

# GUIDANCE DOCUMENTS

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)].

## Office of Mental Retardation and Developmental Disabilities

### OMRDD GUIDANCE DOCUMENTS LISTING

(Sorted Alpha by Key Word)

To request a copy of any of the listed documents please contact:

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KEY WORD	PUBLICATION NAME	DOCUMENT TYPE	INITIAL ISSUANCE DATE	UPDATED/REVISED
Acronyms	Acronym List	List	2001	
Aging	Preventative Health Care Screening Guideline for People Aging with Intellectual and Other Developmental Disabilities	Report	2009	
Assistive Technology	Advisory Memorandum - Assistive Technology (Environmental Modifications and Adaptive Devices)	Policy	2005	
Assistive Technology	Assistive Technology Acquisition Procedures	Procedure	2006	2007
Autism	Information for First Responders	Booklet	2009	
Autism	Autism Platform	Booklet	2008	
Autism	Facts – About Autism and Finding Autism Spectrum Disorder Services	Booklet	2009	
Background Checks	Registered 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	
Bed Safety	Bed Safety Advisory	Memo	2007	
Bed Safety	Seizure of Vail Beds - ADM #05-01	ADM	2005	

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Bed Safety	Bed Safety Checklist	Guideline	2002	
Bed Safety	Bed Safety User's Guide	Guideline	2002	
Bed Safety	Use of Enclosed Canopy-style Bed Systems - ADM #01-01	ADM	2001	
Behavior Management	Informed Consent for Medications that Modify or Control Maladaptive or Inappropriate Behavior	Memo	2000	
Behavior Management	Behavior Management	Guideline	1994	
Behavior Management	Guidelines for SCIP-R	Guideline	1998	
Behavior Management	Strategies for Crisis Intervention and Prevention – Revised (SCIP-R)	Manual	1988	1998
Board of Directors	Board of Directors Manual	Manual	2005	2009
Budget	Reductions in Local Assistance	Memo	2009	
Budget	Budget Briefing Booklet	Booklet	1998	Annually
Camp	Instructions for Completion of the Self-Survey for Operators of OMRDD Adult Overnight Summer Camps	Guideline	2005	2009
Camp	OMRDD Adult Overnight Summer Camp Checklist	Checklist	2005	2009
Camp	OMRDD Adult Overnight Summer Camp Checklist Guidelines	Guideline	2005	2009
Camp	OMRDD Directory of Adult Overnight Summer Camps	Directory	2005	2007
Camp	Epinephrine Auto-Injector Use by Children's Camps	Fact Sheet	2000	
Clinic	NYS DOH Announces Certificate of Need (CON) Reform for Ambulatory Care Services	Press Release	2008	
Clinic	Annual Service Authorization Levels for Article 16 Clinic	Letter		2007
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	
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	Activation of Medicaid Billing Edits, Special	Letter &	2002	

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		Guideline		
	Procedures for OMRDD Article 16 Clinics (NYS DOH Medicaid Update)			
Clinic	Clinic "Advice" Handbook - Guidance on the Provisions of 14 NYCRR Part 679 as Articulated by Central Office Review Group "Cautionary Statement" regarding Clinic "Advice" Handbook	Booklet	1997	
		Memo	2009	
Clothing	CR/IRA Provider Letter on Personal Needs Clothing Allowance	Memo	2009	2010
Consolidated Supports & Services (CSS)	Consolidated Supports & Services Service Documentation Requirements ADM #2009-02	ADM	2009	
Day Habilitation	Service Documentation Requirements for Day Habilitation and/or Prevocational Services	Letter	2008	
Day Habilitation	Day Habilitation Efficiency Adjustment	Letter	2010	
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	
Day Habilitation	Day Habilitation Site Capacity	Memo	1999	
Day Treatment	Day Treatment Billing Standards – ADM #2008-02	ADM	2008	
Day Treatment	Letter to Day Treatment Providers with Instructions for Using a Required Revenue Code to Bypass CPT/HCPCS Procedure Code Edit (for DOH billing)	Letter	2009	
DDP	Developmental Disabilities Profile (DDP) Users' Guide	Manual	2002	
DDP	Developmental Disabilities Profile (DDP) Registration/Movement Form (DDP-1)	Form	2000	
DDP	Developmental Disabilities Profile Form (DDP-2)	Form	1987	
DDSO	Developmental Disabilities Services Office Directory	Directory	2006	
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	Form	2006	

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	Dental Examination			
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	
Detectors	Amanda's Law Requirement for Carbon Monoxide Alarm Installations	Memo	2010	
Detectors	Carbon Monoxide Detector Requirements	ADM	2003	
Education	Change in funding process for students residing and educated in an Intermediate Care Facility (ICF) (Chapter 721 of the Laws of 1979) or a Children's Residential Project (CRP) pursuant to Education Law Section 3202.5 (Effective Date July 1, 2006)	Memo	2006	
Electronic Records/Sig-natures	OMRDD Policy Statement on Electronic Signatures and Records	Memo	2009	
Electronic Records/Sig-natures	Important Information on Use of Electronic Records by Medicaid Providers	Information	2006	
Eligibility	Eligibility for OMRDD Services - Important Facts	Guideline	2006	
Eligibility	Transmittal Form for Determination of Eligibility for OMRDD Services	Form	2006	
Eligibility	Clarification of the Provisions of the Eligibility Guidelines	Memo	2001	2002
Eligibility	OMRDD Advisory Guideline – Determining Eligibility for Services: Substantial Handicap and Developmental Disabilities	Guideline	2001	
Equipment	Dehumidifier and Microwave Recall - ADM #02-02	ADM	2002	
Equipment	Notice of Wheelchair Recall - ADM #02-03	ADM	2002	
Equipment	Halogen Lamp Advisory	Advisory	1997	1998
Facility	Notification of Renovation - ADM #01-03	ADM	2001	
Facility	Ceiling Fans/Smoke Detectors - ADM #99-01	ADM	1999	
Facility	Heat Detector Recall	Memo	1997	
Family Care	Family Care Manual	Manual	2004	2008
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	

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Family Support	Services in New York State - Family Support Service Descriptions	Brochure	2004	
Family Support	Guidelines and Requirements for Family Support Service Contract Compliance	Guidelines	2008	
Finance	Local Assistance Funding	Letter	2010	
Finance	State Paid Services	Letter	2007	
Finance	Revision to Inter-District Transfer Funding Policy	Policy	2004	
Finance	Refinancing Savings Reinvestment	Memo	2002	
Finance	Clarification of OMRDD Policy on Option Funds for Voluntary Provider Acquisitions	Memo	1999	
Finance	Personal Allowance Manual	Manual	1996	2010
Fiscal Audit	OMRDD- Fiscal Audit Provider Resource Manual; Volume 1	Manual	2006	
Fiscal Audit	OMRDD- Fiscal Audit Provider Resource Manual; Volume 2	Manual	2006	
Food Stamps	Annual \$1 HEAP Payment for Food Stamp Recipients Who Reside in IRAs and Community Residences	Memo	2009	
Food Stamps	Food Stamp Frequently Asked Questions and Answers	Information	2009	
Food Stamps	Food Stamp Benefit Offset – For People Residing in IRAs and Community Residences	Letter	2009	
Food Stamps	NYSOMRDD Food Stamp Maximization Questions & Answers	Information	2009	
Gender	Gender-specific Staff Assignments ADM #2009-03	ADM	2009	
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	Training of Unlicensed Individuals in the Injection of Glucagon in Emergency Situations	Memo	2008	
Health Care	Guidelines on Do Not Resuscitate (DNR) Orders	Brochure	2007	
Health Care	Informed Consent - Provisions of 633.11 (Amended Effective 11/23/05)	Memo	2006	
Health Care	Procedures When Obtaining Informed Consent for Willowbrook Class Members	Policy	2006	2007

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Health Care	Immunization Reimbursement Program	Memo	2007	2010
Health Care	Health Care Choices: Who Can Decide	Booklet	2003	2008
Health Care	Non-visit Independent Utilization Reviews	Memo	1999	
Health Care	Independent Professional Review/Independent Utilization Review - ADM #98-01	ADM	1998	1999
Health Care	Hospital Coverage Guidelines	Guideline	1997	2006
HIPAA	HIPAA Privacy Notice Materials	Guideline	2003	
Incident Management	Administrative Appeal Process for Denials of Records Requested Pursuant to the 14 NYCRR Part 624 Incident/Abuse Reporting, Notification and Investigation Process – ADM #2009-04	ADM	2009	
Incident Management	Reporting Deaths	Memo	2009	
Incident Management	Requirements related to intervention in alleged abuse/neglect situations outside the scope of service provision	Memo	2008	
Incident Management	Learning About Incidents Folleto de Aprendizaje sobre Incidentes	Brochure	2009	
Incident Management	Mandated Reporting of Suspected Child Abuse - New Requirements	Memo	2007	2008
Incident Management	Part 624 Handbook	Manual	1999	2010
Informational	Aging Services Servicios para Personas de Edad Avanzada	Brochure	2008	
Informational	Becoming a Certified Minority or Women-Owned Business Enterprise in New York State Cómo Convertirse en una Empresa Certificada Propiedad de una Minoría o Mujero en el Estado de Nueva York	Brochure	2008	
Informational	Becoming a Multicultural Voluntary Provider Como Convertirse en un Proveedor Voluntario Multicultural	Brochure	2008	
Informational	Faith Based Initiative	Brochure	2008	
Informational	Family Care El cuidado familiar	Brochure	2008	
Informational	Family Support Services	Brochure	2008	

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	Servicios de asistencia para la familia			
Informational	Mainstreet - Raising awareness of developmental disabilities - For middle and high-school students  Calle Principal – Concientización sobre las discapacidades da desarrollo – Para los estudiantes que asisten a escuelas de enseñanza media y secundarias	Brochure	2008	
Informational	The Kids Project - Raising awareness of developmental disabilities – For students in grades two and five  El Proyecto para Ninõs - Concientización sobre las discapacidades de desarrollo – Para estudiantes de segundo a quinto grado	Brochure	2008	
Informational	Making Friends - Raising awareness of developmental disabilities - For preschool and primary grade children  Nuevos Amigos – Concientización sobre las discapacidades de desarrollo – Para niños de edad preescolar a primer grado	Brochure	2008	
Informational	Office of Housing Initiatives  Oficina de Iniciativas para la Vivienda	Brochure	2008	
Informational	Omardi -Teaching tolerance and acceptance through fun, laughter and open discussion  Omardi: - Enseñar tolerancia y aceptación por medio de la diversión, la risa y el debate abierto	Brochure	2008	
Informational	Senior Companion Program  Programa de Acompañamiento por Personas Mayores	Brochure	2008	
Informational	Supported Employment  Empleo con Apoyo	Brochure	2008	
Informational	How to Pay for OMRDD Services  Como pagar los Servicios de la OMRDD	Brochure	2008	
Informational	Facts about OMRDD  Información Acerca de OMRDD	Brochure	2002	2007
Informational	Facts About Developmental Disabilities	Brochure	1994	2008

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	Información sobre Discapacidades de Desarrollo			
Informational	OMRDD Toll-Free Information Line	Brochure	2008	
	OMRDD Línea de Información sin carga			
Informational	New York's Site Selection Law	Brochure	2007	
Liability	Liability for OMRDD Medicaid and Home and Community Based Waiver Services	Process document	2/2009	2010
Liability	Liability for Services Questions and Answers for Providers	Information	2009	
Liability	Liability Notice - Preexisting Services (OMR LIAB 02) (03/2009) Instructions To Provider for Liability Notices	Forms	3/2009	
Liability	Liability Notices Instructions – Forms OMR LIAB 05 to 10	Information	2010	
Liability	Liability Notice for Persons Applying for Services (OMR LIAB 05)	Form	2010	
Liability	2010 Preexisting Services Liability Notice (OMR LIAB 06)	Form	2010	
Liability	Limited Exception Notice for Persons Meeting Exception (OMR LIAB 07)	Form	2010	
Liability	Limited Exception Notice for Persons Applying for Other Services (to be given by supported employment or respite provider) (OMR LIAB 08)	Form	2010	
Liability	Limited Exception Notice for Persons Applying for Other Services (to be given by provider of other requested services) (OMR LIAB 09)	Form	2010	
Liability	Information About the Limited Exception for Persons Receiving Supported Employment or Respite Services (OMR LIAB 10)	Information	2010	
Liability	Billing Requirements in Liability for Services Regulations	Letter	2009	
Liability	Fillable Fee Reduction or Waiver Request Form (OMR LIAB 04)	Form	2009	
Liability	Fillable Billing Account Notice (OMR LIAB 03)	Form	2009	
Liability	Decision Tree for Preexisting Services	Chart	2010	
Liability	Decision Tree for Other than Preexisting Services	Chart	2010	
Liability	Medicaid Coverage Description Chart	Chart	3/2009	
Liability	What You Need to Know About Payment for Services What Families Need to Know About	Brochures & Chart	2/2009 3/2009	

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	Payment for Services Timeline for Start of Liability Regulations Listed by Individual Service			
Locks	Single Function Locking Policy	Policy	2004	
Medicaid	Office of the Medicaid Inspector General Compliance Program Regulation Adopted	Memo	2009	
Medicaid	Date of Service (DOS) eMedNY Billing Rules for OMRDD Services	Guideline	2010	
Medicaid	Excluded Provider Letter to Agencies	Letter	2007	
Medicaid	Deficit Reduction Act of 2005	Policy	2007	
Medicaid	January 1, 2008 Change in responsibility for Medicaid gloves, underpads/diapers and over the counter drugs for ICF/DDs, Supervised IRAs and Supervised CRs	Letter (2)	2007	
Medicaid	Medicaid Compliance Advisory	Advisory	2007	
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	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	
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		
Medicare Part D	Medicare Part D Authority Forms (OMR Medicare 5-7)	Form	2006	
Medication	Medication Alert - Prozac	Alert	2003	
New York City	The New York City Resource Consortium A Handbook for Success	Resource Handbook	2009	
Nursing	Registered Nursing Supervision of Unlicensed Direct Care Staff Providing	ADM	2008	

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	Services to Consumers Receiving Respite Services in Free Standing Respite Centers Subject to the Visitation of the Office of Mental Retardation and Developmental Disabilities - ADM #2008-01			
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	OPTS - Retirement	Letter	2007	
OPTS	Evaluation Ideas for OPTS Proposals	Guideline	2006	
OPTS	OPTS Service Types (Program Descriptions)	Memo	2006	
OPTS	Tips for Evaluating your OPTS Pilot Project	Guideline	2006	
OPTS	OPTS Interim Reporting Questions	Memo	2005	2008
OPTS	Appendix B for Each Active OPTS Service (All)	Appendix	2006-2008	
OPTS	App. B: Service Documentations Requirements for OPTS General Developmental Disability Per Unit Service (Transportation Services)	Instructions	2006	
OPTS	App. B: Service Documentation Requirements for OPTS Group Day Habilitation	Instructions	2006	
OPTS	App. B: Service Documentation Requirements for OPTS Guest Home Respite Services	Instructions	2006	
OPTS	App. B: Service Documentation Requirements for OPTS Hourly Respite Services	Instructions	2005	
OPTS	App. B: Service Documentation requirements for OPTS Individual Day Habilitation	Instructions	2005	
OPTS	App. B: Service Documentation Requirements for OPTS Monthly Supported Employment	Instructions	2008	
OPTS	App. B: Service Documentation Requirements for OPTS Prevocational Services	Instructions	2005	
OPTS	App. B: Service Documentation Requirements for OPTS Supplemental Group Day Habilitation	Instructions	2007	
OPTS	App. B: Service Requirements for OPTS Supplemental Individual Day Habilitation	Instructions	2006	

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OPTS	App. B: Supervised IRA Residential Habilitation	Instructions	2005	
OPTS	App. B: Service Documentation Requirements for OPTS At Home Residential Habilitation	Instructions	2005	
OPTS	App. B: Service Documentation Requirements for Blended Day Habilitation and Prevocational Services (Blended DP)	Instructions	2006	
OPTS	App. B: Service Documentation Requirements for OPTS Blended Day Habilitation, Prevocational and Supported Employment Services (Blended DPS)	Instructions	2006	
OTPS	App. B: Service Documentation Requirements for Blended Day Habilitation and Supported Employment (Blended DS)	Instructions	2006	
OPTS	App. B: Service Documentation Requirements for OPTS Blended Prevocational and Supported Employment Services (Blended PS)	Instructions	2006	
OPTS	App. B: Service Documentation Requirements for OPTS Free-Standing Respite Services	Instructions	2005	
OPTS	App. B: Service Documentation Requirements for General Developmental Disability Hourly Services (Assistive Technology)	Instructions	2006	
OPTS	App. B: Service Documentation General Developmental Disability Per Unit Services (Dementia Support)	Instructions	2006	
OPTS	App. B: Service Documentation Requirements for General Developmental Disability Hourly Services (Future Planning)	Instructions	2005	
OPTS	App. B: Service Documentation Requirements for General Developmental Disability Hourly Services (Trip Planning)	Instructions	2005	
OPTS	App. B: Service Documentation Requirements for General Developmental Disability Monthly Services (Room & Board)	Instructions	2005	
OPTS	App. B: Service Documentation Requirements for General Developmental Disability Monthly Services (Psychologist)	Instructions	2007	
OPTS	App. B: Service Documentation Requirements for General Developmental Disability Monthly Services (Social Worker)	Instructions	2008	
OPTS	App. B: Service Documentation Requirements for General Developmental	Instructions	2005	

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	Disability Per Diem Services (Emergency Housing)			
OPTS	App. B: Service Documentation Requirements for General Developmental Disability Per Diem Services (Traineeship)	Instructions	2007	
Planning	Interim Report on the 2009-2013 Statewide Comprehensive Plan	Interim Report	2010	
Planning	OMRDD Statewide Comprehensive Plan 2008 – 2012	Plan	2008	
Planning	NYS National Core Indicators Report for 2007-2008	Information	2010	
Planning	OMRDD Strategic Framework	Information	2008	
Prevocational Services	Service Documentation Requirements for Day Habilitation and/or Prevocational Services	Letter	2008	
Prevocational Services	Service Documentation Requirements for Prevocational Services - ADM #2006-03	ADM	2006	
Program	OMRDD/DOB Voluntary Operated Programs Threshold Guide	Manual	1993	2008
Provider Info	OMRDD - Provider Resource Manual	Manual	2004	
Provider Info	A Sampler of Agency Self-Assessment Activities	Memo	2002	
Procurement	Good Faith Effort in Procurement from a NYS Certified Minority and/or Women-Owned Business Enterprise (M/WBE) for Purchases under the Discretionary Buying Threshold	Instructions	2009	
Residential	Restructuring Community Residence Reimbursement Methodology – Billing Implications	Letter	2009	
Residential	A Financial Education Guide for Existing and Potential Homeowners and Renters with Developmental Disabilities	Publication	2009	
Residential	Residential Appraisal Procedures for Voluntary Providers	Memo	2004	
Residential	Guidelines for Creating and Maintaining a Home-Like Living Environment	Guideline	2004	
Residential	Willowbrook Residential Expansion	Memo	2003	
Residential	New Requirements for Furnishings in ICFs	Memo	2003	
Residential	Guide to Choosing a Residential Service Provider	Guide	2003	
Residential	Provision of Emergency Services (in Supervised Community Residences and Individual Residential Alternatives)	Memo	2003	

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Residential	Residential Appraisal Thresholds	Memo	2004	2005
Residential	Renovations in Intermediate Care Facilities (ICFs)	Memo	2003	
Residential	Identification of Supervision Level in VOIRAs	Memo	2000	
Residential	Third Floor Occupancy	Memo	2000	
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	Smoke Detectors in Residences - ADM #97-01	ADM	1997	
Residential	Fire Safety Standards in IRAs	Memo	1997	
Residential	Community Placement Procedures	Green Book	1992	1995
Residential	Developmental Center Placement Procedures	Green Book	1992	
Residential Habilitation	Family Care Residential Habilitation Service Documentation Requirements ADM #2006-04	ADM	2006	
Residential Habilitation	At Home Residential Habilitation (AHRH) Service Documentation Requirements ADM #2009-01	ADM	2009	
Residential Habilitation	Unit of Service Change for At Home Residential Habilitation Billing Change Summary	Guideline	2009	
Residential Habilitation	At Home Residential Habilitation services	Letter	2008	
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	Service Documentation Requirements for Individualized Residential Alternative (IRA) Residential Habilitation Services	Letter	2008	
Respite	Documentation and Billing Changes for Free-Standing Respite Sites Certified as IRAs	Letter	2008	
Respite	Billing and Claiming Reviews of Hourly Respite Services	Letter	2006	
Respite	HCBS Respite/Non Waiver Enrolled (NWE) Respite Service Documentation	ADM	2005	

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	Requirements - ADM #2005-02			
Respite	Voluntary Operated Day/Residential Respite/Program Maintenance Program	Memo	2004	
Rights	Limitation of Rights of Consumers	Memo	1996	
Safeguarding Alert	Potential Fire Hazards	Memo	2010	
Safeguarding Alert	Summer Safety	Alert	2005	
Safeguarding Alert	Choosing a Camp for Adults	Alert	2003	
Safeguarding Alert	Preventing Dental Catastrophes	Alert	2003	
Safeguarding Alert	Seizure Disorder	Alert	2003	
Safeguarding Alert	Van Safety	Alert	2002	
Safeguarding Alert	Dryer Alert	Alert	2001	
Safeguarding Alert	Bowel Management	Alert	2000	
Safeguarding Alert	Carbon Monoxide Poisoning	Alert	2000	
Safeguarding Alert	Drowning Alert	Alert	2000	
Safeguarding Alert	Scalds: A Burning Issue	Alert	2000	
Safeguarding Alert	Choking...it can be prevented	Alert	1999	2007
Safeguarding Alert	Helmet Safety	Alert	1999	
Safeguarding Alert	Indicators of Inflicted Injury (Abuse)	Alert	2008	
Safeguarding Alert	Lead Alert	Alert	1999	
Service Coordination	Medicaid Service Coordination (MSC) Billing for Individuals in a Hospital	Letter	2008	
Service Coordination	MSC E-Visory & Index	E-mails	2006-2009	
Service Coordination	MSC Technical Bulletin, Volumes 1, 2 and 3	Bulletin	2001	
Service Coordination	MSC Technical Bulletin, Volumes 4 and 5	Bulletin	2002	

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Service Coordination	MSC Technical Bulletin, Volume 6	Bulletin	2003	
Service Coordination	MSC Technical Bulletin, Volume 7	Bulletin	2004	
Service Coordination	MSC Technical Bulletin, Volumes 8 and 9	Bulletin	2005	
Service Coordination	MSC Technical Bulletin, Volume 10	Bulletin	2006	
Service Coordination	MSC Technical Bulletin, Volume 11	Bulletin	2007	
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	Medicaid Service Coordination Vendor Manual	Manual	2002	2009
Service Coordination	What Service Coordinators Need to Know about Managed Care	Memo	2001	
Service Coordination	Access to DQM Reports by Service Coordinators	Memo	1999	2009
Service Coordination	Paperwork Reduction (SCOR and Activity Plan) (Executive Directors) Paperwork Reduction (SCOR and Activity Plan) (DDSO Directors)	Letter	2006	
Social Security	Increase in SSI Benefit Levels and Personal Allowance Amounts	Memo	2007	2009
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	
Social Security	Representative Payees and SSA Prior Approvals	Memo	2002	
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	App. B: Service Documentation Requirements for Enhanced Supported	Instructions	2009	

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	Employment Pilots			
Supported Employment	Program Enrollments for Supported Employment	Letter	2008	
Supported Employment	Supported Employment Service Delivery and Documentation Requirements – ADM #2007-01	ADM	2002	2007
Surveys	Certification Protocols	Handbook	2006	
Surveys	OMRDD-Provider's Guide to the Non-ICF Survey Process	Guideline	2004	
Surveys	Changes in Review Process, effective November 1, 2009	Memo	2009	
Surveys	Revisions to the MSC Protocols Effective Immediately	Memo	2010	
TB	Tuberculosis Screening	Memo	2008	
Transportation	Article 19-A of the NYS Vehicle and Traffic Law	Memo	1992	
Waiver	ICF/MR Level of Care Eligibility Determination Form (LCED) Qualified Mental Retardation Professional (QMRP) authorized to sign annual LCED forms ADM #2009-05	ADM	2009	
Waiver	Clarifying Information ICF/MR Level of Care Eligibility Determination Form (LCED) Qualified Mental Retardation Professional (QMRP) authorized to sign annual LCED forms ADM #2009-05	Memo	2010	
Waiver	Selecting the Correct Medicaid Coverage Option for OMRDD Home and Community Based Waiver Services and ICF/DD Placement	Memo	2004	
Waiver	OMRDD Reports - New York's Self Determination Program Pilot Expanded	OMRDD Reports	2002	
Waiver	Care at Home Manual	Manual	2001	
Waiver	Implementation of Revised Part 633.12 - Objection to Provider Initiated Changes to HCBS Waiver Services	Memo	2000	
Waiver	The Key to Individualized Services (HCBS Waiver Manual)	Manual	1997	2000, 2001, 2006
Willowbrook	Willowbrook Reference Documentation	Memo	2007	2008
Willowbrook	Willowbrook Guidelines for Community Inclusion	Chart	2007	2008
Willowbrook	Willowbrook Permanent Injunction	Booklet	1993	
Work Force	Everyday Heroes - Building Direct Support Leadership for Community Inclusion	Booklet	2006	

Updated 2010

**OMRDD GUIDANCE DOCUMENTS LISTING**  
(Sorted Alpha by Key Word)

Work Force	Work Place Safety - ADM #01-02	ADM	2001	
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