



STATE OF NEW YORK  
OFFICE OF MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES  
44 HOLLAND AVENUE  
ALBANY, NEW YORK 12229-0001  
(518) 473-1997 • TDD (518) 474-3694

## MEMORANDUM

**TO:** Executive Directors, Voluntary Agencies  
DDSO Directors  
Associate Commissioners

**FROM:** Jan Abelseth   
Interim Deputy Commissioner  
Division of Quality Assurance

**DATE:** February 12, 1999

**SUBJECT:** Day Habilitation Site Capacity

There has been some confusion regarding certified capacities of day habilitation sites. The capacity of a day habilitation site is defined as the maximum number of participants who can be at the site at one time. This number is not the same as the number of participants enrolled in the day hab, nor is it necessarily equivalent to the number of FTEs.

If the day habilitation site capacity is required to change to a level greater than that defined above, then a new Certificate of Need (CON) application must be filed with and approved by the DDSO.

Please contact the Division of Quality Assurance Area office nearest you if you have any questions.

**CC:** Central Office Leadership Team  
R. Jung  
J. Trent  
D. Picker