reviewing, revising, training, and monitoring of the CARMP strategies, and SARL submission annually or based on changes and updates.

Case managers will complete aspiration planning support as outlined in ARM, report Chapter 5.5 and reporting to the SARL in Chapter 19.3. Case managers should be aware of Decision Consultation related to aspiration outlined in chapter 5.5.5.

Developmental Disabilities Supports Division (DDSD) is moving the submission requirement into Therap Case Notes for streamlined monitoring by Case Managers and DDSD. DDSD Strongly encourages SARL referral within all waiver and funding types. This will aid in offering assessment and assistance to all people supported.

Submission of the SARL case note will be required effective April 1, 2024, by DDW case manager and is available as of this memo release.

SARL training will be offered two times via Teams, DDSD strongly recommends all DDW Case Managers, Mi Via Consultants, Supports Waiver Community Supports Coordinators, Medically Fragile Waiver Nurse Case Managers to attend. Here are the dates and links:

March 19th, 2024; at 11:30 AM | [Click here to join the meeting](#)
Marth 22nd, 2024; at 10:00 AM | [Click here to join the meeting](#)

Please feel free to contact Alecia Pulu, CSB Chief Alecia.Pulu@doh.nm.gov; Justin Stewart, BSI Bureau Chief Justin.Stewart@doh.nm.gov; or Selina Leyba, Statewide Case Management Coordinator Selina.Leyba@doh.nm.gov with questions or further clarification.