
Participant or Guardian Signatures on HCBS Required Forms/Documents

During the Public Health Emergency order issued by the NM Department of Health, the following are acceptable to meet signature requirements for HCBS forms issued and monitored by Department of Health (DDSD/DHI). Note that forms published and collected by New Mexico Human Services Department or their contractors may have different guidelines related to additional Medicaid rules and procedures.

1. Digital signature which is cryptographically secure and verifies that someone with your private signing key has seen the document and authorized it;
2. Electronic signatures which is an image of your signature overlaid on top of a PDF document obtained through any HIPAA compliant platform;
3. Electronic verification obtained via secure email in accordance with HIPAA requirements; or
4. Verification by phone via attestation by the case manager or consultant, as applicable and permitted, with date, time, and summary of call.
5. Sample List of Forms Issued by DDSD:
 - Individual Service Plan-Addendum A
 - Waiver Change Forms
 - Consultant Agency Change Form
 - Secondary Freedom of Choice form
 - Decision Consultation Form
 - HCBS Consumer Rights and Freedoms
 - Individual Service Plan and Interdisciplinary Team Meeting Sign in
 - Training Rosters
 - Legally Responsible Individual (LRI) Forms
 - Mi Via Quarterly Update form