

HOW TO ENTER A NEW SUPPORTS WAIVER PARTICIPANT

1. Log in with your SW Coordinator/ Mi Via Consultant login and password at <https://ddsctrain.cdd.unm.edu/>
2. Click on “participants” on the top left:

CENTER FOR
DEVELOPMENT
& DISABILITY

Participants Reports Maintenance

SELF-DIRECTED SERVICES PORTAL



New Mexico Waiver Training Hub
UNM Center for Development and Disability
NM Developmental Disabilities Supports Division

Welcome, Anthony Cahill

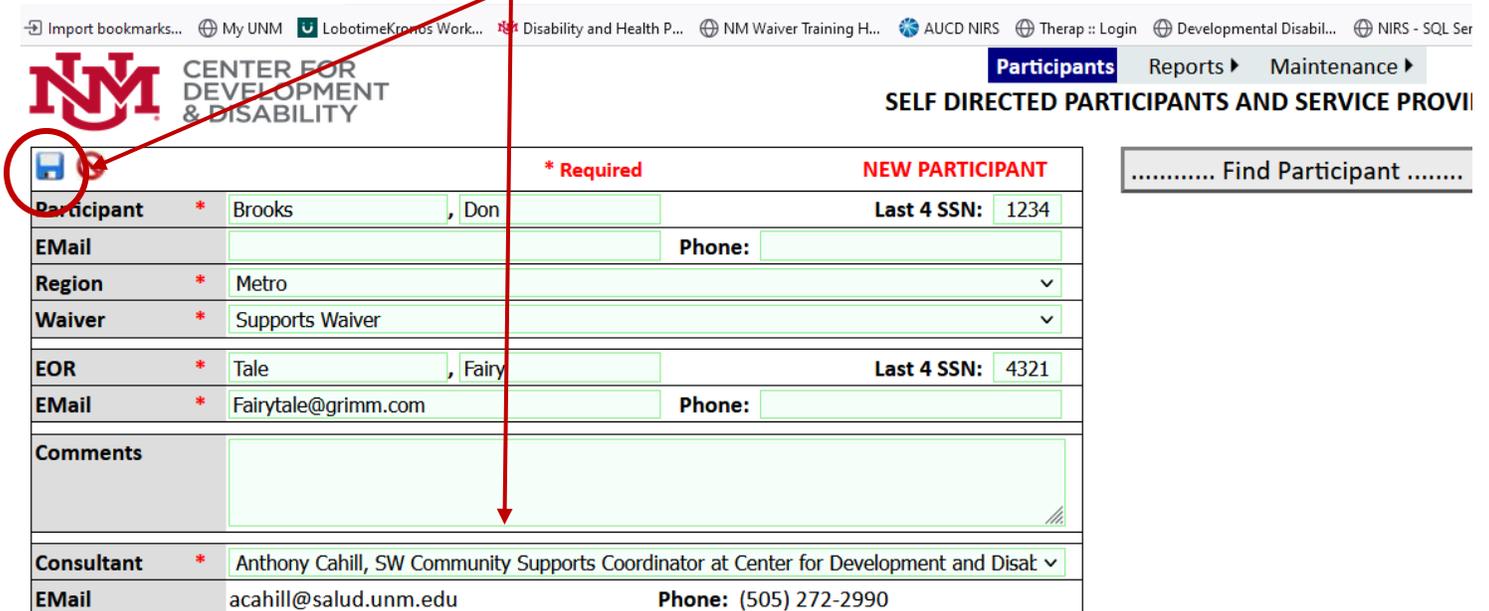
- You have two choices: go to a participant you've already entered (e.g., someone changing waivers) using the "Find Participant" dropdown list on the right or enter information about a new participant right on the screen. In almost all cases, you'll be entering information about a new person.

Note that the fields with red * are required, so be sure you have all of the information you'll need before you start.

Note that if you're both a Mi Via consultant and a SW coordinator, you'll need to choose your coordinator role.

If the participant is their own EOR, the participant's information should be entered in the EOR fields.

When you're done, hit the "save" button - the blue disk at the top left. (See next page)



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UNM CENTER FOR DEVELOPMENT & DISABILITY **Participants** Reports Maintenance

SELF DIRECTED PARTICIPANTS AND SERVICE PROVI

..... Find Participant

		* Required		NEW PARTICIPANT	
Participant	*	Brooks	Don	Last 4 SSN:	1234
EMail			Phone:		
Region	*	Metro			
Waiver	*	Supports Waiver			
EOR	*	Tale	Fairy	Last 4 SSN:	4321
EMail	*	Fairytale@grimm.com	Phone:		
Comments					
Consultant	*	Anthony Cahill, SW Community Supports Coordinator at Center for Development and Disat			
EMail		acahill@salud.unm.edu	Phone:	(505) 272-2990	

This message will appear. You're done! The participant will now appear in the dropdown list on the right side of the screen.

