

Executive Office

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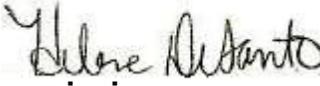
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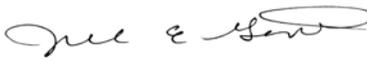
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M E M O R A N D U M

TO: DDSO Directors

FROM: John Monteiro 
Deputy Commissioner

Helene DeSanto 
Acting Associate Commissioner

Jill Gentile 
Associate Commissioner

SUBJECT: OPWDD Group Sign-in/Sign-out (SISO) Sheet

DATE: April 29, 2011

Attached please find the newly revised OPWDD Sign-in/Sign-out sheet for 40 hr week employees working in direct care settings. This new SISO form is a modification of the form that was originally transmitted to all DDSOs November 7, 2008.

The OPWDD Group Sign-in/Sign-out sheet was originally developed to provide a consistent framework for recording group sign-in and sign-out entries. It was modified in 2008 for CSEA represented employees who were not previously required to sign-in and sign-out for unpaid meal breaks. The attached 2011 SISO sheet for direct care staff has been modified further to include the following attestation.

EMPLOYEE CERTIFICATION: I certify that I have worked the hours indicated above; and that during such hours I reported any incidents of abuse or neglect of any individual as required by OPWDD regulations. I acknowledge that any misrepresentation made by me herein may be punishable by disciplinary and/or criminal action.

Please note that this affirmation is the only change to the SISO form and restates in writing the obligation that every OPWDD employee has to work their scheduled hours and report incidents of abuse or neglect.

An electronic version of the SISO will be posted on the Workforce and Talent Management Intranet site. Please begin using this form effective today, Monday May 2, 2011 and ensure that staff is trained on their proper use. It is critical that every DDSO use the same form. Therefore, no changes are to be made to the form.

Please note that Records related to time and attendance, such as the SISO, must be maintained for three years per NYS record retention schedule.

Thank you for your cooperation in helping us to meet our goals to provide a consistent and accurate accounting of staff presence on duty. If you have any questions, please contact Central Office Personnel at 518-473-9689.

Attachment

cc: DIHRMS
Janet Zampella
Matt Guinane
Rob Valla