



MICHELLE LUJAN GRISHAM
Governor

PATRICK M. ALLEN
Cabinet Secretary

Date: March 1, 2024

DDSD-DDW Numbered Memo 2024-3
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To: All Developmental Disabilities Waiver Providers

From: Alecia Pulu RN, Clinical Services Bureau Chief
Angie Brooks, Regional Office Bureau Chief

A handwritten signature in black ink, appearing to read "Alecia Pulu".

Subject: Clarification Regarding On Site PRN Medication Requirements

This memo is intended to clarify information and remind all Developmental Disabilities Waiver (DDW) providers and team members about the process for having PRN medications on site.

Per DDW Standards Chapter 20.5.7.6 all medications should be listed on the Medication Administration Record (MAR) including all ordered PRN and "comfort medications."

It is the expectation of the Developmental Disabilities Supports Division (DDSD) that all ordered medications be readily available on site for the DDW participant to use when needed/requested.

Therefore, agencies should work to edit MAR's including comfort medication lists to be person centered and personalized for the individual. All medications are expected to remain on site for use when needed. In the event an order is needed for a PRN medication that is not on the MAR, an order must be obtained. Providers enrolled with StationMD may use this service to obtain the order for medication.

New medications ordered by station MD should be procured and given to the DDW participant within 2 hours.

If your agency is not enrolled in StationMD but interested in doing so, please contact Angie.Brooks@doh.nm.gov

If you have any questions, please contact Alecia Pulu at (505) 538-0890 or Alecia.Pulu@doh.nm.gov