



MICHELLE LUJAN GRISHAM  
Governor

PATRICK M. ALLEN  
Cabinet Secretary

**Date:** March 1, 2024

**DDSD-DDW Numbered Memo 2024-5**

**Page 1 of 1**

**To:** All Developmental Disabilities Waiver Therapy Providers

**From:** Alecia Pulu RN, Clinical Services Bureau Chief 

**Subject:** Discontinuation of COTA/PTA Calculator

---

This memo is intended to notify all Developmental Disabilities Waiver (DDW) therapy providers and team members of the discontinuation of the Certified Occupational Therapy Assistant/Physical Therapy Assistant (COTA/PTA) calculator.

In order to streamline the process for therapy budgets, the Clinical Exception Process for Therapy Budgets is discontinued. Therapists should complete the Therapy Documentation Form (TDF) and include additional justification for any section on the TDF where units exceed the proposed amount.

The COTA/PTA calculator was developed during a time when therapy budgets were capped at a certain amount or had thresholds.

The idea of the calculator was to extend the budget amount by allowing the therapy assistant (who is reimbursed at a lower rate per unit than the PT/OT) to utilize a larger portion of the budget and increase the number of units for intervention.

At this time use of the COTA/PTA calculator will be discontinued.

Therapists should request the units required for the therapist (and assistant) to support the individual's therapy related needs.

Include additional justification for any section on the TDF where units exceed the proposed amount.

Note a change in processes: During initial budget requests for Physical Therapy and Occupational Therapy, providers may request that a portion of the initial budget be allocated to therapy assistants (PTA/COTA).

If you have any questions Please contact Felicia Vidro at 505-527-3611 or Felicia.Vidro@doh.nm.gov