

# 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 for People with Developmental Disabilities

Guidance Documents Listing  
(Sorted Alpha by Key Word)

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

Regulatory Affairs Unit  
OPWDD  
44 Holland Ave.  
Albany, NY 12229  
rau.unit@opwdd.ny.gov  
(518) 474-1830

KEY WORD	PUBLICATION NAME	DOCUMENT TYPE	INITIAL ISSUANCE DATE	UPDATED/REVISED	KEY WORD	PUBLICATION NAME	DOCUMENT TYPE	INITIAL ISSUANCE DATE	UPDATED/REVISED
					Background Checks	Frequently Asked Questions on CBC	FAQ	2006	
					Background Checks	Registered Provider Listing	Directory	2006	2007
					Background Checks	State Central Register Background Checks - ADM #98-02	ADM	1998	
					Background Checks	Voluntary and DDSO Fingerprinting Locations	Directory	2006	2007
					Bed Safety	Bed Safety Advisory	Memo	2007	
Acronyms	Acronym List	List	2001		Bed Safety	Release of 2002 Bed Safety Checklist and User's Guide	Memo	2002	
Abuse	Required Protections for significant Allegations of Abuse	Memo	2011		Bed Safety	Bed Safety Checklist	Guideline	2002	
Aging	Preventative Health Care Screening Guideline for People Aging with Intellectual and Other Developmental Disabilities	Report	2009		Bed Safety	Bed Safety User's Guide	Guideline	2002	
Aging	Aging in Community: helping people with developmental disabilities age with dignity through fostering relationships, having good health and living in the home of their choice	Booklet/ Website	2011		Bed Safety	Seizure of Vail Beds - ADM #05-01	ADM	2005	
Assistive Technology	Advisory Memorandum - Assistive Technology (Environmental Modifications and Adaptive Devices)	Policy	2005		Bed Safety	Use of Enclosed Canopy-style Bed Systems - ADM #01-01	ADM	2001	
Assistive Technology	Assistive Technology Acquisition Procedures	Procedure	2006	2007	Behavior Management	Behavior Management	Guideline	1994	
Autism	Autism Platform	Booklet	2008		Behavior Management	Informed Consent for Medications that Modify or Control Maladaptive or Inappropriate Behavior	Memo	2000	
Autism	Facts – About Autism and Finding Autism Spectrum Disorder Services	Booklet	2009		Behavior Management	Strategies for Crisis Intervention and Prevention – Revised (SCIP-R)	Manual	1988	1998
Autism	Information for First Responders	Booklet	2009		Behavioral Management	Guidelines for SCIP-R	Guideline	1998	
Background Checks	Criminal Background Check (CBC) Process Overview	Guideline	2006		Board of Directors	Overview of Responsibilities for Board Members of Not-for-Profit Agencies	Overview	2005	2009
Background Checks	Criminal Background Check (CBC) Unit Policies and Procedures	Policy	2006	2007	Budget	Budget Briefing Booklet	Booklet	1998	Annually
Background Checks	Forms OPWDD 101-109	Form	2006	2007	Budget	Reductions in Local Assistance	Memo	2009	
					Clinic	Activation of Medicaid Billing Edits, Special Procedures for OPWDD Article 16 Clinics (NYS DOH Medicaid Update)	Letter & Guideline	2002	
					Clinic	Annual Service Authorization Levels for Article 16 Clinic	Letter	2007	

KEY WORD	PUBLICATION NAME	DOCUMENT TYPE	INITIAL ISSUANCE DATE	UPDATED/ REVISED	KEY WORD	PUBLICATION NAME	DOCUMENT TYPE	INITIAL ISSUANCE DATE	UPDATED/ REVISED
Clinic	Clinic Treatment Facilities 14 NYCRR Part 679 - (CL) Activities/TABS Coding Guidelines	Guideline	2004		Dental	Medical/Dental History from the Individual Form	Form	2006	
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 Memo	1997 2009		Dental	Medical/Dental History from the Individual's Advocate Form	Form	2006	
Clinic	Medicaid Update - Important Billing Instructions for Article 16 Clinic Providers	Guideline	2003		Dental	OPWDD's Task Force on Special Dentistry is Available for Consultation to Dentists to Promote Oral Health for Individuals with Developmental Disabilities	Press Release	2003	
Clinic	NYS DOH Announces Certificate of Need (CON) Reform for Ambulatory Care Services	Press Release	2008		Dental	Social and Behavioral Intake Form 1: Initial Dental Examination	Form	2006	
Clinic	Prohibition of Claiming an Article 16 Clinic Treatment Service and a Collocated Day Treatment Service On the Same Day	Memo	2005		Dental	Social and Behavioral Intake Form 2: Initial Dental Examination	Form	2006	
Clinic	Standards for Article 16 Clinics - ADM #2005-01	ADM	2005		Dental	Video Conference Promotes Statewide Special Needs Dentistry Program for New Yorkers with Developmental Disabilities	Press Release	2006	
Clothing	CR/IRA Provider Letter on Personal Needs Clothing Allowance	Memo	2010		Dental	Medical Immobilization/Protective Stabilization (MIPS) and Sedation for Medical/Dental Appointments - ADM # 2010-02	ADM	2010	
Community Habilitation	November 1, 2010 Implementation of Community Habilitation Services	Memo	2010		Detectors	Amanda's Law Requirement for Carbon Monoxide Installations	Memo	2007	2010
Community Habilitation	Community Habilitation Services Questions and Answers		2010		Discharge	Discharge Without Due Process (October 19, 2010)	Memos	2010	
Consolidated Supports & Services (CSS)	Consolidated Supports & Services Service Documentation Requirements ADM #2009-02	ADM	2009		Discharge	Application of 14 NYCRR Part 633.12 to MSC Services (clarification of October 19, 2010 memo)			
Consolidated Support Services (CSS)	Policy on the Provision of Outside Services in Consolidated Supports and Services (CSS Monthly) (effective for services delivered on or after 4/1/08)		2011		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	
Day Habilitation	Day Habilitation Efficiency Adjustment	Letter	2010		Electronic Records/Signatures	Important Information on Use of Electronic Records by Medicaid Providers	Information	2006	
Day Habilitation	Day Habilitation Site Capacity	Memo	1999		Electronic Records/Signatures	OPWDD Policy Statement on Electronic Signatures and Records	Memo	2009	
Day Habilitation	Group Day Habilitation Service Documentation Requirements - ADM #2006-01 (Update to the Key)	ADM	2006		Eligibility	Clarification of the Provisions of the Eligibility Guidelines	Memo	2001	2002
Day Habilitation	Individual Day Habilitation Service Documentation Requirements - ADM #2006-02 (Update to the Key)	ADM	2006		Eligibility	Eligibility for OPWDD Services - Important Facts	Guideline	2006	
Day Habilitation	Service Documentation Requirements for Day Habilitation and/or Prevocational Services	Letter	2008		Eligibility	OPWDD Advisory Guideline - Determining Eligibility for Services: Substantial Handicap and Developmental Disabilities	Guideline	2001	
Day Treatment	Day Treatment Billing Standards - ADM #2008-02	ADM	2008		Eligibility	Revised ICF/MR Level of Care Eligibility Determination Form (LCED) - ADM #2011-01	ADM	2011	
Day Treatment	Letter to Day treatment Providers with Instructions for Using a Required Revenue Code to Bypass CPT/HPCS Procedure Code Edit (for DOH billing)	Letter	2009		Eligibility	Transmittal Form for Determination of Eligibility for OPWDD Services	Form	2006	
DDP	Developmental Disabilities Profile (DDP) Registration/Movement Form (DDP -1)	Form	2000		Equipment	Halogen Lamp Advisory	Advisory	1997	1998
DDP	Developmental Disabilities Profile (DDP) Users' Guide	Manual	2002		Equipment	Notice of Wheelchair Recall - ADM #02-03	ADM	2002	
DDP	Developmental Disabilities Profile Form (DDP-2)	Form	1987		Facility	Ceiling Fans/Smoke Detectors - ADM #99-01	ADM	1999	
DDSO	Developmental Disabilities Services Office Directory	Directory	2006	2011	Facility	Notification of Renovation - ADM #01-03	ADM	2001	
					Family Care	Family Care Manual	Manual	2004	2007, 2008

KEY WORD	PUBLICATION NAME	DOCUMENT TYPE	INITIAL ISSUANCE DATE	UPDATED/ REVISED	KEY WORD	PUBLICATION NAME	DOCUMENT TYPE	INITIAL ISSUANCE DATE	UPDATED/ REVISED
Family Care	Waiver Review in Family Care Homes	Memo	1998		Health Care	Informed Consent - Provisions of 633.11 (Amended Effective 11/23/05)	Memo	2006	
Family Support	Guidelines and Requirements for Family Support Service Contract Compliance	Guidelines	2008		Health Care	Non-visit Independent Utilization Reviews	Memo	1999	
Family Support	History of Family Support	Booklet	2004		Health Care	Training of Unlicensed Individuals in the Injection of Glucagon in Emergency Situations	Memo	2008	
Family Support	Letter from the Statewide Family Support Services Committee	Letter	2004		HIPAA	HIPAA Privacy Notice Materials	Guideline	2003	
Family Support	Services in New York State - Family Support Service Descriptions	Brochure	2004		Incident Management	Part 624 Handbook	Manual	1999	2009, 2011
Family Support	Family Support Services	Guidelines	1996		Incident Management	Part 624 Handbook Frequently Asked Questions	FAQ	2011	
Finance	Clarification of OPWDD Policy on Option Funds for Voluntary Provider Acquisitions	Memo	1999		Incident Management	Learning About Incidents Folleto de Aprendizaje sobre Incidentes	Brochure	2009	2011
Finance	Local Assistance Funding	Letter	2010		Incident Management	ADM #2011- 03 Required Format for Reporting Incidents and Allegations of Abuse	Instructions	2011	
Finance	Personal Allowance Manual	Manual	1996	2008	Incident Management	Required Use of the Incident Report and Management Application (IRMA)	Memo	2011	
Finance	Refinancing Savings Reinvestment	Memo	2002		Incident Management	Mandatory Training – Incident Report and Management Application (IRMA)	Memo	2011	
Finance	Revision to Inter-District Transfer Funding Policy	Policy	2004		Incident Management	Protocol for Reporting Potential Crimes to Law Enforcement	Memo and Protocol	2011	
Finance	State Paid Services	Letter	2007		Incident Management	Timely Reporting of Incidents	Memo	2011	
Fire Alarms	Fire Alarm System Service Contract	Instructions	2011		Incident Management	Notification to Law Enforcement of Possible Crimes, Sexual Abuse	Memo	2011	
Fire Safety	ADM #2011-02 Standardization of Fire Safety Practices	ADM	2011		Incident Management	Notification to Law Enforcement of Possible Crimes, Sexual Abuse	Memo	2011	
Fire Safety	Format and Content of Architectural Report for Pre-Openings	Information	2011		Incident Management	Required Protections for Significant Allegations of Abuse	Memo	2011	
Fiscal Audit	OPWDD- Fiscal Audit Provider Resource Manual; Volume 1	Manual	2006		Incident Management	OPWDD Accountability Initiative	Memo	2011	
Fiscal Audit	OPWDD- Fiscal Audit Provider Resource Manual; Volume 2	Manual	2006		Incident Management	Revised Critical and Significant Event Notification Protocol	Memo	2011	
Food Stamps	Annual \$1 HEAP Payment for Food Stamp Recipients Who Reside in IRAs and Community Residences	Information	2009		Incident Management	Requesting Autopsy Reports	Memo	2010	
Food Stamps	Food Stamp Benefit Offset – For People Residing in IRAs and Community Residences	Letter	2009		Incident Management	Reporting Deaths	Memo	2009	
Food Stamps	Food Stamp Frequently Asked Questions and Answers	Information	2009	2010	Incident Management	Requirements related to intervention in alleged abuse/neglect situations outside the scope of service provision	Memo	2008	
Food Stamps	NYSOPWDD Food Stamp Maximization Questions & Answers	Information	2009	2010	Incident Management	Mandated Reporting of Suspected Child Abuse – New Requirement	Memo	2007	2008
Gender	Gender-specific Staff Assignments ADM #2009-03	ADM	2009		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	
Habilitation	Habilitation Plan Requirements - ADM #2003-03	ADM	2003		Informational	Aging Services	Brochure	2008	2011
Habilitation	Revised Applications for Interim Habilitation Payment and Repayment Agreement	Form	2002	2004	Informational	Becoming a Certified Minority or Women-Owned Business Enterprise in New York State	Brochure	2008	2011
Habilitation	Revised Interim Habilitation Payment and Repayment Agreements	Memo	2001	2002, 2004	Informational	Becoming a Multicultural Voluntary Provider	Brochure	2008	2011
Health Care	Approval of Medical Orders for Life-Sustaining Treatment (MOLST) Form	Form	2011						
Health Care	Health Care Choices: Who Can Decide	Booklet	2003	2011					
Health Care	Hospital Coverage Guidelines	Guideline	1997	2006					
Health Care	Immunization Reimbursement Program	Memo	2007	2010					
Health Care	Independent Professional Review/Independent Utilization Review - ADM #98-01	ADM	1998	1999					

KEY WORD	PUBLICATION NAME	DOCUMENT TYPE	INITIAL ISSUANCE DATE	UPDATED/REVISED	KEY WORD	PUBLICATION NAME	DOCUMENT TYPE	INITIAL ISSUANCE DATE	UPDATED/REVISED
Informational	Facts About Developmental Disabilities	Brochure	1994	2011	Liability	Limited Exception Notice for Persons Applying for Other Services (to be given by provider of other requested services) (OPWDD LIAB 09)	Form	2010	
Informational	Facts about OPWDD	Brochure	2002	2011					
Informational	Faith Based Initiative	Brochure	2008	2011	Liability	Limited Exception Notice for Persons Applying for Other Services (to be given by supported employment or respite provider) (OPWDD LIAB 08)	Form	2010	
Informational	Family Care	Brochure	2008	2011					
Informational	Family Support Services	Brochure	2008	2011	Liability	Limited Exception Notice for Persons Meeting Exception (OPWDD LIAB 07)	Form	2010	
Informational	How to Pay for OPWDD Services	Brochure	2008	2011	Liability	Medicaid Coverage Description Chart	Chart	3/2009	2011
Informational	Mainstreet - Raising awareness of developmental disabilities - For middle and high-school students	Brochure	2008	2011	Liability	What You Need to Know About Payment for Services hat Families Need to Know About Payment for Services	Brochures	2/2009 3/2009	2011
Informational	Making Friends - Raising awareness of developmental disabilities - For preschool and primary grade children	Brochure	2008	2011					
Informational	New York's Site Selection Law	Brochure	2007	2011	Locks	Single Function Locking Policy	Policy	2004	
Informational	Office of Housing Initiatives	Brochure	2008	2011	Medicaid	Cessation of Separate Medicaid Billing for Home Health Aide and Personal Care Aide Services for Consumers Participating in Certain OPWDD Residential and Day Programs	Memo	2004	
Informational	Omardi -Teaching tolerance and acceptance through fun, laughter and open discussion	Brochure	2008	2011					
Informational	OPWDD Toll-Free Information Line	Brochure	2008	2011	Medicaid	Date of Service (DOS) eMedNY Billing Rules for OPWDD Services	Guideline	2010	
Informational	Senior Companion Program	Brochure	2008	2011	Medicaid	Deficit Reduction Act of 2005	Policy	2007	
Informational	Supported Employment	Brochure	2008	2011	Medicaid	Excluded Provider Letter to Agencies	Letter	2007	
Informational	The Kids Project - Raising awareness of developmental disabilities - For students in grades two and five	Brochure	2008	2011	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	
Liability	2010 Preexisting Services Liability Notice (OPWDD LIAB 06)	Form	2010		Medicaid	Medicaid billing relating to ICF residents receiving clinic services	Letter	2006	
Liability	Billing Requirements in Liability for Services Regulations	Letter	2009		Medicaid	Medicaid Compliance Advisory	Advisory	2007	
Liability	Decision Tree for Other than Preexisting Services	Chart	2010		Medicaid	National Provider Identifier (NPI) (short letter)	Letter	2006	
Liability	Decision Tree for Preexisting Services	Chart	2010		Medicaid	National Provider Identifier (NPI) Information and Guidance (long letter)	Letter	2006	
Liability	Fillable Billing Account Notice (OPWDD LIAB 03)	Form	2009	2011	Medicaid	New Programs: Mandatory Enrollment in Medicaid Managed Care and the Medicaid Advantage Program	Memo	2006	
Liability	Fillable Fee Reduction or Waiver Request Form (OPWDD LIAB 04)	Form	2009	2011	Medicaid	Office of the Medicaid Inspector General Compliance Program Regulation Adopted	Memo	2009	
Liability	Information About the Limited Exception for Persons Receiving Supported Employment or Respite Services (OPWDD LIAB 10)	Information	2010		Medicaid	Prohibition on Separate Medicaid Billing for Medical Gloves Used by Staff	Letter	2006	
Liability	Liability for OPWDD Medicaid and Home and Community Based Waiver Services	Process document	2/2009		Medicaid	Regulatory Requirements Regarding the Medicaid Management Information System (MMIS) Billing for ICF Admission, Discharge and Leave Days	Letter	2004	
Liability	Liability for Services Questions and Answers for Providers	Information	2009						
Liability	Liability Notice for Persons Applying for Services (OPWDD LIAB 05)	Form	2010		Medical (MIPS)	ADM #2010-02 Medical Immobilization/Protective Stabilization (MIPS) and Sedation for Medical/ Dental Appointments	ADM	2010	
Liability	Liability Notices Instructions - Forms OPWDD LIAB 05 to 10	Information	2010						
Liability	Liability Notice - Preexisting Services (OPWDD LIAB 02) (03/2009) Instructions To Provider for Liability Notices (Forms OPWDD LIAB 01 and 02)	Forms	3/2009	2010	Medical (MIPS)	Order/Plan for Medical Immobilization/Protective Stabilization (MIPS)/ Sedation	Form	2010	
					Medical (MIPS)	Intervention Outcome form MIPS and/or Sedation	Form	2010	

KEY WORD	PUBLICATION NAME	DOCUMENT TYPE	INITIAL ISSUANCE DATE	UPDATED/ REVISED	KEY WORD	PUBLICATION NAME	DOCUMENT TYPE	INITIAL ISSUANCE DATE	UPDATED/ REVISED
Medicare Part D	Enrollment and Appeals in Medicare Part D Prescription Drug Plans	Memo	2006		OPTS	App. B: Service Documentation Requirements for OPTS At Home Residential Habilitation	Instructions	2005	
Medicare Part D	Medicare Part D Appointment/Authority Forms (OMR Medicare Appointment 1-4) (OMR Medicare Authority 5-7)	Form	2006		OPTS	App. B: Service Documentation Requirements for OPTS Blended Day Habilitation, Prevocational and Supported Employment Services (Blended DPS)	Instructions	2006	
Medication	Medication Alert - Prozac	Alert	2003		OPTS	App. B: Service Documentation Requirements for OPTS Blended Prevocational and Supported Employment Services (Blended PS)	Instructions	2006	
New York City	The New York City Resource Consortium A Handbook for Success	Resource Handbook	2009						
Nursing	Nursing Services in SOIRAs	Memo	2003		OPTS	App. B: Service Documentation Requirements for OPTS Free-Standing Respite Services	Instructions	2005	
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		OPTS	App. B: Service Documentation Requirements for OPTS Guest Home Respite Services	Instructions	2006	
Nursing	Registered Nursing Supervision of Unlicensed Direct Care Staff Providing 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	ADM	2008		OPTS	App. B: Service Documentation requirements for OPTS Individual Day Habilitation	Instructions	2005	
Nursing	The Nurse Practice Act	Memo	1998		OPTS	App. B: Service Documentation Requirements for OPTS Monthly Supported Employment	Instructions	2008	
OPTS	App. B: Service Documentation General Developmental Disability Per Unit Services (Dementia Support)	Instructions	2006		OPTS	App. B: Service Documentation Requirements for OPTS Prevocational Services	Instructions	2007	
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 Supplemental Group Day Habilitation	Instructions	2006	
OPTS	App. B: Service Documentation Requirements for General Developmental Disability Hourly Services (Assistive Technology)	Instructions	2006		OPTS	App. B: Service Documentation Requirements for OPTS Group Day Habilitation	Instructions	2005	
OPTS	App. B: Service Documentation Requirements for General Developmental Disability Hourly Services (Future Planning)	Instructions	2005		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 General Developmental Disability Hourly Services (Trip Planning)	Instructions	2005		OPTS	App. B: Service Requirements for OPTS Supplemental Individual Day Habilitation	Instructions	2006	
OPTS	App. B: Service Documentation Requirements for General Developmental Disability Monthly Services (Psychologist)	Instructions	2007		OPTS	App. B: Supervised IRA Residential Habilitation	Instructions	2005	
OPTS	App. B: Service Documentation Requirements for General Developmental Disability Monthly Services (Room & Board)	Instructions	2005		OPTS	Appendix B for Each Active OPTS Service (All)	Appendix	2006-2008	
OPTS	App. B: Service Documentation Requirements for General Developmental Disability Monthly Services (Social Worker)	Instructions	2008		OPTS	Evaluation Ideas for OPTS Proposals	Guideline	2006	
OPTS	App. B: Service Documentation Requirements for General Developmental Disability Per Diem Services (Emergency Housing)	Instructions	2005		OPTS	OPTS Interim Reporting Questions	Memo	2005	2008
OPTS	App. B: Service Documentation Requirements for General Developmental Disability Per Diem Services (Traineeship)	Instructions	2007		OPTS	OPTS Service Types (Program Descriptions)	Chart	2006	
					OPTS	OPTS – Retirement	Letter	2007	
					OPTS	Tips for Evaluating your OPTS Pilot Project	Guideline	2006	
					OPTS	App. B: Service Documentation Requirements for Blended Day Habilitation and Supported Employment (Blended DS)	Instructions	2006	
					Oversight	Oversight of Individuals in Our Care – Transportation Safety	Memo	2011	
					Payment	Clarification of Payment Standards and Program Standards – ADM #2010-01	ADM	2010	

KEY WORD	PUBLICATION NAME	DOCUMENT TYPE	INITIAL ISSUANCE DATE	UPDATED/REVISED	KEY WORD	PUBLICATION NAME	DOCUMENT TYPE	INITIAL ISSUANCE DATE	UPDATED/REVISED
Payment	Revisions to Specific Payment Standards	Memo	2011		Residential	Third Floor Occupancy	Memo	2000	
Planning	Interim Report on the 2010-2014 Statewide Comprehensive Plan	Interim Report	2010		Residential	Willowbrook Residential Expansion	Memo	2003	
Planning	NYS National Core Indicators Report for 2007-2008	Information	2010		Residential Habilitation	At Home Residential Habilitation (AHRH) Service Documentation Requirements ADM #2009-01	ADM	2009	
Planning	OPWDD Statewide Comprehensive Plan 2010 – 2014	Report	2010		Residential Habilitation	Family Care Residential Habilitation Service Documentation Requirements ADM #2006-04	ADM	2006	
Planning	OPWDD Strategic Framework 2010-2014	Information	2010		Residential Habilitation	Individualized Residential Alternative (IRA) Residential Habilitation Monthly Unit of Service Initiative	Letter	2002	
Planning	OPWDD Statewide Comprehensive Plan 2011-2015	Information	2011		Residential Habilitation	IRA Residential Habilitation Service Documentation Requirements - ADM #2002-01	ADM	2002	
Prevocational Services	Service Documentation Requirements for Day Habilitation and/or Prevocational Services	Letter	2008		Residential Habilitation	Service Documentation Requirements for Individualized Residential Alternative (IRA) Residential Habilitation Services	Letter	2008	
Prevocational Services	Service Documentation Requirements for Prevocational Services - ADM #2006-03	ADM	2006		Residential Habilitation	Unit of Service Change for At Home Residential Habilitation Billing Change Summary	Guideline	Guideline	
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 Habilitation	Billing and Claiming Reviews of Hourly Respite Services	Letter	2006	
Program	OPWDD/DOB Voluntary Operated Programs Threshold Guide	Manual	1993	2008	Respite	Documentation and Billing Changes for Free-Standing Respite Sites Certified as IRAs	Letter	2008	
Provider Info	A Sampler of Agency Self-Assessment Activities	Memo	2002		Respite	HCBS Respite/Non Waiver Enrolled (NWE) Respite Service Documentation Requirements - ADM #2005-02	ADM	2005	
Residential	A Financial Education Guide for Existing and Potential Homeowners and Renters with Developmental Disabilities	Publication	2008		Respite	Voluntary Operated Day/Residential Respite/Program Maintenance Program	Memo	2004	
Residential	Community Placement Procedures	Green Book	1992	1995	Rights	Limitation of Rights of Consumers	Memo	1996	
Residential	Developmental Center Placement Procedures	Green Book	1992		Safeguards	Supporting Individuals to Achieve Personal Safety and Wellbeing	Memo	2011	
Residential	Guide to Choosing a Residential Service Provider	Guide	2003		Safeguarding Alert	Bowel Management	Alert	2000	2011
Residential	Guidelines for Creating and Maintaining a Home-Like Living Environment	Guideline	2004		Safeguarding Alert	Carbon Monoxide Poisoning	Alert	2000	2011
Residential	Identification of Supervision Level in VOIRAs	Memo	2000		Safeguarding Alert	Ceiling Exhaust Fans	Alert	2011	
Residential	New Requirements for Furnishings in ICF's	Memo	2003		Safeguarding Alert	Choking Prevention	Alert	1999	2007, 2011
Residential	OPWDD Policy on Acquiring and Modifying Newly Constructed Homes	Policy	2000		Safeguarding Alert	Choosing a Camp for Adults	Alert	2003	
Residential	OPWDD Reports - NYS Creating Alternatives in Residential Services and Environments (NYS-CARES)	OPWDD Reports	1998	1999	Safeguarding Alert	Drowning Alert	Alert	2000	2011
Residential	Provision of Emergency Services (in Supervised Community Residences and Individual Residential Alternatives)	Memo	2003		Safeguarding Alert	Dryer Alert	Alert	2001	2011
Residential	Renovations in Intermediate Care Facilities (ICFs)	Memo	2003		Safeguarding Alert	Helmet Safety	Alert	1999	2011
Residential	Residential Appraisal Procedures for Voluntary Providers	Memo	2004	2005	Safeguarding Alert	Indicators of Inflicted Injury (Abuse)	Alert	2008	2011
Residential	Residential Appraisal Thresholds	Letter	2005		Safeguarding Alert	Lead Alert	Alert	1999	2011
Residential	Restructuring Community Residence Reimbursement Methodology – Billing Implications	Letter	2009		Safeguarding Alert	Potential Fire Hazards	Memo	2010	
Residential	Smoke Detectors in Residences - ADM #97-01	ADM	1997		Safeguarding Alert	Preventing Dental Catastrophes	Alert	2003	
					Safeguarding Alert	Safe Bathing Practices	Alert	2011	
					Safeguarding Alert	Scalds: A Burning Issue	Alert	2000	
					Safeguarding Alert	Seatbelt Entrapment	Alert	2010	

KEY WORD	PUBLICATION NAME	DOCUMENT TYPE	INITIAL ISSUANCE DATE	UPDATED/REVISED	KEY WORD	PUBLICATION NAME	DOCUMENT TYPE	INITIAL ISSUANCE DATE	UPDATED/REVISED
Safeguarding Alert	Seizure Disorder	Alert	2003		Summer Safety	Safeguarding Alert - Summer Safety	Alert	2005	
Safeguarding Alert	Summer Safety	Alert	2005		Summer Safety	Summer Precautions	ADM	2004	
Safeguarding Alert	Van Safety	Alert	2002	2011	Supported Employment	App. B: Service documentation Requirements for Enhanced Supported Employment Pilots	Instructions	2009	
Service Coordination	Access to DQA Reports by Service Coordinators	Memo	1999	2009	Supported Employment	Clarification on billing for people enrolled in the ES-EMP pilot projects who are designated as employed.	Instructions	2010	
Service Coordination	Medicaid Service Coordination (MSC) Billing for Individuals in a Hospital	Letter	2008		Supported Employment	SEMP Contingency Fund Guidelines	Memo	2011	
Service Coordination	Medicaid Service Coordination Vendor Manual	Manual	2002	2011	Supported Employment	Program Enrollments for Supported Employment	Letter	2008	
Service Coordination	MSC Technical Bulletin, Volumes 1-11	Bulletin	2001 - 2007		Supported Employment	Supported Employment Service Delivery and Documentation Requirements - ADM #2007-01	ADM	2002	2007
Service Coordination	OPWDD Advisory on Medicaid Service Coordination (MSC) and Plan of Care Support Services (PCSS) - Service Coordinator ISP Responsibilities	Advisory	2004		Surveys	Changes in Review Process, effective November 1, 2009	Memo	2009	
Service Coordination	Paperwork Reduction (SCOR and Activity Plan) (Executive Directors) Paperwork Reduction (SCOR and Activity Plan) (DDSO Directors)	Letter	2006		Surveys	Interpretive Guidelines – Immediate Care Facilities for Persons with Mental Retardation	Guidelines	1995	
Service Coordination	Plan of Care Support Services - ADM #2003-02	ADM	2003		Surveys	Revisions to the MSC Protocols Effective Immediately	Memo	2010	
Service Coordination	What Service Coordinators Need to Know about Managed Care	Memo	2001		Surveys	Universal Protocol	Form	2009	
Service Coordination	MSC E-Visory & Index	E-mails	2006-2009	2010 - 2011	Surveys	Provider Resource Manual	Manual	2004	
Service Coordination	MSC E-Visory #37-10 – Responding to the Day Service Needs of the Medically Frail and Elderly Individuals Enrolled in the HCBS Waiver	Memo	2010		TB	Tuberculosis Screening	Memo	2008	
Service Coordination	Program Standards: Individualized Service Plan (ISP) Format and Timeframes for Review and Distribution – ADM #2010-04	ADM	2011		Transportation	Article 19-A of the NYS Vehicle and Traffic Law	Memo	1992	
Service Coordination	MSC Restructuring Unit Management – Portability and Attrition	Memo	2011		Waiver	Care at Home Manual	Manual	2001	
Service Coordination	MSC Documentation Requirements for Billing – ADM #2010-03	ADM	2011		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	
Service coordination	New Protocols and Procedures for review of Medicaid Service Coordination	Memo	2011		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	
Social Security	Increase in SSI Benefit Levels and Personal Allowance Amounts	Memo	2007	2009	Waiver	Clarifying Information for Ongoing Evaluations Needed to Maintain HCBS Waiver Eligibility	Memo	2011	
Social Security	Representative Payees and SSA Prior Approvals	Memo	2002		Waiver	Implementation of Revised Part 633.12 - Objection to Provider Initiated Changes to HCBS Waiver Services	Memo	2000	
Social Security	Social Security Protection Act of 2003	Memo	2004		Waiver	OPWDD Reports - New York's Self Determination Program Pilot Expanded	OPWDD Reports	2002	
Social Security	SSA Prior Approvals for Use of Personal Allowance for Staff Expenses on Resident Vacations	Memo	2003		Waiver	Selecting the Correct Medicaid Coverage Option for OPWDD Home and Community Based Waiver Services and ICF/DD Placement	Memo	2004	
Social Security	Use of Special Needs Trust Monies for SSI Recipient Vacation Expenses	Memo	2004		Waiver	The Key to Individualized Services (HCBS Waiver Manual)	Manual	1997	2000, 2001, 2006
Sprinkler	NFPA Safety Alert Regarding Antifreeze in Residential Sprinklers	Memo & Alert	2011		Willowbrook	Willowbrook Guidelines for Community Inclusion	Chart	2007	2008, 2011
Sprinkler	11/1/02 Sprinkler Testing Memorandum	Memo	2002		Willowbrook	Willowbrook Permanent Injunction	Booklet	1993	
Sprinkler	New Sprinkler Test Requirements	Memo	2002		Willowbrook	Notice of Rights for Willowbrook Class Members	Notice	2006	
Sprinkler	Sprinkler System Water Supply	Memo	2010		Willowbrook	Guidelines for Willowbrook Residential Notification	Guidelines	2010	
Sprinkler	Sprinkler System Service Contract (revised edition)	Instructions	2011						

<b>KEY WORD</b>	<b>PUBLICATION NAME</b>	<b>DOCUMENT TYPE</b>	<b>INITIAL ISSUANCE DATE</b>	<b>UPDATED/ REVISED</b>
Willowbrook	Guidelines for Willowbrook Incident Reporting and Other Notification	Guidelines	2001	
Willowbrook	Update ~ Informed Consent for Willowbrook Class Members Fully Represented by the Consumer Advisory Board (CAB)	Memo	2006	2007, 2009
Willowbrook	Frequently Asked Questions on Informed Consent for Willowbrook Class Members Fully Represented by the Consumer Advisory Board	FAQ	2009	
Willowbrook	Willowbrook Informed Consent for Class Members Fully Represented by the Consumer Advisory Board (CAB)	Brochure	2011	
Work Force	Every Day Heroes – Building Direct Support Leadership for Community Inclusion	Booklet	2006	
Work Force	Work Place Safety – ADM #01-02	ADM	2001	