

STATE OF NEW HAMPSHIRE BDS GENERAL MEMORANDUM (GM)	
DATE:	January 12, 2024
TO:	Designated Area Agencies, Service Coordination Agencies, all In Home Supports, Developmental Disabilities, and Acquired Brain Disorder Waiver Service Providers
FROM:	DHHS Bureau of Developmental Services
SIGNATURE:	<i>Melissa Hardy</i>
SUBJECT:	He-M 525 Certification
GM NUMBER:	GM#24-01
EFFECTIVE DATE:	January 1, 2024
REGULATORY GUIDANCE:	This memo is a communication tool circulated for informational purposes only. The goal is to provide information and guidance to the individuals to whom it is addressed. The contents of this memo and the information conveyed are subject to change. This communication is not intended to take the place of or alter written law, regulations or rule.

MEMORANDUM SUMMARY
The purpose of this memorandum is to share the revised <i>He-M 525 Recommendation for Certification Request</i> and Provider Acknowledgement for PDMS services.

Effective 1/1/2024, the Bureau of Developmental Services (BDS) will accept the revised *He-M 525 Recommendation for Certification Request* for current and outstanding requests for He-M 525 certification.

The revised *He-M 525 Recommendation for Certification Request* no longer requires indication of specific waiver services for which an individual is participating through a Participant Directed and Managed Services (PDMS) method of service delivery. These services must be outlined in the Individuals Service Agreement (ISA) and on the PDMS Service Authorization (SA).

The revised *He-M 525 Recommendation for Certification Request* Certification Dates requested cannot exceed 24 months. The dates of the request should align with the individual’s Home and Community Based Services (HCBS) review date.

PDMS Services

If a consolidated PDMS SA was previously issued, the AA can bill the authorization as issued.

All existing PDMS service authorizations that were extended from July through August of 2023 and any initial PDMS service authorizations since May 1, 2023 will only be authorized for specific services, as outlined in the waivers.

Provider Acknowledgement Forms

Effective 1/1/2024, temporarily the Provider Acknowledgement Forms will not be required for Developmental Disabilities and Acquired Brain Disorder Waivers PDMS SA requests provided there is an approved *He-M 525 Certification Request*, signed by AA staff, that covers the period of the SA being requested.

Submission of *He-M 525 Recommendation for Certification*

1. The Area Agency (AA) uploads the *He-M 525 Recommendation for Certification* into NH Easy using the category: “Certifications-BDS” and the document type: “He-M 525”.
2. The AA will send an email with the **subject line: 525 for (Initials of individual(s))** to: Ana Morais at Ana.P.Morais@dhhs.nh.gov and to the appropriate regional team members listed below.

Reg	Area Agency Name	Liaison	Program Specialist	Email
1	Northern Human Services	Brianna Belfontaine	Samantha Bean	Brianna.n.belfontaine@dhhs.nh.gov samantha.l.bean@dhhs.nh.gov
2	PathWays of the River Valley	Kristen Kather	Michelle Rosado	Kristen.e.kather@dhhs.nh.gov Michelle.M.Rosado@dhhs.nh.gov
3	Lakes Region Community Svcs	Melissa Occhipinti	Kate Brighton	Melissa.L.Occhipinti@dhhs.nh.gov Katherine.D.Brighton@dhhs.nh.gov
4	Community Bridges	Brianna Belfontaine	Samantha Bean	Brianna.n.belfontaine@dhhs.nh.gov samantha.l.bean@dhhs.nh.gov
5	Monadnock Developmental Svcs	Karen McLaughlin	Kate Brighton	Karen.L.McLaughlin@dhhs.nh.gov Katherine.D.Brighton@dhhs.nh.gov
6	Gateways Community Services	Karen McLaughlin	Michelle Rosado	Karen.L.McLaughlin@dhhs.nh.gov Michelle.M.Rosado@dhhs.nh.gov
7	Moore Center Services	Melissa Occhipinti	Kate Brighton	Melissa.L.Occhipinti@dhhs.nh.gov Katherine.D.Brighton@dhhs.nh.gov
8	One Sky Community Services	Kristen Kather	Michelle Rosado	Kristen.e.kather@dhhs.nh.gov Michelle.M.Rosado@dhhs.nh.gov
9	Community Partners	Kristen Kather	Michelle Rosado	Kristen.e.kather@dhhs.nh.gov Michelle.M.Rosado@dhhs.nh.gov
10	Community Crossroads	Karen McLaughlin	Samantha Bean	Karen.L.McLaughlin@dhhs.nh.gov samantha.l.bean@dhhs.nh.gov

3. BDS staff will check New Heights/NH Easy and IntellectAbility for supporting documentation.
 - a. If there is additional information that is required to make an approval, an email will be sent to the Service Coordination agency, including the AA, of what is needed to approve the 525 Certification. Once missing or corrected information is obtained, the Service Coordinator will notify Ana Morias and the appropriate regional team members and includes the AA that the requested documentation is available for review.

4. Once the *He-M 525 Recommendation for Certification* and necessary supporting documentation has been reviewed, BDS staff will electronically sign and issue the He-M 525 Certification. The signed certification will be emailed back to the AA, including the SC.
5. The SC will then upload the signed certification into NH Easy. (Temporary process until BDS has the ability to upload documents into New Heights). The SC will email Ana Morais Ana.P.Morais@dhhs.nh.gov and the appropriate regional team members with the **Subject line:** **Approved 525 Certification uploaded** indicating that the signed approved 525 has been uploaded.