

MEMORANDUM

DATE: May 19, 2008

TO: Executive Directors & Certified Trainers
All DD Waiver & State General Fund Provider Agencies

FROM: Jeana Caruthers, Training Manager
Developmental Disabilities Supports Division

SUBJECT: Training Changes Related to the ISP Form Update

The Developmental Disabilities Supports Division (DDSD), in coordination with stakeholders, has approved revisions to the Individual Service Plan. The effective date for the revised ISP is July 1, 2008. The details on these changes are being provided at ISP Clinics statewide. Generally the ISP Clinics are for Case Managers, Service Coordinators and Trainers. Others may attend, space permitting. The ISP Clinics began at the end of March 2008 and will continue into May 2008.

In addition to the ISP Clinics, DDSD is also providing updated training and information for all staff. The following information outlines provider training responsibilities related to these changes:

One-Day Person-Centered Planning (PCP) in New Mexico

- All certified Trainers will be required to stop training the March 2006 version of the training by June 30, 2008.
- Dissemination of the April 2008 version of the module will begin in May 2008. Trainers will be invited to attend the Regional Quarterly Trainer's Meeting to learn more about the changes. Please refer to the [trainnewmexico.com website](http://trainnewmexico.com) for meeting dates.

Changes to the Individual Service Plan – July 1, 2008

- For direct care staff and supervisors who have already completed the One-Day Person-Centered Planning (March 2006 version) or the One-Day ISP course, Provider Agencies are **required** to conduct a brief presentation to highlight changes.
- The PowerPoint presentation titled, "Changes to the Individual Service Plan – July 1, 2008" must be used during this presentation.
- Provider Agencies are also required to use and maintain sign-in sheets for these presentations. Sign-in sheets should be filed with training and/or personnel files.

DDSD Pre-Service for Direct Support Staff and Supervisors

- All certified Trainers will be required to stop training the August 2006 version of this module by June 30, 2008.
- Dissemination of the April 2008 version of the Pre-Service for Direct Support Staff and Supervisors module will begin in May 2008. Trainers will be invited to attend the Regional Quarterly Trainer's Meeting to learn more about the changes. Please refer to the [trainnewmexico.com website](http://trainnewmexico.com) for meeting dates.

Teaching & Support Strategies

- All certified Trainers will be required to stop training the August 2006 version of this module by June 30, 2008.
- Dissemination of the April 2008 version of the Teaching & Support Strategies module will begin in May 2008. Trainers will be invited to attend the Regional Quarterly Trainer's Meeting to learn more about the changes. Please refer to the [trainnewmexico.com website](http://trainnewmexico.com) for meeting dates.

Revisions to Case Manager and Service Coordinator training modules are also occurring. The Two-Day Person-Centered Planning in New Mexico is currently being piloted by DDSD Trainers. The ISP Critique training is undergoing revision and will be piloted during the month of June 2008.

Please contact the Regional Training Contacts with questions regarding these changes.

Regional Training Contacts:

Metro: Brianne Conner	1-505-841-5533
Southwest: Jeana Caruthers	1-575-528-5198
Northwest: Michele Groblebe	1-505-326-2265
Southeast: Karl Eschenbach	1-505-841-5596
Northeast: Karl Eschenbach	1-505-758-5934