New York State Office for People With Developmental Disabilities

Central Office
Subject Matter List of Records

Updated February 2017

For more information about FOIL, visit the Committee on Open Government http://dos.ny.gov/coog/index.html

Posted to: http://www.opwdd.ny.gov
In accordance with NYS Public Officers Law, Article 6, Section 87(3)(c) and 21 New York Code of Rules and Regulations 1401.6
FILES (FISCAL):

Agreements  
Appropriations  
Activity Reporting Manual  
Audit Recoupment  
Bid Documentation  
Budget Certificates (requests/documentation):  
  - Appropriated Funds-State Purposes, Local Assistance  
  - Non-Appropriated Funds-Sole Custody, Joint Custody  
Cash Unit Procedures  
Central Office Procurement Purchase Orders  
CHOICES  
Community Capital  
Community Residence Rates  
Community Stores  
Consolidated Fiscal Reporting Manual  
Consolidated Fiscal Reports Filed By Providers  
Consolidated Division of Budget Reporting Manual  
Contracts  
DDSO Purchase Orders  
Employee Travel Reimbursement  
Expenditures  
ECIA Title 1 Grants Ledger  
Federal Salary Sharing Claiming  
Final Payments  
Journal Transfers  
Leases  
Medicare Policies and Procedures  
Payrolls (Main Office)  
Procedure/Policy Manuals for Contracts, Business Office and Travel Reimbursement  
Rate Appeal Guidelines  
Refunds of Appropriation Expense  
Regulatory Amendments Affecting Rate Setting  
Revenue Management Payment Files /Log:  
  Vouchers for Payments for Local Assistance Programs  
Tracking and Billing Systems (TABS) Manuals  
Vendor Payment  
Waiver Manual
FILES (GENERAL):

1115 People First Waiver Files
5.07 Plan
Adjudication Proceedings
Advocacy Groups
Aging Out
Alternate Care Determinations
Alternate Use Guidelines
Architectural Standards (Standing Committee)
Asset Depreciation Reporting for Building Inventory Catalogs for DCS
Assistive Technology Guidelines
Audits
Augmented Program Determinations
Autism Platform
Automated Date Processing
Bank Statements
Board of Visitors
Building Codes
Capital Construction
Cash Transactions
Care at Home Waiver
Certificates of Incorporation
Certificates of Need
Challenging Behavior
Child Abuse Protection Act
Clinic Treatment Facilities
Commissioner's Policy on the Approval of Occupancy by Private Parties on Developmental Center Campuses
Commissioner's Task Force
Community Development Manual
Community Residences
Community Stores
Consent Decree
Consumer Advisory Board (CAB)
Consumer Councils
Consumer and Family Support Services
Contracts
Correspondence (organized individually within administrative entities)
Counsel Interpretations
Counsel Opinions and Advice
CBC Unit Policies and Procedures
CBC Unit Annual Report
CSP
DDSO Five Year Housing Plans
DDSO Special Workshops
Day Habilitation
Day Training Program
Day Treatment Program
Developmental Center Building Assessments
Developmental Disabilities Planning Council (DDPC)
Discrete Units
Eligibility Files (with proper consent)
Energy Consumption
Environmental Modifications Policy
External Agency Audit Review
Facility Profiles
Facility Projects (physical Plant), Active
Family Care /Personal Care
Federal Developmental Disabilities Grant Program
Federal Drug and Alcohol Testing Protocols for State Staffing Safety Sensitive Positions
Fee for Service
Fire Safety
Forensic Services
Guidelines and Procedures for the Conveyance of Community Properties
HIPAA
Health Care
Health Systems Management
Home and Community Based Waiver
HCBW Guidelines, Plans of Corrective Action
Housing and Urban Development
ICF Transition Plan
Incidents
Incident Management
Individual Medical and Treatment Records
Infection Control
Institutional Review Committee
Interagency Agreements
Interagency Task Force
Inventory Records
Investigation Case Log for the Office of Internal Affairs
Investigative Case Log of Office of the State Inspector General - Referrals and Related Records
ISPs
Jonathan's Law Files
Legal Library
Legislative Proposals
Local Assistance Contracts
Medicaid
Medicaid Service Coordination (MSC) Contracts
Memoranda (organized individually within administrative entities)
Memoranda of Understanding (MOU)
Mental Hygiene Law Recodification
Mental Retardation and Developmental Disabilities Advisory Council
MFP
Minority Affairs - Subjects including but not limited to:
  Affirmative Action, Complaint Process, Equal Opportunity, Human Relations,
  Sexual Harassment, Statewide Human Relations Committee, Minority Business Program
Multiple Disability Survey Unit
Non-contract Procurements
Numbered Memorandum Development
Ombudsman Program
OPWDD State Fleet Management Procedures and Reports
Partnership Committee
OPTS Contracts
Payroll Transactions
Personal Care
Personnel/Human Resources- subjects including but not limited to:
  Attendance and Leave Manuals, Benefits, Civil Service Law Book, Classification and
  Compensation, Education and Training, Employee/Labor Relations, GOER Performance
  And Incumbent, Personal History, Performance Evaluations, Personnel Bulletins,
  Personnel Management Manual, Recruitment, Time and Attendance, Title and Salary
  Plan, Workers Compensation Manual
Planning (work files)
Plans of Correction and Statements of Deficiency
Plant Development Plans and Specifications
Policy Development
Program Authorization and Enrollment Documents
Prevocational Services
Program Operations
Program Development Files
Project Management
Provider Applications
Provider Correspondence
Provider Councils
Public Access to Records
Public Hearing/Forums
Quality Assurance
Quality Assurance Indicator Monitoring System
Quality Assurance Surveys and Reports
Real Property Manuals and Procedures
Reconciliation Records (Financial)
Regulation Development
Request for Proposals (RFP) Responses/Applications
Research
Revocable Permits
Right-To-Know
Risk Management
Safety
Safety Officer Certification/Badge and Uniform Control System
Self-Advocacy
Senior Companions
Service Coordination
Sheltered Workshops
Staff Development and Training
Staffing Ratios
Standards Procedures Review
State Aid Grant Guidelines
Statewide Services
Summer Camps
Supported Employment
SSI Disabled Children’s Program
Tax Exempt Bonding Manual
Temporary Letters of Occupancy
Training Advisory Committee
Transportation
Traumatic Brain Injury
Tuition Support
United Cerebral Palsy
Utilization Review
Vacancy Management
Voluntary Agencies
Volunteer Advisory Committee
Volunteer Services
Work Control Records
Workforce Planning and Development Training Curriculum Guides and Manuals
Workplace Violence Files

**ADDITIONAL MANUALS / PLANS:**

Affirmative Action Plans
Affirmative Action Policies and Procedures
Audit Manual
Community Residence Directory
Comprehensive Functional Assessment (CFA) Manual
Cost Reporting Manual
DDSO Administrator on Duty Manual
DDSO Policy/Procedure Manual
Facility Plot Plans and Building Plans
Family Care Policy and Procedure Manual
Field Operations Tabs Reports Manual
Front Door Manual
Human Relations Committee Policies and Procedures
Individuals Program Plan (IPP) User's Guide
Information Technology Inventory
Inspection/Certification Resource Manual
Internal Control Manual and Plan
Long Term Sheltered Employment Guidelines
Medicaid Management Information System (MMIS) Manual
Minority Business Policies
MSC Vendor Manual
New York State Developmental Disabilities (‘5.07’) Plans and Yearly Updates
New York State Development Plan
OPWDD Employee Handbook
Policy Manuals for DDSO, Developmental Centers, and Community Residences
Pre-Admission Screening Resident Review (PASRR)
Psychology Department Manual (DDSOs)
Program Issues in Developmental Disabilities (Manual for Surveyors)
Psychotherapeutic and Antiepileptic Drugs Manual
Revenue Management Central Operations Procedure Manual
Revenue Management Outpatient/Inpatient Billing Manual
Revenue Management State Operated Clinic Billing Manual
Senior Companion Program Manual
Supports
Training Curricula Modules
Utilization Review Plans
Volunteer Administrators Policy Manual

REPORTS (FISCAL):

Audit Reports
Base Report Statistical Cost Allocation (BRSCA)
Budget Report Statistical Cost Allocation (BRSCA)
Budget and Financial Management (Quality Assurance)
Budget Planning and Allocation (Quality Assurance)
Community Residence Budget
Community Residence Cost Report
Community Residence Rate Sheet
Community Store
Comptroller's Audit
Contract Inventory
Costing Summary
Developmental Disabilities Grant Program
Expenditure Reports - including but not limited to: Central Office/Statewide Fiscal Year-End
Personal Services (PS) and Other than Personal Services (OTPS), (annual), various other
monthly/quarterly/periodic reports on the status of Central Office, Statewide,
Centralized and DDSO Accounts
ICF/DD Annual Cost Report Letter
ICF/DD Budget
ICF/DD Cost Report
ICF/DD Medicaid Survey
ICF/DD Rate Sheets
ICF/DD Survey Deficiencies
Indirect Cost Rate Proposal
Management and Fiscal Audit
Medicaid Part B Cost Settlement
Motor Vehicle Inventory/Mileage (Central Office and DDSO)
Recipient Report of Expenditures
Revenue Account Management
Revenue Billing Management (Outpatient, inpatient and interim billing systems)
Senior Companion Program
Shared Services Analysis
Statement of Miscellaneous Revenues
Title I Report

REPORTS (GENERAL):

Affirmative Action, OPWDD (annual)
Aging Out
Board of Visitors
Certification
Certification Management Information
Client Census (weekly)
Commissioner’s Executive (monthly)
Community Residence Site Selection
Compliance Status (quarterly to Willowbrook review Panel)
Confidential Investigations to the Commissioner
Developmental Center Census
Developmental Disabilities Information Survey (DDIS)
Education Program Attendance
Energy Consumption
Fair Market Studies
Family Support Services Annual Report
Feasibility and Design Studies
Fire Safety
Health and Habilitation Studies
ICF/DD Audit
Incident
ICF/DD Medicaid Survey
Medicaid Management Information Service (MMIS) Providers (Monthly)
Multiple Disability Survey
Placement Records
Private Schools for Mentally Retarded
Program Audit
Program Evaluation (annual)
Program Goal Occupancy
Progress Report (41.17)
Provider Expenditure Review
Risk Management Surveys
Site Selection Review
Site Visit (Facility and Program)
Special reports
Special Validation and Inspection
Staff Development and Training (monthly)
Staffing Criteria
Utilization Control Review Findings
Utilization Review
Willowbrook Appendix C
Willowbrook Attachment 1