

New York State Office for People with Developmental Disabilities

Central Office
Subject Matter List of Records

Updated September 2011

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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):
 - a. Appropriated Funds—State purposes, Local Assistance
 - b. 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 that affect 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 on)
- Asset Depreciation Reporting for Building Inventory catalogs for DCS
- Assistive Technology Guidelines
- Audits
- Augmented Program Determinations
- Autism Platform
- Automated Data Processing
- Bank Statements
- Board of Visitors
- Building Codes
- Capital Construction
- Capital Support Services Policies and Procedures Manual
- Cash transactions
- Care at Home Waiver
- Certificates of Incorporation
- Certificates of Need
- Challenging Behavior
- Child Abuse Protection Act
- Clinic Treatment Facilities
- Commission Quality of Care and Advocacy for Persons with Disabilities (CQCAPD)
- 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
- 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 files
- 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
- Incidents
- Incident Management files
- 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
- Memoranda (organized individually within administrative entities)
- Memoranda of Understanding (MOU)
- Mental Hygiene Law Recodification
- Mental Retardation and Developmental Disabilities Advisory Council
- 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
- Medicaid Service Coordination (MSC) Contracts
- 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 Evaluation Manual, Health insurance Reference Books, Human rights, Line Item No. And Incumbent, Personal History, Performance Evaluations, Personal 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
- Private Schools for the Mentally Retarded
- 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, OMRDD
- 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 Policy and Procedures Manual
- Field Operations Supervisor's Handbook
- Field Operations Tabs Reports 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
- Manual for Part 681 New York Code of Rules and Regulations
- 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, OMRDD Users' Manual
- 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
- Welfare Management System(WMS) Manual

- Welfare Management System Medicare Assistance Budget Eligibility Logic 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, OMRDD (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) OMRDD
- 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