

NOTICE: All provider agencies that receive this publication are required to distribute this update in a timely manner to all therapists and/or case managers contracted or employed by your agency. You are encouraged to distribute to others that may benefit from this information as well. Thank you!

Transitions

- Demarre Sanchez, M.S., CCC-SLP has won the contract to become the CSB SLP Consultant. Demarre's background includes: over 14 years' experience providing SLP services on the DD Waiver and supporting training and technical assistance for therapists in the Laurie Ross-Brennan & Associates agency. Demarre has also worked in school-based settings with students from kindergarten to middle school. She is knowledgeable with sign language, having completed over four years of American Sign Language (ASL) classes, as well as having clients who communicate using only ASL. Demarre is an Albuquerque native who enjoys spending time with her dogs, birdwatching, and bird photography. We are pleased to have Demarre's expertise, innovative spirit, and dedication as part of the CSB team. Please feel free to contact Demarre for assistance with SLP clinical issues and general assistance related to therapy services through the DD Waiver. Her contact information is included at the end of this newsletter.

The 2nd Annual Assistive Technology & Mobility Conference

- The conference was another great success with over 140 therapists from around the state in attendance. Many thanks to the exhibitors, sponsors, and presenters for making the two-day conference full of wonderful information and for providing sustenance during those long days of learning. The APS Access & Communication Technology Team was instrumental in putting the whole conference together, from publicity to registration to securing the space for us to meet. We look forward to partnering with them again in the future! If you would like to be among the first to receive information about the 2019 Assistive Technology & Mobility Conference, please be sure that you send your e-mail address to: specialty.seating@state.nm.us.

CSB met with the IQR lead and came away with some good tips for clinicians

- You can preview the IQR therapist interview questions on the website. This can assist you to feel prepared. Website: jacksoncommunityreview.org
- Remember to have your client documents with you or accessible during the IQR verbal interview. Don't guess about information since it may result in a finding.
- When being contacted for the interview time, please let the scheduler know if you are on vacation or not able to have access to your documents. It's ok to set up an alternate time or reschedule entirely if needed. You will be able to give more accurate information if you have your documents on hand and this will save time in the long run.
- Please use the physician and any specialist's history and physical forms to update your diagnosis list if your intention is to have a comprehensive list. This assures that if a new

diagnosis is added by a Dr. you can include it. Therapists do not need to include every diagnosis on a therapy evaluation report, but please include a statement such as – “**Major Relevant Diagnoses** (not intended to be a comprehensive list of all diagnoses):” if you are including relevant diagnoses on your Therapy Evaluation report.

Reporting Dates for the Therapy Annual Re-Evaluation Report

- The Therapy Annual Re-Evaluation Report is required to be submitted by 14 days before the Annual ISP meeting. The purpose of the Therapy Annual Re-Evaluation Report is to provide current information on the individual’s status in areas that discipline would traditionally evaluate, especially in areas that the therapist has been actively providing intervention. The Annual Re-Evaluation Report also provides information related to intervention and progress made on therapy goals and objectives that have been worked on during the *previous year*. This has always been a source of some confusion because the Annual IDT Meeting is often 8 to 12 weeks before the beginning of the new budget and the Semi-Annual report falls around 6 months into the new budget year. In addition, the Semi-Annual report currently requires only a very general report on the status of Therapy Goals and Objectives since the more complete Annual Re-evaluation report is often due just months later. To establish some uniformity and help clear up confusion please follow these guidelines regarding the Therapy Annual Re-evaluation Report:
 - The Annual Re-Evaluation Report should update the therapy evaluation as stated in the documentation section of the therapy standards and report on the status of therapy goals and objectives that were worked on the previous year.
 - The Annual Re-Evaluation Report must include the following wording in the initial demographic information: Date of Report – (*date the report is submitted*) and Report Covers – (*date of previous annual re-evaluation*) through (*current date*).
 - Please include the current progress or status as compared to the baseline that you reported for each therapy objective on the Therapy Intervention Plan column of the TDF! You are encouraged to update baseline information as part of your Semi-Annual Report but because of the timing of these reports updating the baseline data is only required on the more comprehensive Annual Re-Evaluation Report.
 - The optional Annual Re-Evaluation Report templates for OT, PT and SLP have been updated to include the language “*Report Covers – (date of previous annual re-evaluation) through (current date).*” These templates may also have other important updates. If your agency has their own templates, make sure that the agency template includes this new language!

Please feel free to contact the clinical consultant for your discipline if you have any questions regarding the Annual Re-Evaluation Report.

Clarification on JCM Clinical Exception Process and TDF

- In the last edition of the “Therapist Updates” the CSB reminded therapists and CM that the Clinical Exception process still applies to JCMs. For ongoing JCM budgets the CM cannot approve more than 58 therapy hours per ISP budget! If more than 58 hours are needed for

the therapist to implement the Therapy Intervention Plan, the therapist must submit an "Application for JCM Clinical Exception Form" (available on the Therapy Services Website) for review.

- In response to this reminder the CSB soon found that some therapy agencies and CMs have been utilizing the third column of the TDF (Budget Development Worksheet for Therapists) for JCMs. The Budget Development Worksheet for Therapists on the TDF should not be filled out for JCMs! This is indicated on the TDF itself and has been emphasized in PA trainings as well as the Webinar that provides information on the TDF form. For JCMs the therapist uses their clinical judgement to request up to 58 hours per year to implement the therapy intervention plan. The TDF does ask that therapists working with JCMs put the request for units on the first section of the TDF "Therapist's Request for Units Based on Therapy Intervention Plan".
- JCMs can always request more than 58 hours per ISP Budget if needed through the Clinical Exception Process. Non-JCMs go through a review with all budgets over 35 hours every year.

Miscellaneous Notices

- Documentation Reminder. Therapists – *Please strive to get your documentation into the CM on time.* Timeliness of documentation will be part of the CSB QA/QI review process. The Therapy Documentation Table is a "cheat sheet" that outlines what documentation is due, when it is due, and to whom it is to be distributed. The table may be found on the Therapy Services Website. Both therapists and CMs have found this table to be a helpful reference.
- Therapy Service Provider Agencies are responsible for entering all information regarding current therapist employees/contractors into the *Statewide Training Database*. Remember also to remove the names of any employees/contractors who are no longer working for your agency! Therapy Service Provider Agencies must make sure that all therapists are current on required therapy trainings. Entering required information into the Statewide Training Database will help ensure that compliance reports for completion of required training will reflect correct information about your agency.
- Because we have continued to receive questions related to providing therapy services concurrently with hospice or home health care, we are reprinting the following information from a previous "Therapist Update" newsletter.
 - If an individual receiving DD Waiver services needs *Hospice Care or Home Health Care* for support during a period of illness, injury or fragility, DD Waiver therapists may continue to provide therapy services concurrently. Therapists working for either of these programs do not replace DDW therapists. The purposes of the NM DDW are not the same as the purposes of these other two important home-based services and these service providers do not dictate the activities of DDW therapists. Neither Hospice nor Home Health providers have requirements for comprehensive training in the same way that DD Waiver therapists are required to train and monitor. Similarly, if an individual receives therapy services from their medical plan, those services are usually distinctly different from DDW therapy services.

- Referrals to the *Specialty Seating Clinic* for wheelchair, positioning, and adaptive equipment evaluations and consultations can be initiated at any time. Contact Scott Gifford, Clinic Manager, at 505-232-5726 or scott.gifford@state.nm.us

CSB Training Opportunities

- *Aspiration Risk Management (ARM) and Participatory Approach (PA)/ Standards*
 These are required trainings within the first year of service for all therapy providers in the DD Waiver and are geared toward therapists who are new to providing services through the NM DD Waiver or for therapists who would like a “refresher” on these topics. PA/Standards Trainings will address the current DD Waiver Standards and any associated updates to therapy documentation and therapy services processes. Changes due to issues with training venues or very low registration numbers are possible. **Please register at least 2 weeks in advance** especially for Metro trainings which tend to fill up quickly.

Upcoming PA/Standards and ARM trainings

Location	Training	Date
Albuquerque	ARM	Friday, January 18, 2019
Las Cruces	PA/Standards	Thursday, March 7, 2019
Las Cruces	ARM	Friday, March 8, 2019
Albuquerque	PA/Standards	Friday, March 22, 2019
Santa Fe	PA/Standards	Thursday, May 9, 2019
Santa Fe	ARM	Friday, May 10, 2019

Pre - Registration is required for these trainings! You must register at the [trainnewmexico](http://trainnewmexico.com) site below. Make sure to follow all registration directions. If the training is not listed on the site, you may need to wait until a time closer to the date of training to register. <http://trainnewmexico.com>
Please contact Kincie Byrd if you have registered and you must cancel or if you have specific questions related to ARM and PA training opportunities. Also contact Kincie if the class is full and you would like to be placed on a waiting list. Kincie.Byrd@state.nm.us
 Please see the “Training Requirements for Therapists” chart (available on the CSB Website) for information on requirements/registration for other training available for therapy providers as offered through DDS and the CDD.

DDS/CSB Websites and Contacts

- You may access the DDS/CSB website at the following web address:
<https://nmhealth.org/about/dds/pgsv/ddw/>
 - On the right column select “Developmental Disabilities Waiver” then select “Publications”. The 2018 DD Waiver Standards can be found as well as a large variety of other DDS publications and resources.
 - To find a large variety of Therapy Services resources and publications, including therapy report templates, please explore the following link trail:

- Select “*Developmental Disabilities Waiver*” → “*Services and Supports*” → “*Professional and Clinical Services*” → “*Clinical Services*” → “*Therapy Services*”, etc.
- We are aware that there are still many issues with finding resources on the DDS Website and with forms that are no longer fillable. The “Search Tool” can be helpful. Please contact your clinical consultant if you need resources that you can’t find on-line or you need a fillable version of a form. We can point you in the right direction or send the resource directly to you.

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Contacts for the clinical consultant representing your discipline:

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