



Mississippi Department of Mental Health
Provider Bulletin
Number IO0151

Subject: Documentation sent to Support Coordination for Persons enrolled in ID/DD Waiver

Issue Date: 06/24/2024

Effective Date: Immediately

Scope

All IDD Certified Providers

Purpose

IDD Providers are required to send certain documentation to Support Coordination for persons enrolled in the ID/DD Waiver as outlined in the DMH Record Guide. To provide a more efficient and effective means to ensure documentation is received and uploaded to each person's record, Support Coordination agencies have been requested to provide one email address for the receiving of all required documentation from IDD providers.

Subject

Documents to be submitted to Support Coordination *per the timeline outlined in the DMH Record Guide* include (but not limited to) the following: Signed Service Authorizations, Activity Support Plans, IDD Employment Profiles, Job Discovery Profile, Medical Verification for Waiver Behavior Support or Crisis Intervention Services, Functional Behavior Assessments, Behavior Support Plans, Justification for Behavior Support Services, Behavior Support Quarterly Review Reports, and Crisis Intervention Plans.

The following email addresses must be used to send required documentation to Support Coordination:

Ellisville State School – Ess.SupportCoordination@ess.ms.gov

Ellisville State School (Magee Office) – EssMagee.SupportCoordination@ess.ms.gov

Hudspeth Regional Center – support.coordination@hrc.state.ms.us

North MS Regional Center – scpaperwork@nmrc.ms.gov

South MS Regional Center – SMRC.SupportCoordination@smrc.ms.gov

If you have questions, contact Jamie Odom, Director of the ID/DD Waiver at (601)359-5797 or email jamie.odom@dmh.ms.gov.

End of Provider Bulletin