

Date: February 10, 2010

To: DD Waiver Case Management Agencies and Providers

From: Mikki Rogers, Division Director (*signature on file*)

Re: Prior Authorization Process Changes for Supported Living Awake and Outlier Services

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**The following changes apply to Supported Living provider agencies requesting Supported Living Awake Services. These changes are effective for DD Waiver providers beginning February 15, 2010:**

1. The requesting provider must complete the Supported Living Awake MAD 046 budget form and justification packet separately from all other ISP service requests. This applies to all requests for Supported Living Awake Service, regardless of whether the provider is also requesting Outlier Supported Living Awake Service
2. The requesting provider must submit the Supported Living Awake MAD 046 budget form and justification packet directly to New Mexico Medicaid Utilization Review (NMMUR).
3. Upon receipt of an approval or denial from NMMUR, the provider must forward a copy of the determination to the case management agency.
4. If the Supported Living provider is also requesting Outlier Supported Living Awake supports, the provider must proceed as follows:
  - a. For initial requests for Outlier Supported Living Awake supports, the provider must first receive the approval for the core Supported Living Awake Service before requesting the Outlier Service.

Upon receipt of the approval determination from NMMUR, the provider must submit the notice of approval with the Outlier packet to DDS for review. If DDS approves the Outlier request, DDS may honor the effective date of the Supported Living Awake service as the effective date for the Outlier Supported Living Awake service.

- b. For each renewal request for Outlier Supported Living Awake, the provider must submit the previous six month term approval for Supported Living Awake Services with the Outlier Supported Living Awake request.

**The following changes apply to all DD Waiver providers requesting Outlier Services. These changes are effective for DD Waiver providers beginning February 15, 2010:**

1. All Outlier Services will be reviewed and Prior Authorized by DDS Regional or Central Office staff prior to submission to NMMUR. This applies to all initial and renewal requests as of February 15, 2010.
2. NMMUR will use the DDS Prior Authorization of Outlier Services as the basis for NMMUR data entry into the Omnicaid system.
3. For initial requests for Outlier Supported Living Awake services, the provider must submit the Supported Living Awake MAD 046 budget form to NMMUR prior to submitting the Outlier Supported Living Awake request to DDS (see #5 in Supported Living Awake section above).
4. Individuals and providers continue to have all Fair Hearing Rights required under Medicaid regulation.
5. DDS will no longer consider Outlier and/or Supported Living retro-active review requests.

Please contact Travis Goldman at [travis.goldman@state.nm.us](mailto:travis.goldman@state.nm.us) with any questions regarding these changes.