



HUMAN SERVICES
DEPARTMENT

Michelle Lujan Grisham, Governor
David R. Scrase, M.D., Secretary Designate
Nicole Comeaux, J.D., M.P.H., Director

DEPARTMENTAL MEMORANDUM

MAD-MR: 19-18

DATE: NOVEMBER 15, 2019

TO: INCOME SUPPORT DIVISION AND MEDICAL ASSISTANCE DIVISION

FROM: *NAC*
NICOLE COMEAUX, J.D., M.P.H., DIRECTOR, MEDICAL ASSISTANCE DIVISION

THROUGH: *MA*
SHARILYN ROANHORSE-AGUILAR, BUREAU CHIEF, EXEMPT
SERVICES AND PROGRAMS, MEDICAL ASSISTANCE DIVISION

BY: *LR*
LA RISA RODGES, STAFF MANAGER, EXEMPT SERVICES AND
PROGRAMS, MEDICAL ASSISTANCE DIVISION

SUBJECT: IMPLEMENTATION OF MAD 748 AND MAD 749 RECIPIENT NOTICES
FOR DEVELOPMENTAL DISABILITIES WAIVER AND MEDICALLY
FRAGILE WAIVER

GENERAL INFORMATION:

Effective July 1, 2018, the Medical Assistance Division (MAD) Third Party Assessor (TPA) began issuing recipient notices for the Developmental Disabilities and Medically Fragile 1915c Home and Community-Based Waiver programs. The 90 Day Reminder Notice (MAD 749) and the 45 Day Reminder Notice (MAD 748) will serve as reminder notifications to the waiver recipient and waiver case manager/consultant that the recipient's current level of care (LOC) will be expiring and action is required to renew the LOC.

The TPA will send each recipient a MAD 749 at least 90 calendar days prior to the LOC expiration date and a MAD 748 at least 45 calendar days prior to the LOC expiration date.

FILING INSTRUCTIONS

Please make the following additions to the Medical Assistance Forms Manual:

Replace: MAD 748 Dated 5/10/2018
Insert: MAD 748 Revised 11/01/2019

Replace: MAD 749 Dated 5/10/2018
Insert: MAD 749 Revised 11/01/2019

Please address any questions concerning these guidelines to La Risa Rodges at LaRisa.Rodges@state.nm.us or call 505-827-7221.

Attachments
MAD 748 & MAD 749

Third Party Assessor

<<Notice_Date>>

<<Member_Name>>

<<Member_Full_Address>>

45 Days – **REMINDER NOTICE**

Re: How to Keep Getting Waiver Services through Medicaid

Dear <<Member_Name>>:

This letter is about your waiver services through Medicaid. Please read it carefully.

Why We Sent this Letter:

You get home and community-based waiver services through Medicaid. To keep getting waiver services from this program, you must have a new Level of Care (LOC) review. The LOC must be updated every year. Comagine Health is the Medicaid contractor that reviews the LOC. If you do not renew your LOC, you cannot get waiver services.

What You Need to Do:

Your waiver case manager starts this LOC process and may be contacting you for help in getting the information needed to renew the LOC.

Deadline to Fill Out Your LOC Forms:

Your current LOC ends on **(end date)**. Your case manager must turn in the complete LOC renewal packet to Comagine Health at least thirty (30) days before this date. If a complete LOC packet is not turned in before the current LOC ends, you will not be able to get waiver services. Please help your case manager get all the information that is required to complete this process.

If you have any questions about the LOC forms or how to renew your LOC, call Comagine Health toll-free at (866) 962-2180 or your case manager.

Sincerely,
Comagine Health Third Party Assessor

cc: Waiver Program Case Management Agency

**SI USTED NECESITA ESTA NOTICIA EN ESPAÑOL, POR FAVOR LLAME A ESTE
NUMERO (505) 217-7680 o (866) 962-2180**

Third Party Assessor

<<Notice_Date>>

<<Member_Name>>

<<Member_Full_Address>>

90 Days – **REMINDER NOTICE**

Re: How to Keep Getting Waiver Services through Medicaid

Dear <<Member_Name>>:

This letter is about your waiver services through Medicaid. Please read it carefully.

Why We Sent this Letter:

You get home and community-based waiver services through Medicaid. To keep getting waiver services from this program, you must have a new Level of Care (LOC) review. The LOC must be updated every year. Comagine Health is the Medicaid contractor that reviews the LOC. If you do not renew your LOC, you cannot get waiver services.

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