

**Date: July 14, 2023**

**SW 2023-02**

**DDSD-DDW 2023-05**

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**To: All Developmental Disabilities (DD) Waiver Providers, Supports Waiver Providers, Case Management Agencies, Therapy Agencies and Behavior Support Consultant (BSC) agencies**

**From: Christopher Futey, Bureau of Systems Improvement, Bureau Chief** *Christopher Futey*

**Subject: DD Waiver Standards Chapter 22.4: Preparation of an Annual Report**

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The purpose of this memo is to provide DD Waiver providers, Supports Waiver providers, case management agencies, therapy agencies and BSC agencies their respective 2023 annual report links. All annual reports are due by February 15, 2024. Annual reports must include data for calendar year 2023. Please collect data through December 31, 2023. There have not been any content changes to the reporting template from 2022 for the 2023 version. Annual report links will not be active until December 15, 2023. Please do not send in hard copy reports. DDSD will only accept annual reports using the links below:

**Case Management Annual Report**

Link: <https://app.smartsheet.com/b/form/ccd68b4a500a44a8a46f2531026bbe59>

**DDW Provider Annual Report**

Link: <https://app.smartsheet.com/b/form/e86c725b7ce54f179a07386cec03fba0>

**Supports Waiver Provider Annual Report**

Link: <https://app.smartsheet.com/b/form/adadd8563e9f46b7981bd5c5ec5e46d4>

**Therapy Annual Report**

Link: <https://app.smartsheet.com/b/form/d82c79424b5f4f77a64749a75729c22b>

**BSC Annual Report**

Link: <https://app.smartsheet.com/b/form/2ee5d1dcfc4c463da8d3179b8e38cb44>

If you have any questions, please contact Chris Futey at (505) 216-8691 or [Christopher.futey@doh.nm.gov](mailto:Christopher.futey@doh.nm.gov)