DBOG Form 520

NEW MEXICO AGING AND LONG-TERM SERVICES DEPARTMENT
Add—Change Request Form

PURPOSE: This form is to be submitted with a Helpdesk ticket to request an addition or change to the A&D database. By submitting this form, you are officially notifying ALTSD of the requested addition or change to the A&D database.

Person requesting change		
First Name	Last Name	Agency/Provider/Site
Work Phone	E-Mail	Request Date

Program Definition Requests			
Fund Identifiers:	☐Add	☐Update	☐Deactivate
	Fund Identifier Code:		Distribution Priority:
	Description:		
	Services:		
	Start Date:		End Date:
Levels of Care:	☐Add	☐Update	☐Deactivate
	Description:		
	Start Date:		End Date:
	Care Programs:		
Service Categories:	☐Add	☐Update	☐Deactivate
	Family Caregiver Program Type:		Description:
	Services:		
Service Programs:	☐Add	☐Update	☐Deactivate
	Description:		
	Services:		
	Start Date:		End Date:
Services:	☐Add	☐Update	☐Deactivate
	Description:		Service Category:
	Unit Type:		NAPIS Service:
	Requires Contract: ☐	Other:	
Subservices:	☐Add	☐Update	☐Deactivate
	Service:		Description:

☐ **This request has been approved by the A&D User Group (SUG).** (*If approved by SUG, the justification sections below are not required.)*

Justification Section—New Service(s) or Sub-Service(s) Requested:
Description of request:
Why is the request necessary?
What would be the impact of implementing this request? (Who will be affected?)

Justification Section—Projected Outcome	
Pros	**Cons**

Organization Requests			
Instructions:	AAA Admins: Please create and test the Provider(s) and/or Site(s) to be added in the Test site (Sandbox). Once you have done so, ALTSD IT will mirror the additions in the Production site.		
Note:	If you need full administrative privileges in the Test site, please contact the ALTSD IT Helpdesk.		
Providers:	☐Add	☐Update	☐Deactivate
	Name(s):		
Sites:	☐Add	☐Update	☐Deactivate
	Name(s):		

☐ This request has been approved by the A&D User Group (SUG).

Process Checklist

Completed and Dated	Step Number	Action	Responsibility
☐	1. Fill out form	Complete the Add—Change Request Form	Requestor
☐	2. Submit form to ALTSD Helpdesk	IT with SUG, when appropriate, determines viability of the request	IT and/or SUG
☐	3. Implement request	IT notifies the requestor of the decision	IT
☐	4. Reject request	IT notifies the requestor of the decision	IT