



Date: April 1, 2024

DDSD-DDW Numbered Memo 2024-07

To: Developmental Disabilities (DD) Waiver Providers of Adult Nursing Services, Family and Supported Living Services, Intensive Medical Living Services and Customized Community Support Services

From: Alecia Pulu, Clinical Services Bureau (CSB) Chief 
Justin Stewart, Bureau of Systems Improvement (BSI) Bureau Chief 

Subject: Nursing Progress Note in Therap

Currently there is no centralized location for documenting the numerous nursing tasks performed by agency nurses. To streamline nursing documentation the Developmental Disabilities Supports Division (DDSD) developed a case note template in Therap. In November 2023 a case note template titled 'Nursing Progress Note' was piloted for use and feedback. To date there have been over 400 entries, by 14 nurses, at 8 provider agencies.

Beginning May 1, 2024, use of the Therap Nursing Progress Note is required for all DD Waiver nursing activities where documentation is required. This supersedes related documentation requirements written within Chapters 13 and 20 of DD Waiver Service Standards, effective November 1, 2023. The following activities are required to be documented in the Therap Nursing Progress Note:

- Provider nurse visits (different from appointments)
- Change of condition
- Out of home placement discharge planning
- Training/oversight monitoring
- Intensive medical living support daily
- Nurse collaboration
- On Call Consultation

Agency Therap Provider Administrators will need to ensure nurses have case note privileges (view & edit) within their assigned Super Role. A Therap guide to view/update super roles can be found at: <https://help.therapservices.net/s/article/858#SuperRole-ViewEdit>. Agency administrators can email DOH-DDSD.Therap.Unit@state.nm.us for further assistance, if needed.

*Nurses unfamiliar with case notes in Therap should visit the guide for creating a case note at <https://help.therapservices.net/s/article/168>.

DDSD will review this information at the Community of Practice on April 24, 2024, at 10:00. Please email Brittany.xavier@doh.nm.gov to request an invitation.

For any questions or to request technical assistance contact Alecia Pulu at Alecia.Pulu@doh.nm.gov or Justin Stewart at Justin.Stewart@doh.nm.gov.