



STATE OF NEW YORK
OFFICE OF MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES
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MEMORANDUM

TO: Upstate DDSO Directors
Upstate Deputy Directors for Community Services
Kathy Broderick, Associate Commissioner, NYCRO

FROM: Alden B. Kaplan
Deputy Commissioner
Administration and Revenue Support

Jan Abelseth
Deputy Commissioner
Division of Quality Assurance

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Division of Quality Assurance

DATE: November 15, 2000

SUBJECT: Identification of Supervision Level in VOIRAs

There are currently two program types for VOIRAs: eight beds and less, or nine beds and more. These two program types do not provide us with the ability to segregate and analyze VOIRAs that have 24-hour staffing versus those with less than 24-hour staffing.

To initially gather this information, we are asking for your assistance in completing two fields on an EXCEL spreadsheet. The EXCEL spreadsheet is located on the H: (public) drive under "Coleman". A separate worksheet for each DDSO is provided. The VOIRAs are in alphabetical order based on the TABS provider name. The two fields that we are asking you to complete are:

1. **Support Code** – This field should be completed with the code that represents the current staffing level. Acceptable codes are:

N for not providing 24 hour care, each consumer and all consumers together, can be left at the home without staff supervision for two hours or more

P for providing 24 hour care, each consumer and/or all consumers together, can not be left at the home without staff supervision for two hours or more

2. **Support Date** – This field should be the date the above Support Code was determined, or the initial certification date if the VOIRA opened after November 1, 2000.

The Quality Assurance and TABS databases are being modified to capture the new fields. Until the databases are modified, in addition to entering the information for existing VOIRAs in the reference spreadsheet, each month you will be asked to update the information for new VOIRAs that open. Once the Quality Assurance (QA) and TABS databases are modified, DQA staff will then enter new, and revised, information for upload to TABS.

In addition, once the QA and TABS databases are modified, it will be expected that the **Support Code** will be addressed on the Certificate of Need (CON). This information will be entered by DQA survey staff onto the QA input forms related to the pre-opening. For existing VOIRAs, existing information (**Support Code**) will be verified by DQA survey staff during the normal performance of survey activities. Information (new **Support Code** and **Support Date**) will be updated as necessary on the QA input forms and submitted for data entry.

Your assistance in completing the two fields for the VOIRAs within your district by **December 15, 2000** is requested. Please e-mail Allen Coleman at COLEMAAR when you have completed your input. In your e-mail, please provide the name of a contact person. Until the databases are revised, the contact person will be notified when new VOIRAs are added to the spreadsheet, and will be asked to complete the two fields for each new VOIRA.

A third field was considered, Original Support Code, to capture the staffing level when the residence was initially certified. We are not asking for this information at this time, but would like your input on whether you think this information should be available in the residence historical file. Please let Mr. Coleman know your position on gather the original staffing level for each VOIRA.

Questions on completing the two fields should be directed to Mr. Allen Coleman at (518) 473-8412. Questions regarding the DQA activities that will occur once the databases have been modified should be directed to Mr. Thomas Richards at (518) 473-7032.

Thank you in advance for your cooperation with this effort.

cc: Mr. Johnson
Mr. Pezzolla
Mr. Vasko
Mr. Moran
Mr. Brady
Mr. Coleman
Mr. Richards
Ms. Miron
Ms. Smith