



MICHELLE LUJAN GRISHAM
Governor

PATRICK M. ALLEN
Cabinet Secretary Designate

Date: February 7, 2023

To: Kimberly Riebsomer, Owner Director

Provider: Me Town Enterprises, LLC
Address: 2916 Governor Mabry Court
State/Zip: Santa Fe, New Mexico 87505

E-mail Address: riebsomer@gmail.com

Region: Metro & Northeast
Survey Date: January 30 – February 1, 2023

Program Surveyed: Supports Waiver

Service Surveyed: Community Support Coordination

Survey Type: Initial

Team Leader: Jamie Pond, BS, QMB Staff Manager, Division of Health Improvement/Quality Management Bureau

Team Members: Heather Driscoll, AA, AAS, Healthcare Surveyor, Division of Health Improvement/Quality Management Bureau

Dear Ms. Riebsomer;

The Division of Health Improvement/Quality Management Bureau has completed a compliance survey of the services identified above. The purpose of the survey was to determine compliance with federal and state standards; to assure the health, safety, and welfare of Participants receiving services through the Support Waiver; and to identify opportunities for improvement. This Report of Findings will be shared with the Developmental Disabilities Supports Division for their use in determining your current and future provider agreements.

There were no deficiencies noted, therefore your Initial Survey process is now complete, and no Plan of Correction is required. Thank you for your cooperation and for the work you perform.

Sincerely,

Jamie Pond, BS

Jamie Pond, BS
Team Lead/QMB Staff Manager
Division of Health Improvement
Quality Management Bureau

NMDOH - DIVISION OF HEALTH IMPROVEMENT
QUALITY MANAGEMENT BUREAU

5300 Homestead Road NE, Suite 300-3223, Albuquerque, New Mexico • 87110
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QMB Report of Findings – Me Town Enterprises, LLC – Metro & Northeast – January 30 – February 1, 2023

Survey Report #: Q.23.3.SW.82632251.2/5.INT.01.23.038

Survey Process Employed:

Administrative Review Start Date: January 30, 2023

Contact: **Me Town Enterprises, LLC**
Kimberly Riebsomer, Owner Director

DOH/DHI/QMB
Jamie Pond, BS, Team Lead/QMB Staff Manager

On-site Entrance Conference Date: January 30, 2023

Present: **Me Town Enterprises, LLC**
Kimberly Riebsomer, Owner Director

DOH/DHI/QMB
Jamie Pond, BS, Team Lead/QMB Staff Manager

Exit Conference Date: February 1, 2023

Present: **Me Town Enterprises, LLC**
Kimberly Riebsomer, Owner Director

DOH/DHI/QMB
Jamie Pond, BS, Team Lead/QMB Staff Manager
Heather Driscoll, AA, AAS, Healthcare Surveyor

DDSD Support Waiver Unit
Anysia Fernandez, DDSD Supports Waiver Program Manager

Administrative Locations Visited: 0 (*Administrative portion of survey completed remotely*)

Total Sample Size: 1

Persons Served Records Reviewed: 1

Total Number of *Secondary Freedom of Choices* Reviewed: 1

Community Support Coordinator Personnel Records Reviewed: 2

Administrative Interviews: 1

Administrative Processes and Records Reviewed:

- Medicaid Billing/Reimbursement Records for all Services Provided
- Participant Program Case Files, including, but not limited to:
 - Individual Service Plans
- Personnel Files, including subcontracted staff
- Agency Policy and Procedure Manual
- Caregiver Criminal History Screening Records

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- Consolidated Online Registry/Employee Abuse Registry
- Quality Assurance / Improvement Plan

CC: Distribution List: DOH - Division of Health Improvement
DOH - Developmental Disabilities Supports Division
DOH - Office of Internal Audit
HSD - Medical Assistance Division
NM Attorney General's Office