

Statewide Case Management Director's Meeting Minutes
4-21-22

Attendees:

Marie Velasco	Evangeline Yanez	Michele Grobleble
Aaron Joplin	Kristin Martin	Brandi Rede
Carrie Lyons	Andrea	Daniel Romero
Kotie Viljoen	Sarah Martinez	Gabriella Ramos
Justin Stewart	Angela Pacheco	Linda Murray
Louann Cruz	Tasha Rakoff-Ruiz	Marcia Battle
Melinda Broussard	Dawnmarie Martinez	Thea Cavanaugh
Sarah Herrington	Dianne Castro	Heather Clark
Scott Newland	Julia McSweeney	
Guy Irish	Michael Driskell	
Kimberly Hawkins	Angie Brooks	
Christina Hill	Felecia Vidro	
Debra Medina	Lecie McNees	
Isabel Casaus	Tony Cahill	
Teresa Tomashot	Steven Gutierrez	

Speaker/Topic	Notes
HSD Christina Rascon/HSD Updates and TPA-LaRisa Rodges/JIVA	<ul style="list-style-type: none"> • Internet explorer will no longer be able to be used to access Jiva. • It is recommended that CMs use Microsoft edge for access
Therap Unit Supervisor: Justin Stewart (Contact information email: Justin.Stewart@state.nm.us PH# 505-803-1959) <ul style="list-style-type: none"> • Therap Updates • Therap Conference 	<ul style="list-style-type: none"> • Internet explorer will no longer be able to be used to access Therap. • Therap conference invitations have been sent out. CMs should receive the invite if they are on the Therap mailing list
Clinical Service Bureau: <ul style="list-style-type: none"> • Jacoba Viljoen: CARMP/SARL • Felicia Vidro: 	<ul style="list-style-type: none"> • Thank you for using SARL. • If CMs have suggestions of completing this process, please reach out to Kotie. • New CARMP template

- AT Application : Which application to use and where to find current applications (General or Budget Based)
- RPST
- Therapy Needs Identification
- RORA



CSB-TS-ATF-General-App-Instructions-Fillat



CSB-TS-Underserved-ShortTermConsult.pdf



DDSD RORA Form Revised 2.22.2022.pdf



CARMP Template Training Dates for Ap



Therapy Need Identification Form V.!




CSB-CI-AT-Application-BudgetBased-Form-

- If CMs see a new level without a explanation, CMs should reach back out to the team for confirmation.
- CARMP template will be coordinated through the CM. If they have not been completed, please send a RORA.
- Therapists can reach out to Jacoba at 505-231-2031. Or by email at Jacoba.Viljoen@state.nm.us
- CARMP training dates were released and are attached to the meeting summary. These training dates are not CM specific however they do address the overall completion of the CARMP.
- If CMs take the training the time spend on the training can be used as the 14 hours of required training.
- Felicia Vidro
 - If there are any clinical concerns or questions related to Therapy Documentation forms please reach out to:
 - Clinical Consultant Contact Info:
 - Mary Beth Schubauer, PT, MS, ATP
Statewide Physical Therapy Consultant-DD Waiver Services
Specialty Seating Clinic & SAFE Clinic Therapist
ph:(505) 222-4610 voice/text
fax:(505) 232-5724
 - Demarre Sanchez, M.S., CCC-SLP
Statewide SLP Clinical Consultant-DD Waiver Services & SAFE Clinic Therapist
Clinical Services Bureau - DDSD - DOH
505-417-5264 voice/text
 - Robin Leinwand, MOT, OTR/L
Statewide Occupational Therapy Consultant-DD Waiver Services & SAFE Clinic Therapist
505-239-1768 voice/text
- Budget based AT fund application
 - This form has been updated to be more user friendly.
 - If there are any questions please reach out to Felicia Vidro at Felicia.Vidro@state.nm.us OT/PT/SLP/DME issues as well as RORA's related to OT/PT/SLP/DME/Specialty Appts and Services, etc. 505-712-2929
 - These forms can be sent through SCOMM.
- General Assistive Technology


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	<ul style="list-style-type: none"> ○ Only \$250.00 for general assistive technology for people that are on the waiver waitlist. JCMs can access these funds as well as anyone that is not covered under waiver services. ○ These forms can be faxed to Felicia Vidro ● Therapy Need Form <ul style="list-style-type: none"> ○ If you need OT, PT, or speech and you are having a hard time finding a provider, you need to fill out a RORA and the Therapy Need Form. ○ Guardians must be aware of this form being sent. ○ If multiple providers are needing to be identified, please only include one therapy service type on each RORA. ○ Forms must be sent to Felicia and the associated therapy consultant. These can be sent via SCOMM. ○ Consultants will do an evaluation and do a plan but cannot see them on a regular basis for safety net services until a permanent PT, OT, SLP can be onboarded for individuals care. ○ Directions are included for accessing the short-term therapy services. ○ Please remember that the RORAs need to be closed once the issue has been resolved.
<p>CPB /Training Unit/CDD</p> <ul style="list-style-type: none"> ● 14 Hours of CM Training (Marie will present Guidance documents and CDD will present Training Hub)  <p>Case Manager Job Aid.pdf</p>	<ul style="list-style-type: none"> ● Training <ul style="list-style-type: none"> ○ All CM training needs to be completed by 01/2023. ○ The trainer must compile supporting documentation and provide an attestation in the UNM CDD Training Hub. ○ There may be random request for documents however they are not required to be submitted to DDSD or the Training hub on a routine basis. ○ If there are any questions, please email Tony Cahill at acahill@salud.unm.edu ○ Another resource available http://www.cdd.unm.edu/other-disability-programs/disability-health-policy/ddsd-courses/trainer-tutorials.html ○ If a CM is changing agencies, they can take the tracking sheets to their new agency.
<p>CPB: Evangeline Yanez</p> <ul style="list-style-type: none"> ● Super Allocation Updates 	<ul style="list-style-type: none"> ● PFOCs are rolling in ● March 19-709 letters were sent out. IEB is receiving these allocations. ● If the CM is aware of any issues with PFOCs not being sent to Comagine Health, please reach out to the assigned eligibility worker to work with Teresa Larson to get that PFOC to Comagine Health. ● You can also reach out to Teresa Larson via email at Teresa.larson@state.nm.us or by phone at 505-469-3291.

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	<ul style="list-style-type: none"> • If a DDW CM has a client who is transitioning from Supports waiver, please ensure that the transition meeting is taking place with the previous CSC. If there are any issues please contact Marie Velasco at Marie.velasco@state.nm.us, Christina Hill at Christina.hill@state.nm.us or Lizette Lujan at Lizette.Lujan@state.nm.us
<p>Christina Hill, Angie Brooks and Aaron Joplin</p> <ul style="list-style-type: none"> • Technology Project 	<ul style="list-style-type: none"> • Technology Task Force <ul style="list-style-type: none"> ○ The purpose of the task force is to integrate technology into the person-centered plan. ○ DDSD is sponsoring training, that can be counted towards the 14-hours of required training, to take part of this initiatives. DDSD is asking that CMs consider taking a part of these trainings. ○ Applications of interest will be sent out for anyone that is interested in training. ○ If you are interested in the potential vendors that have shown interest in providing services in NM, please go to https://techfirstshift.com/newmexico there are webinars that are available to view. ○ You can also register for the training at https://app.smartsheet.com/b/form/792f9c83ace64cc581f75c2c67ce23e0
<p>BBS-Thea Kavanaugh and Heather Clark</p> <ul style="list-style-type: none"> • Incentive Counties and SSE  <p>SSE Services_4.21.22.pdf</p>	<ul style="list-style-type: none"> • Socialization and Sexuality Education <ul style="list-style-type: none"> ○ Contact information Thea Kavanaugh 575-635-9013 theak@realtherapeuticsllc.com ○ The class is better known as the Friends and Relationships Course (FRC) ○ Progress notes from the classes are being sent to the CMs to review during the ISP and IDT meetings. ○ If an individual is not sure about taking a class they are welcome to go into classes to get a feel of the class. ○ On April 1st all counties are considered incentive counties for this service. ○ If the SSE service has already been approved at a standard rate with a start date on or after 03/01/2022 and the budget needs to be revised to capture the incentive rate a retro approval does not need to be submitted. The OR has been directed to accept these submissions.
<p>CPB DDW Initiatives and Updates</p> <ul style="list-style-type: none"> • DDW Initiatives 	<ul style="list-style-type: none"> • DDW Updated <ul style="list-style-type: none"> ○ Please send names and contact information for any new CMs that have been hired to Marie and the regional office

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- DDW Updates
- Selina Leyba: OR Updates



OR Dashboard -
Smartsheet.com 04-2'

coordinator. Quarterly updated contact lists are being requested by Marie.

- CM Coordinator is in the process of being hired.
- Marie will be releasing clarifications on standards sometime in mid-may or possibly June. This is not an update to standards. The purpose is only for clarification. This can look like a page replacement.
- OR updates
 - Mike Courtois will be leaving the OR 04/30/2022. Please continue to reach out using the HSC-CORE email. You can also reach out to Selina Leyba at SelinaT.Leyba@state.nm.us.
 - OR dashboard has replaced the OR Tipsheet.
 - The dashboard will be printed and provided in this summary for reference
- In person visits
 - If the client or individual does not want to participate in in-person visits the CM will need to reach out to DDSD RO for an exception.
 - Discussion on In Person ISP meetings. Discussion on whether there should be requirement for all IDT team members to attend in person especially if Individual/Guardian requests. There is provision in current DDW Service Standards that does allow for IDT members to attend via video conferencing. This will be brought back to DDSD.
 - Discussion on Medical Marijuana being allowed to be used by individuals in their homes. This will also be brought back to DDSD.

Meeting Schedule Case Management Directors for 2022

- Thursday, January 20, 2022 @ 10:00 AM to TBD
- Thursday, April 21, 2022 @ 10:00 AM to TBD
- Thursday, July 21, 2022 @ 10:00 AM to TBD
- Thursday, October 20, 2022 @ 10:00 AM to TBD