



**Fiscal & Administrative Solutions**

James F. Moran, Deputy Commissioner

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March 19, 2010

Dear Executive Director:

In order to improve accountability in the spending of OMRDD's limited resources and to identify the specific individuals who are being supported with these resources, OMRDD will be making changes in its contractual requirements for payment in certain local assistance funded services.

All agencies who receive OMRDD local assistance funding via contract for all direct sheltered employment and day training services including LTSE, Individualized Support Services and/or Family Support Services will be required to submit rosters in order to receive their 3<sup>rd</sup> quarter advance payment (occurring in July 2010 for Upstate and occurring in January 2011 for NYC). Direct contracts include Sheltered Workshops (Direct Sheltered Workshop, Direct Chapter 620, Day Training and LTSE), Individualized Support Services (TABS Type 11 and 12 program codes) and Family Support Services (all TABS program codes in Class 80 except hourly waiver respite Type 13).

The chart below identifies each quarterly advance payment and the corresponding quarterly roster information needed by OMRDD in order to make the payment.

Upstate Schedule:

Upstate Quarter Advance Payment	Quarter Information to be Provided	Roster Due back to DDSO
3 <sup>rd</sup> quarter (July 2010)	1 <sup>st</sup> quarter (January - March 2010)	April 30, 2010
4 <sup>th</sup> quarter (October 2010)	2 <sup>nd</sup> quarter (April - June 2010)	July 31, 2010
1 <sup>st</sup> quarter (January 2011)	3 <sup>rd</sup> quarter (July - September 2010)	October 31, 2010
2 <sup>nd</sup> quarter (April 2011)	4 <sup>th</sup> quarter (October - December 2010)	January 31, 2011

NYC Schedule:

NYC Quarter Advance Payment	Quarter Information to be Provided	Roster Due back to DDSO
3 <sup>rd</sup> quarter (January 2011)	1 <sup>st</sup> quarter (July - September 2010)	October 31, 2010
4 <sup>th</sup> quarter (April 2011)	2 <sup>nd</sup> quarter (October - December 2010)	January 31, 2011
1 <sup>st</sup> quarter (July 2011)	3 <sup>rd</sup> quarter (January - March 2011)	April 30, 2011
2 <sup>nd</sup> quarter (October 2011)	4 <sup>th</sup> quarter (April - June 2011)	July 31, 2011

Your agency will be provided, through the DDSO/NYCRO, with rosters broken out by program code and will include agency name, Corp ID, and program name. The rosters will also contain the following information: the individual's name, TABS ID, date of birth, CIN number, waiver enrollment status and DD eligibility status for each of the identified program areas. Each DDSO will share these rosters with the

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appropriate agency using a Secure Message Center Account. Agencies will return the rosters using this same account. We are asking that agencies review the roster(s) information and on the initial roster add or remove individuals as necessary. To facilitate clean-up of TABS enrollment on initial rosters, providers need to indicate changes on the returned rosters and to add or remove individuals from a program without having to process a corresponding DDP1. The DDSO/NYCRO will review, approve and discuss if necessary, the provider changes. After this initial roster update, agencies will need to submit DDP1s for future roster updates. After the rosters have been returned to the DDSO, they will be forwarded on to Community Funding in Central Office so that the applicable quarterly advance payment can be processed. Please note, although quarterly expenditure information is no longer required by OMRDD Central Office to make an advance payment, the DDSO/NYCRO may still require this information.

We understand that the process of collecting roster information will be an additional workload for the providers and one that will evolve and change as we proceed along. As such, we encourage you and your staff to work closely with the DDSO or NYCRO contact person so that together we can facilitate the effective implementation of this plan. If you have any questions, I am also available at (518) 402-4321.

Sincerely,



Michael V. Serge  
Supervisor of Agency Accounts

cc: DDSO Directors  
Mr. Whitehead  
Ms. Gentile  
DDSO ISS Coordinators  
DDSO FSS Coordinators  
DDSO Contract Liaisons  
DDSO TABS Coordinators  
Mr. Moran  
Ms. Baciewicz  
Ms. Carey  
Ms. Lehmkuhl  
Provider Associations