

# GUIDANCE DOCUMENTS

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Not less than once each year, every agency shall submit to the Secretary of State for publication in the *State Register* a list of all Guidance Documents on which the agency currently relies [SAPA, section 202-e(1)]. However, an agency may be exempted from compliance with the requirements of SAPA section 202-e(1) if the agency has published on its website the full text of all Guidance Documents on which it currently relies [SAPA, section 202-e(2)].

To request a copy of any of the listed documents please contact:  
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The Office of Mental Retardation and Developmental Disabilities currently relies on the following Guidance Documents:

KEY WORD	PUBLICATION NAME	DOCUMENT TYPE	INITIAL ISSUANCE DATE	UPDATED/ REVISED
Abuse	Indicators of Inflicted Injury (Abuse) - ADM #03-01	ADM	2003	
Acronyms	Acronym List	List	2001	
Assistive Technology	Processing Procedures, Changes and Reminders for Assistive Technology and State Paid Start-up Contracts	Policy	1999	
Background Checks	Approved Provider Listing	Directory	2006	2007
Background Checks	Criminal Background Check (CBC) Process Overview	Guideline	2006	
Background Checks	Criminal Background Check (CBC) Unit Policies and Procedures	Policy	2006	2007
Background Checks	Forms OMR 101-109	Form	2006	2007
Background Checks	Frequently Asked Questions on CBC	FAQ	2006	
Background Checks	Voluntary and DDSO Fingerprinting Locations	Directory	2006	2007
Background Checks	State Central Register Background Checks - ADM #98-02	ADM	1998	
Bathing	Safeguarding Alert - Safe Bathing Practices	Alert	2003	
Bed Safety	Bed Safety Checklist	Guideline	2002	
Bed Safety	Bed Safety User's Guide	Guideline	2002	
Bed Safety	Seizure of Vail Beds - ADM #05-01	ADM	2005	
Bed Safety	Use of Enclosed Canopy-style Bed Systems - ADM #01-01	ADM	2001	
Bed Safety	Bed Safety Advisory	Memo	2007	
Behavior Management	Behavior Management	Guideline	1994	
Behavior Management	Informed Consent for Medications that Modify or Control Maladaptive or Inappropriate Behavior	Memo	2000	
Behavior Management	Strategies for Crisis Intervention and Prevention – Revised (SCIP-R)	Manual	1988	1998
Behavioral Interventions	Guidelines for SCIP-R	Guideline	1998	

Behavioral Interventions	Improper/Unauthorized Use of Personal Intervention Techniques	Guideline	1998	
Board of Directors	Board of Directors Manual	Manual	2005	
Budget	Budget Briefing Booklet	Booklet	1998	Annually
Camp	Epinephrine Auto-Injector Use by Children's Camps	Fact Sheet	2000	
Camp	Instructions for Completion of the Self-Survey for Operators of OMRDD Adult Overnight Summer Camps	Guideline	2005	
Camp	Safeguarding Alert - Choosing a Camp for Adults	Guideline	2003	
Camp	OMRDD Adult Overnight Summer Camp Checklist	Checklist	2005	2007
Camp	OMRDD Adult Overnight Summer Camp Checklist Guidelines	Guideline	2005	2007
Camp	OMRDD Directory of Adult Overnight Summer Camps	Directory	2005	2007
Clinic	Activation of Medicaid Billing Edits, Special Procedures for OMRDD Article 16 Clinics	Letter	2002	
Clinic	Annual Service Authorization Levels for Article 16 Clinic Letters	Letter	2006	2007
Clinic	Article 16 Clinics - CON	Letter	2002	
Clinic	Clinic "Advice" Handbook - Guidance on the Provisions of 14 NYCRR Part 679 as Articulated by Central Office Review Group	Booklet	1997	
Clinic	Clinic Treatment Facilities 14 NYCRR Part 679 - (CL) Activities/TABS Coding Guidelines	Guideline	2004	
Clinic	Medicaid Update - Important Billing Instructions for Article 16 Clinic Providers	Guideline	2003	
Clinic	Prohibition of Claiming an Article 16 Clinic Treatment Service and a Collocated Day Treatment Service On the Same Day	Memo	2005	
Clinic	Standards for Article 16 Clinics - ADM #2005-01	ADM	2005	
Clothing	Clothing/Needs Allowance for CRs and IRAs	Memo	2006	2007
Day Habilitation	Day Habilitation Service Documentation Requirements - ADM #2003-04	ADM	2003	
Day Habilitation	Day Habilitation Site Capacity	Memo	1999	
Day Habilitation	Group Day Habilitation Service Documentation Requirements - ADM #2006-01 (Update to the Key)	ADM	2006	
Day Habilitation	Individual Day Habilitation Service Documentation Requirements - ADM #2006-02 (Update to the Key)	ADM	2006	
DDSO	Developmental Disabilities Services Office Directory	Directory	2006	
DDSO	OMRDD Reports - Letchworth Village Name Changed to Hudson Valley DDSO	OMRDD Reports	1999	
Dental	Medical/Dental History from the Individual Form	Form	2006	
Dental	Medical/Dental History from the Individual's Advocate Form	Form	2006	
Dental	Social and Behavioral Intake Form 1: Initial Dental Examination	Form	2006	
Dental	Social and Behavioral Intake Form 2: Initial Dental Examination	Form	2006	
Dental	Video Conference Promotes Statewide Special Needs Dentistry Program for New Yorkers with Developmental Disabilities	Press Release	2006	
Dental	OMRDD's Task Force on Special Dentistry is Available for Consultation to Dentists to Promote Oral Health for Individuals with Developmental Disabilities	Press Release	2003	
Dental	Preventing Dental Catastrophes - Alert	Alert	2003	
Detectors	Carbon Monoxide Detector Requirements	ADM	2003	
Developmental Disabilities	FACTS About Developmental Disabilities	Brochure	1994	2002
Education	Change in funding process for students residing and educated in an Intermediate Care Facility (IFC) (Chapter 721 of the Laws of 1979) or a Childrens' Residential Project (CRP) pursuant to Education Law Section 3202.5 (Effective Date July 1, 2006)	Memo	2006	
Eligibility	OMRDD Advisory Guideline – Determining Eligibility for Services: Substantial Handicap and Developmental Disabilities	Guideline	2001	
Eligibility	Clarification of the Provisions of the Eligibility Guidelines	Memo	2001	2002

Equipment	Dehumidifier and Microwave Recall - ADM #02-02	ADM	2002	
Equipment	Halogen Lamp Advisory	Advisory	1997	1998
Equipment	Notice of Wheelchair Recall - ADM #02-03	ADM	2002	
Facility	Ceiling Fans/Smoke Detectors - ADM #99-01	ADM	1999	
Facility	Heat Detector Recall	Memo	1997	
Facility	New York State Building Code Update - ADM #02-01	ADM	2002	
Facility	Notification of Renovation - ADM #01-03	ADM	2001	
Family Care	Family Care Manual	Manual	2004	
Family Care	Waiver Review in Family Care Homes	Memo	1998	
Family Support	History of Family Support	Booklet	2004	
Family Support	Letter from the Statewide Family Support Services Committee	Letter	2004	
Family Support	Services in New York State - Family Support Service Descriptions	Brochure	2004	
Finance	Clarification of OMRDD Policy on Option Funds for Voluntary Provider Acquisitions	Memo	1999	
Finance	OMRDD Guidelines Governing Housing Trusts	Guideline	2001	
Finance	Refinancing Savings Reinvestment	Memo	2002	
Finance	Revision to Inter-District Transfer Funding Policy	Policy	2004	
Finance	User's Guide to Personal Allowance	Manual	1996	
Fiscal Audit	OMRDD- Fiscal Audit Provider Resource Manual; Volume 1	Manual	2006	
Fiscal Audit	OMRDD- Fiscal Audit Provider Resource Manual; Volume 2	Manual	2006	
Habilitation	Habilitation Plan Requirements - ADM #2003-03	ADM	2003	
Habilitation	Revised Applications for Interim Habilitation Payment and Repayment Agreement	Form	2002	2004
Habilitation	Revised Interim Habilitation Payment and Repayment Agreements	Memo	2001	2002, 2004
Health Care	Health Care Choices: Who Can Decide	Booklet	2003	2004
Health Care	Hospital Coverage Guidelines	Guideline	1997	2006
Health Care	Immunization Reimbursement Program	Memo	2004	
Health Care	Independent Professional Review/Independent Utilization Review - ADM #98-01	ADM	1998	1999
Health Care	Non-visit Independent Utilization Reviews	Memo	1999	
Health Care	Procedures When Obtaining Informed Consent for Willowbrook Class Members	Policy	2005	2007
Health Care	Informed Consent - Provisions of 633.11 (Amended Effective 11/23/05)	Memo	2006	
Health Care	Safeguarding Alert - Carbon Monoxide Poisoning	Alert	2000	
Health Care	Safeguarding Alert - Choking...it can be prevented	Alert	1999	
Health Care	Safeguarding Alert - Drowning Alert	Alert	2000	
Health Care	Safeguarding Alert - Helmet Safety	Alert	1999	
Health Care	Safeguarding Alert - Lead Alert	Alert	1999	
Health Care	Scalds: A Burning Issue (Alert)	Alert	2000	
HIPAA	HIPAA Privacy Notice Materials	Guideline	2003	
Incident Management	Part 624 Handbook	Manual	1999	2005
Incident Management	Revisions to Part 624 Handout	Memo	2007	
Locks	Single Function Locking Policy	Policy	2004	
Medicaid	Cessation of Separate Medicaid Billing for Home Health Aide and Personal Care Aide Services for Consumers Participating in Certain OMRDD Residential and Day Programs	Memo	2004	
Medicaid	Regulatory Requirements Regarding the Medicaid Management Information System (MMIS) Billing for ICF Admission, Discharge and Leave Days	Letter	2004	
Medicaid	Selecting the Correct Medicaid Coverage Option for OMRDD	Guideline	2004	

	Home and Community Based Waiver Services and ICF/DD Placement			
Medicaid	Selecting the Correct Medicaid Coverage Option to Receive HCBS Waiver Services and ICF Care	Guideline	2004	
Medicaid	National Provider Identifier (NPI) Information and Guidance (long letter)	Letter	2006	
Medicaid	National Provider Identifier (NPI) (short letter)	Letter	2006	
Medicaid	Prohibition on Separate Medicaid Billing for Medical Gloves Used by Staff	Letter	2006	
Medicaid	Medicaid billing relating to ICF residents receiving clinic services	Letter	2006	
Medicaid	New Programs: Mandatory Enrollment in Medicaid Managed Care and the Medicaid Advantage Program	Memo	2006	
Medicaid	Ensuring the Correct Medicaid Coverage for OMRDD HCBS Waiver Services	Letter	2007	
Medicaid	Deficit Reduction Act of 2005	Policy	2007	
Medicare Part D	Enrollment and Appeals in Medicare Part D Prescription Drug Plans	Memo	2006	
Medicare Part D	Medicare Part D Appointment Forms (OMR Medicare 1-4)	Form	2006	
Medicare Part D	Medicare Part D Authority Forms (OMR Medicare 5-7)	Form	2006	
Medication	Medication Alert - Prozac	Alert	2003	
Nursing	Nursing Services in SOIRAs	Memo	2003	
Nursing	Registered Nursing Supervision of Unlicensed Direct Care Staff in Residential Facilities Certified by the Office of Mental Retardation and Developmental Disabilities - ADM #2003-01	ADM	2003	
Nursing	The Nurse Practice Act	Memo	1998	
OPTS	Letter from Commissioner Maul - introduces Options for People Through Services (OPTS)	Letter	2004	
OPTS	Application for OPTS Pilot Program, Budget and Roster	Form	2004	2006
OPTS	Evaluation Ideas for OPTS Proposals	Guideline	2006	
OPTS	OPTS "How To" Guidebook for Families	Guideline	2006	
OPTS	OPTS Background Information	Memo	2004	
OPTS	OPTS Boilerplate of the Service Agreement	Memo	2004	
OPTS	OPTS General Information Brochure	Brochure	2006	
OPTS	OPTS Interim Reporting Questions	Memo	2005	
OPTS	OPTS Pilot Proposals Evaluations	Guideline	2004	
OPTS	OPTS Pre-Screening and Proposal Review Sheet	Memo	2004	
OPTS	OPTS Proposal Submission Information	Guideline	2004	2006
OPTS	OPTS Referral List of Nonprofit Providers	List	2005	
OPTS	OPTS Service Agreement	Agreement	2004	2006
OPTS	OPTS Service Types (Program Descriptions)	Memo	2006	
OPTS	Tips for Evaluating your OPTS Pilot Project	Guideline	2006	
OPTS	Pilot Proposals by Category	List	2006	
Planning	Local Government Plan - guidelines and data pack	Guidelines	2007	
Planning	The Five Year Comprehensive Plan for the Period 2006-2010	Booklet	2006	
Prevocational Services	Prevocational Services Documentation Requirements - ADM #2003-05	ADM	2003	
Prevocational Services	Service Documentation Requirements for Prevocational Services - ADM #2006-03	ADM	2006	
Profiles	Developmental Disabilities Profile Users' Guide	Manual	2002	
Profiles	Developmental Disabilities Profile Registration/Movement Form (DDP-1)	Form	2000	
Profiles	Developmental Disabilities Profile Form (DDP-2)	Form	1987	
Program	OMRDD/DOB Voluntary Operated Programs Threshold Guide	Manual	2003	

Provider Info	A Sampler of Agency Self-Assessment Activities	Memo	2002	
Provider Info	OMRDD - Provider Resource Manual	Manual	2004	
Residential	Community Placement Procedures	Green Book	1992	1995
Residential	Developmental Center Placement Procedures	Green Book	1992	
Residential	Fire Safety Standards in IRA's	Memo	1997	
Residential	Guide to Choosing a Residential Service Provider	Manual	2003	
Residential	Guidelines for Creating and Maintaining a Home-Like Living Environment	Guideline	2004	
Residential	Identification of Supervision Level in VOIRAs	Memo	2000	
Residential	New Requirements for Furnishings	Memo	2003	
Residential	OMRDD Policy on Acquiring and Modifying Newly Constructed Homes	Policy	2000	
Residential	OMRDD Reports - NYS Creating Alternatives in Residential Services and Environments (NYS-CARES)	OMRDD Reports	1998	1999
Residential	Provision of Emergency Services (in Supervised Community Residences and Individual Residential Alternatives)	Memo	2003	
Residential	Renovations in Intermediate Care Facilities (ICFs)	Memo	2003	
Residential	Residential Appraisal Procedures for Voluntary Providers	Memo	2004	
Residential	Residential Appraisal Thresholds for Voluntary Providers	Memo	2005	
Residential	Safeguarding Alert - Dryer Safety	Alert	2001	
Residential	Site Selection Law - Establishing Group Homes	Brochure	2001	
Residential	Smoke Detectors in Residences - ADM #97-01	ADM	1997	
Residential	Third Floor Occupancy	Memo	2000	
Residential	Willowbrook Residential Expansion	Memo	2003	
Residential Habilitation	At-Home Residential Habilitation Service Documentation Requirements - ADM #2004-01	ADM	2004	
Residential Habilitation	At-Home Residential Habilitation: Billing, Annual Service Requirements and Audits of Prices for Services Delivered on and after January 1, 2002 - ADM #2004-02	ADM	2004	
Residential Habilitation	Individualized Residential Alternative (IRA) Residential Habilitation Monthly Unit of Service Initiative	Letter	2002	
Residential Habilitation	IRA Residential Habilitation Service Documentation Requirements - ADM #2002-01	ADM	2002	
Residential Habilitation	Family Care Residential Habilitation Service Documentation Requirements ADM #2006-04	ADM	2006	
Respite	HCBS Respite/Non Waiver Enrolled (NWE) Respite Service Documentation Requirements - ADM #2005-02	ADM	2005	
Respite	Voluntary Operated Day/Residential Respite/Program Maintenance Program	Memo	2004	
Respite	Billing and Claiming Reviews of Hourly Respite Services	Letter	2006	
Seizures	Seizure Disorder	Alert	2003	
Service Coordination	Access to DQA Reports by Service Coordinators	Memo	1999	
Service Coordination	Medicaid Service Coordination Vendor Manual	Manual	2002	2006
Service Coordination	MSC Technical Bulletin, Volume 1, 2 and 3	Bulletin	2001	
Service Coordination	MSC Technical Bulletin, Volume 4 and 5	Bulletin	2002	
Service Coordination	MSC Technical Bulletin, Volume 6	Bulletin	2003	
Service Coordination	MSC Technical Bulletin, Volume 7	Bulletin	2004	
Service Coordination	MSC Technical Bulletin, Volume 8 and 9	Bulletin	2005	
Service Coordination	MSC Technical Bulletin, Volume 10	Bulletin	2006	
Service Coordination	OMRDD Advisory on Medicaid Service Coordination (MSC) and Plan of Care Support Services (PCSS) - Service Coordinator ISP Responsibilities	Advisory	2004	
Service Coordination	Plan of Care Support Services - ADM #2003-02	ADM	2003	
Service Coordination	Service Coordinator Access to DQA Reports	Memo	1999	

Service Coordination	What Service Coordinators Need to Know about Managed Care	Memo	2001	
Services	Services for People with Mental Retardation and Developmental Disabilities	Brochure	2002	
Social Security	Increase in SSI Benefit Levels and Personal Allowance Accounts	Memo	2005	2006
Social Security	Representative Payees and SSA Prior Approvals	Memo	2002	
Social Security	Use of Special Needs Trust Monies for SSI Recipient Vacation Expenses	Memo	2004	
Social Security	Social Security Protection Act of 2003	Memo	2004	
Social Security	SSA Prior Approvals for Use of Personal Allowance for Staff Expenses on Resident Vacations	Memo	2003	
Sprinkler	11/1/02 Sprinkler Testing Memorandum	Memo	2002	
Sprinkler	New Sprinkler Test Requirements	Memo	2002	
Sprinkler	Sprinkler Recall	Memo	2001	
Summer Safety	Safeguarding Alert - Summer Safety	Alert	2005	
Summer Safety	Summer Precautions	ADM	2004	
Supported Employment	Supported Employment Service Delivery and Documentation Requirements - ADM #2002-02	ADM	2002	
Surveys	OMRDD-Provider's Guide to the Non-ICF Survey Process	Guideline	2004	
Surveys	Certification Protocols	Handbook	2006	
TB	Annual Tuberculosis Testing	Memo	2004	
Transportation	Article 19-A of the NYS Vehicle and Traffic Law	Memo	1992	
Transportation	Van Safety	Alert	2002	
Waiver	Care at Home Manual	Manual	2001	
Waiver	Changes to HCBS Waiver Assistive Technologies (At-Home Projects)	Policy	2001	
Waiver	Implementation of Revised Part 633.12 - Objection to Provider Initiated Changes to HCBS Waiver Services	Memo	2000	
Waiver	OMRDD Reports - New York's Self Determination Program Pilot Expanded	OMRDD Reports	2002	
Waiver	Self Determination - Consolidated Supports and Services	OMRDD Reports	2002	
Waiver	The Key to Individualized Services (HCBS Waiver Manual)	Manual	1997	2000, 2001, 2006
Waiver	Waiver Services and ICF/DD Placement	Memo	2004	
Willowbrook	Willowbrook Permanent Injunction	Booklet	1993	
Work Force	Everyday Heroes - Building Direct Support Leadership for Community Inclusion	Booklet	2006	
Work Force	Work Place Safety - ADM #01-02	ADM	2001	

Regulated parties and members of the public may inspect and obtain copies of any such document by contacting: Director of Public Affairs, 44 Holland Ave., Albany, NY 12229, (518) 474-6601, e-mail: Public.Affairs@omr.state.ny.us