

New Mexico Medicaid

Checklist: Supports Waiver – Agency Based Budget Model

Community Service Coordinator (CSC) Agency to submit the following fully completed documents and worksheets for Agency Based Budgets:

Agency Based Budgets

- Budget Worksheets
- Relevant section(s) of ISP: ***Verification that the ISP meets the following criteria:***
 - Outcome statement for each Life area relates to the person’s Vision statement and identifies how the individual will achieve that Vision.
 - Outcome Statement for each Life area is measurable, and it can be readily determined when it is accomplished or completed.
 - Each Action Plan states who is responsible to support the individual in achievement of this Outcome.
 - Relevant DOH justification **as necessary*
 - Vision Statement is completed, and states what the person would like for themselves in the future.

Please double check the accuracy of all information submitted:

- Correct spelling of recipient name
- Accuracy of recipient Medicaid ID
- Recipient date of birth
- Correct service dates
- All NM state service provider ID’s
- Revisions identified appropriately by correct dates and numbers on appropriate section of worksheet
- Ensure completeness of all required fields on budget