

**DDSD-DDW Numbered Memo 2024-2**

**TO:** Developmental Disabilities Case Managers and Mi Via Consultants

**FROM:** Evangeline Yanez, Developmental Disabilities Supports Division (DDSD)  
 Community Programs Bureau Chief *Evangeline Yanez*

**RE:** Discontinuing the Client Individual Assessment (CIA)

**DATE:** January 22, 2024

Effective immediately the use of the Client Individual Assessment (CIA) is discontinued. Case Managers and Consultants are no longer required to include the CIA in Level of Care (LOC) submissions to the Third-Party Assessor.

The CIA is a DDSD homegrown tool which was developed in 2007 and has been used as a tool to support the LOC and for person centered planning. With the upcoming introduction of a standardized and valid assessment tool, the Vineland Adaptive Behavior Scales, Third Edition, or simply referred to as the Vineland, in the Developmental Disabilities (DD) Waiver, the CIA is no longer required. More information will be provided on the roll-out plan for use of the Vineland in the DD Waiver in the next few months.

The Vineland has been successfully utilized in the Mi Via Waiver for many years, and nothing will change with its use. Any information captured in the CIA that Consultants feel is missing can be incorporated into the Service and Support Plan (SSP), as needed.

Effective immediately: LOC submissions to the Third-Party Assessor must include the following documents *only*:

DD Waiver Case Managers	Mi Via Waiver Consultants
<ul style="list-style-type: none"> <li>• Long Term Care Assessment Abstract (MAD 378)</li> <li>• History and Physical (H&amp;P)</li> </ul>	<ul style="list-style-type: none"> <li>• Long Term Care Assessment Abstract (MAD 378)</li> <li>• History and Physical (H&amp;P)</li> <li>• In-Home Assessment (Vineland)</li> </ul>

All other requirements for LOC submissions per waiver remain the same. The DD Waiver Service Standards and Mi Via Service Standards will be adjusted and reissued to reflect the change in requirements in the future.

For questions regarding the DD Waiver please contact Marie Velasco @ [Marie.velasco@doh.nm.gov](mailto:Marie.velasco@doh.nm.gov) and for questions regarding the Mi Via Waiver please contact Elaine Hill @ [Elaine.hill@doh.nm.gov](mailto:Elaine.hill@doh.nm.gov).