

Date: September 1, 2010

To: All DD Waiver Providers

From: Travis Goldman

Re: Timeline for Submission of Outlier Submissions

This memorandum is to clarify the information provided in memoranda dated April 1 and April 15, 2010 communication from Mikki Rogers, Division Director, regarding Outlier Process Changes effective April 15, 2010.

All Outlier requests for annual or 6 month renewals are due to the local DDS Regional Office 30 days prior to the proposed effective date of the renewal. If the packet is incomplete upon submission, DDS will notify the provider of the incomplete packet and the provider will have up to 30 days to submit all missing documents. If all missing documents are received prior to the proposed effective date, DDS will honor the proposed effective date. If all missing documents are received after the proposed effective date (but prior to the end of the 30 day period); DDS will honor the date of receipt of all missing documentation as the effective date.

If all missing documentation is not submitted within the 30 days of notification by Regional Office, DDS will issue a technical denial. This will require the requesting provider to initiate a new request for outlier services, including the submission of a complete packet to the Regional Office. This new submission will require the provider to propose a new effective date which is on or after the date of submission of the new packet.

DDS will not retroactively approve any requests for outlier based on a technical denial.

DDS will continue to provide updates on the DDS website regarding changes, frequently asked questions, and new or improved forms for the Outlier Review Process. Please visit often for updates.

These changes are effective September 15, 2010.

Please contact me at travis.goldman@state.nm.us or 505-795-1126 for additional clarification regarding this service.