

Dear Registrant:

Welcome! Now that you have been offered an opportunity to participate in either the Mi Via or the traditional Developmental Disabilities Waiver (DDW) program, there are a number of steps that need to be completed. It is very important that you follow each step in order to get into services faster once you are authorized to participate in the program. The allocation checklist will guide you through the necessary steps.

If you selected traditional DD Waiver, you will work with a ***Case Manager***; if you selected Mi Via, you will work with a ***Consultant***. There are items you must complete to begin services and there are tasks that your Case Manager or Consultant must complete for you to start services.

It is DDS's goal that you will become qualified for financial eligibility and medical eligibility within 90 days and that you would then begin services within 90 days once your plan and budget are authorized.

If you turn the page over, there is a checklist for you to see what paperwork needs to be turned in and what steps you and your Case Manager or Consultant must take so that you can get into services.

If you have questions or need additional information, please contact your Case Manager or Consultant or your local DDS office.

Southeastern Regional Office: 575-624-6100 OR toll free 1-866-895-9138
serves Chaves, Curry, De Baca, Eddy, Guadalupe, Lea, Lincoln, Quay, and Roosevelt counties

Southwestern Regional Office: 575-528-5180 OR toll free 1-866-742-5226
serves Catron, Dona Ana, Grant, Hidalgo, Luna, Otero, Sierra, and Socorro counties

Northwestern Regional Office: 505-863-9937 OR toll free 1-866-862-0448
serves Cibola, McKinley and San Juan counties

Northeastern Regional Office: 575-758-5934 OR toll free 1-866-315-7123
serves Colfax, Harding, Los Alamos, Mora, Rio Arriba, San Miguel, Santa Fe, Taos and Union counties

Metro Regional Office: 505-841-5500 OR toll free 1-888-283-5548
serves Bernalillo, Sandoval, Torrance, and Valencia counties



checklist on back

Allocation Checklist

Review each step carefully and check the box once you complete each step to move onto the next step

- STEP 1:** Return the Primary Freedom of Choice (PFOC) to the DDS regional office.
- STEP 2:** Speak with your Case Manager or Consultant to discuss the allocation process. Your Case Manager or Consultant should contact you after the agency you selected receives a copy of the PFOC from DDS.
- STEP 3:** Complete the Medicaid Application (HSD 100) and return to the Income Support Division. You will see **DD WAIVER** written on the top of the page. Note that it will say **DD WAIVER** if you selected traditional DD Waiver or Mi Via Waiver.
- phone: 1-866-507-1121
fax: 1-855-804-8960
mail: Central Aspen Scanning Area (CASA)
PO Box 830
Bernalillo, NM 87004
in person: your local ISD office – see attached list of offices
- STEP 4:** Have your medical provider complete the Long Term Care Abstract (MAD 378) along with the History and Physical (H&P) and return them to the Third Party Assessor (TPA), Qualis.
- phone: 1-866-962-2180
fax (DDW): 1-877-575-8309
fax (Mi Via): 1-800-251-9993
- STEP 5:** Schedule and complete an assessment. If you are in Mi Via, you will receive an assessment called the Vineland. Someone will call you to schedule your assessment.
- STEP 6:** Meet with your Case Manager or Consultant to create a plan and budget. This is an Individualized Service Plan (ISP) for DD Waiver or a Service and Supports Plan (SSP) for Mi Via.
- STEP 7:** Your Case Manager or Consultant will submit your budget along with the ISP or SSP for authorization.
- STEP 8:** Your Case Manager or Consultant will keep you informed of any request(s) for additional information, budget denial(s) and/or budget approval(s). If additional information is needed, you and your Case Manager or Consultant will need to submit the additional documentation.
Once the budget is authorized, services will follow.

**If you have any questions during this process,
please contact your Case Manager or Consultant.**