Vineland-3 In-Home Assessor Training Questions & Answers

This document compiles the questions asked during the Comagine Health Vineland-3 Summary Overview Webinars conducted by Comagine Health and the New Mexico (NM) Health Care Authority (HCA) on April 21, 2026. These compiled questions are grouped by theme and answered below. A recording of the training webinar and copy of the slides can be found on the Comagine Health NM Provider page. If further information is needed, please contact Comagine Health at 1-866-962-2180.

1. Purpose of In-Home Assessment & Benefit of Vineland 3 Application

Questions:	Answer:
• What is the purpose of the Vineland assessment? • What does this assessment determine? • Why is this being implemented now? • Why do we have both Level of Care (LOC) and Vineland? • What is replacing the LOC?	The Vineland-3 application measures adaptive functioning, or what a participant actually does in daily life. It does not replace medical eligibility. The Level of Care (LOC) determines medical eligibility, while Vineland-3 supports functional assessment and service planning. Initial LOC reviews and initial & annual IHA interviews will be conducted by the Third-Party Assessor (TPA). The Vineland-3 Summary Report will be available in the Jiva episode after each interview.

2. Level of Care (LOC)

Questions:	Answer:
• Are LOC medical documents (Abstract - MAD 378 and History and Physical) still needed annually? • Are physician signatures still required on the MAD 378? • Do case managers and consultants submit annual LOC documents to Comagine Health/the TPA? • Is the LOC being replaced? • Will LOC renewal be affected if the Vineland-3 is not completed?	Comagine Health, acting as the TPA, is still responsible for conducting the initial LOC review as well as conducting In-Home Assessments (IHAs) during the initial review and annually thereafter. The annual LOC medical review is no longer required but the LOC documents are to be collected and signed by the provider and kept with the assigned case management or consultant agency.

3. Who Conducts the Assessment?

Questions:	Answer:
• Who conducts the Vineland assessment? • Are case managers responsible? • Is this done by Comagine or Goodwill? • What qualifications do assessors have?	Assessments are conducted by Comagine Health or contracted partners (e.g., Goodwill). Case managers do not administer the assessment. Assessors are trained in Vineland-3 and Home and Community Based-Services (HCBS) processes. They each hold an associate's degree or more in a social science related field.

4. Frequency & Timing

Questions:	Answer:
• Is Vineland-3 done annually or only initially? • When does this start? • Will it align with ISP or LOC dates? • How quickly should IHAs be scheduled?	Vineland is expected both at initial allocation and annually. Implementation is anticipated around 7/1/26, with IHAs occurring starting 10/1/2026. Scheduling should occur before the previous LOC's expiration.

5. Case Manager Role

Questions:	Answer:
• What is the role of the Case Manager (CM)? • Do CMs attend the assessment? • Do CMs receive copies? • Do CMs explain this to families?	CMs coordinate, support participants, and use results for planning. They do not conduct the assessment and are not required to attend, but may, if appropriate.

6. Results & Jiva

Questions:	Answer:
• Where will the assessment be available? • Will it be in Jiva? • How will we know results are ready? • Do CMs upload reports?	Results will be available in Jiva (as full reports). CMs should review and maintain documentation per policy.

7. Using Vineland Scores

Questions:	Answer:
• How are scores used in Individual Service Planning (ISP)/State Supplement Program (SSP)? • Where should consultants look in the report? • Can scores justify services or budgets? • What if scores don't match observations?	Scores inform strengths, needs, and service planning. Focus on domains, subdomains, and narratives. If discrepancies occur, document them and request a review, if needed.

8. Assessment Process

Questions:	Answer:
• Are assessments interview-only? • What if answers contradict observation? • What does 'without prompting' mean? • Can participants refuse?	Assessments are interview-based with additional probing questions. Scoring reflects independent performance. Refusal of the participant may impact services.

9. Scheduling & Notifications

Questions:	Answer:
• Who schedules the assessment? • Will families be notified? • Will assessors show up unannounced? • What if scheduling fails?	Scheduling is handled by the assessors. Families are always notified. Visits are scheduled (not unannounced). Unable to Contact (UTC) protocols apply if assessors are unable to contact the participant.

10. Special Situations

Questions:	Answer:
• Are interpreters available? • Can location change? • What if living conditions are unsafe? • Who handles complaints?	Interpreter services are accommodated and discussed during scheduling. It is required that assessments take place in the home setting, but exceptions may be considered by the HCA. All safety concerns must be reported. IHA concerns can be addressed by contacting the Comagine Health HCBS Manager, Stacie Valdez-Leduc, via email at svaldez-leduc@comagine.org or call customer service at 866-962-2180.