



Alfredo Vigil, MD  
Secretary Designate

DEPARTMENT OF

Building a Healthy New Mexico!

Bill Richardson Governor

Katrina Hotrum  
Deputy Secretary

Duffy Rodriguez  
Deputy Secretary

Jessica Sutin  
Deputy Secretary

Karen Armitage, MD  
Chief Medical Officer

Date: December 12, 2008  
To: Todd Johnson, Executive Director  
Provider: Active Solutions Inc.  
Address: 2730 San Pedro NE, Suite H  
State/Zip: Albuquerque, New Mexico 87110

E-mail Address: toddjohnson@activesolutionsinc.com

Region: Northeast  
Survey Date: December 2-3, 2008  
Program Surveyed: Developmental Disabilities Waiver  
Service Surveyed: Community Inclusion (In-Home, Adult Habilitation)  
Survey Type: Routine  
Team Leader: Tony Fragua, BFA, Healthcare Surveyor, Division of Health Improvement/Quality Management Bureau  
Team Members: Barbara Czinger, MSW, LISW Healthcare Surveyor, Division of Health Improvement/Quality Management Bureau  
Survey #: Q09.02.A0991.NE.001.RTN.01

Dear Mr. Johnson,

The Division of Health Improvement Quality Management Bureau has completed a quality review survey of the services identified above. The purpose of the survey was to determine compliance with federal and state standards; to assure the health, safety, and welfare of individuals receiving services through the Developmental Disabilities Waiver; and to identify opportunities for improvement.

**Quality Management Approval Rating:**

**No deficiencies were identified;** the Division of Health Improvement is pleased to grant your agency a "QUALITY" certification for substantial compliance with DDSD Standards and regulations.

Please call the Team Leader at 505-222-8670, if you have questions about the survey or the report. Thank you for your cooperation and for the work you perform.

Sincerely,

Tony Fragua, BFA  
Team Lead/Healthcare Surveyor  
Division of Health Improvement  
Quality Management Bureau

*"Assuring safety and quality of care in New Mexico's health facilities and community-based programs."*

**David Rodriguez, Division Director • Division of Health Improvement**

Division of Health Improvement • Quality Management Bureau • 5301 Central Ave NE • Suite 900 • Albuquerque, New Mexico 87108  
(505) 222-8623 • FAX: (505) 841-5815

## Survey Process Employed:

Entrance Conference Date: December 2, 2008

Present: **Active Solutions Inc.**  
Jessica Martinez, Director of Training & Personnel  
Audrey Ulibarri, Service Coordinator

**DOH/DHI/QMB**  
Tony Fragua, BFA, Team Lead/Healthcare Surveyor  
Barbara Czinger, MSW, LISW, Healthcare Surveyor

Exit Conference Date: December 3, 2008

Present: **Active Solutions Inc.**  
Audrey Ulibarri, Service Coordinator  
Jessica Martinez, Director of Training & Personnel  
Todd Johnson, Executive Director

**DOH/DHI/QMB**  
Tony Fragua, BFA, Team Lead/Healthcare Surveyor  
Barbara Czinger, MSW, LISW, Healthcare Surveyor

### **DDSD - NE Regional Office**

Homes Visited	Number:	1
Administrative Locations Visited	Number:	1
Total Sample Size	Number:	1
Persons Served Interviewed	Number:	1- (Non-verbal)
Persons Served Observed	Number:	1
Staff interviewed	Number:	1- (Via interpreter)
Records Reviewed (Persons Served)	Number:	1

## Administrative Files Reviewed

- Billing Records
- Medical Records
- Incident Management Records
- Personnel Files
- Training Records
- Agency Policy and Procedure
- Caregiver Criminal History Screening Records
- Employee Abuse Registry
- Human Rights Notes and/or Meeting Minutes
- Nursing personnel files
- Evacuation Drills
- Quality Improvement/Quality Assurance Plan
- Quality Improvement/Quality Assurance Annual Report
- Semi Annual Incident Management Report June 30, 2008-September 30, 2008
- In-Home Day Habilitation Justification Packet
- Prior Approval by DDSD, Provider Request Form
- Approved In-Home Day Habilitation effective through 2/19/2008-2/18/2009

CC: Distribution List: DOH - Division of Health Improvement  
DOH - Developmental Disabilities Supports Division  
DOH - Office of Internal Audit  
HSD - Medical Assistance Division