

**Division of Person-Centered Supports**

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**MEMORANDUM**

TO: Executive Directors of Voluntary Provider Agencies  
Executive Directors of MSC Vendors  
DDSO Directors

FROM: Gerald Huber, Deputy Commissioner  
Division of Person-Centered Supports



Subject: Clarifying Information  
Administrative Memorandum #2012-01: Habilitation Plan Requirements

DATE: May 3, 2012

**Suggested Distribution:**

Habilitation Program/Service Staff  
Quality/Compliance Staff  
Billing Department Staff  
MSC Service Coordinators and Service Coordinator Supervisors

**Purpose:**

In response to recent questions, this Memorandum provides clarification related to Administrative Memorandum (ADM) #2012-01, Habilitation Plan Requirements. Effective April 1, 2012, ADM #2012-01 describes the Habilitation Plan and the program and payment standards of the Habilitation Plan. This ADM also serves to bring Habilitation Plan review processes in line with ISP review processes changed in ADM #2010-04 "Program Standards: Individualized Service Plan (ISP) Format and Timeframes for Review and Distribution." The requirements in this ADM apply to habilitation plans written or reviewed on or after April 1, 2012, and to the services delivered in accordance with those habilitation plans, whether the services are delivered to individuals who are enrolled in the Home and Community Based Services (HCBS) waiver or to non-waiver enrolled individuals.

In regards to ADM #2012-01 we would like to make the following clarifications:

- 1) The reference to monthly note documentation on page 2 will be removed: "This ADM also provides guidelines about the monthly summary note documentation." This reference was included in error.
- 2) The requirements outlined in this Administrative Memorandum apply to all habilitation services, including OPTS contracts and all waiver-like services.

- 3) At this time, there is no change to the requirement that a Qualified Mental Retardation Professional (QMRP) be involved in the delivery, management, or supervision of residential habilitation services.
- 4) The grey-scaled version of ADM #2012-01 is attached to this memo and outlines payment standards related to Habilitation Plan services.

**Additional Information**

For additional information about the Habilitation Plan, please contact OPWDD Division of Person-Centered Supports at (518) 474-5647.

Cc: Provider Associations  
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