



The MSC E-VISORY is an electronic publication which provides information on policies, guidance, available programs and services and training opportunities related to MSC. In order to receive an email notification when a new MSC E-Visory is posted, or to view past issues visit the following link: [MSC E-Visory](#)

ISSUE # 12-15

June 16, 2015

In This Issue:

Updated Materials from June 10, 2015 MSC Supervisors Conference

During the June 10, 2015 MSC Supervisors conference materials were referenced that were not originally disseminated. Please find, attached to this MSC E-Visory, the revised materials from that conference.

Health and Safety Alert: Grill Safety

As the warmer days of summer start bringing people outdoors, it's time to remember how to safely use and maintain your barbecue grill. To ensure that your summer cookouts take place without an injury, or an unexpected fire event, please follow the tips in the [2015 Grill Safety Alert](#). Service Coordinators are encouraged to share this information with individuals and families they serve.

Notification of HCBS Waiver Service Changes Effective July 1, 2015

On June 8, 2015 OPWDD issued a memorandum titled *Notification of Home and Community Based Services (HCBS) Waiver Service Changes Effective July 1, 2015*. This memorandum outlines the expected changes to Medicaid waiver services and how they are to be billed effective July 1, 2015. This memorandum also provides details about other information that has been shared to date on this issue and what additional information you may anticipate in the weeks to come. An Individualized Service Plan (ISP) update or addendum will need to be completed for those individuals impacted by the waiver service changes as outlined in this memorandum. The full memorandum is available at the following link:

http://www.opwdd.ny.gov/opwdd_services_supports/people_first_waiver/hcbs_changes_july_1_2015

Impact of Culture on Person-Centered Planning Training for MSC's and Habilitation Providers

On Wednesday, September 2, 2015 from 10:00am-11:00am OPWDD's Office of Diversity, Inclusion and Special Projects and the Division of Person-Centered Supports will be hosting a videoconference training titled *The Impact of Culture on Person-Centered Planning*. This training will provide an overview on how culture impacts person-centered planning and the work of the service coordinator and habilitation service providers and plan writers as well as touch upon the HCBS Final Rule as it pertains to person-centered planning requirements and what is expected from the planning process. Registration for this training is available via the following link:

http://www3.opwdd.ny.gov/wp/wp_catalogp10203.jsp

Save the Date: Council on Quality Leadership: Personal Outcome Measures for MSC's

On Thursday, October 15, 2015 from 10:00am-1:00pm OPWDD in collaboration with the Council on Quality Leadership (CQL) will be hosting a videoconference training titled *The Council on Quality*

Leadership: Personal Outcome Measures Overview. This training will provide an overview of the CQL Personal Outcome Measures and how service coordinators can incorporate these measures into service planning and delivery.

Registration is not yet open.

Registration for this training will be available soon via: [OPWDD's Catalog of Training and Talent Development](#)

Individual Day Habilitation and Supplemental Individual Day Habilitation Update

On March 25, 2015 OPWDD issued a memorandum informing providers of upcoming changes to Individual Day Habilitation and Supplemental Individual Day Habilitation. The information provided below is in regards to that memorandum and provides additional follow up information.

Effective 10/1/15, Individual Day Habilitation (IDH) and Supplemental Individual Day Habilitation (SIDH) will be terminated. The termination of IDH is necessary due to the October 1, 2014 expansion of Community Habilitation (CH) services that results in no significant difference between the scope of services and activities included in IDH and the scope of services and activities that can be funded through either Community Habilitation and/or Group Day Habilitation (GDH).

Beginning on October 1, 2014, eligibility for Community Habilitation services was expanded to include not only individuals residing outside of OPWDD certified settings, but also individuals who live in OPWDD-certified Individualized Residential Alternatives (IRAs), Community Residences (CRs) or Family Care Homes (FCH). This expansion of eligibility will allow individuals residing in OPWDD-certified settings to utilize CH services in lieu of part or all of their day services.

Therefore, with the termination of IDH, an individual can choose to receive CH, GDH or a combination of both CH and GDH in order to meet their service needs. In April, OPWDD shared rosters of individuals currently receiving Individual Day Habilitation with IDH providers and will be sending these rosters to the OPWDD district offices as well. Please plan to discuss service option needs with any individual (and/or their family member/advocate) that you may provide Medicaid Service Coordination for who currently receives Individual Day Habilitation to ensure that they are aware of their service options. For Individuals who would like to transfer their IDH or SIDH service to CH or GDH an Individualized Service Plan (ISP) update or addendum will need to be completed on or before 10/1/15.

There are relatively few people who receive IDH and we are confident that this change can be implemented without interrupting people's services. If you have any questions, please contact the People First Waiver mailbox at peoplefirstwaiver@opwdd.ny.gov or the IDH provider with which you work.

Medicaid Disabled Adult Child (DAC) Budgeting

An individual is eligible for the Medicaid Disabled Adult Child (DAC) budgeting when he or she loses the Supplemental Security Income (SSI) cash benefit due to either an initial Social Security benefit on a parent's work record or an increase in the benefit for a reason other than the annual Cost of Living Adjustment (COLA). The individual must remain otherwise eligible for SSI. His or her countable resources must remain \$2000 or less.

If an individual meets these requirements, but is not budgeted as a DAC, the parents or the individual's Representative Payee should contact the Social Security Office to request a letter stating why the individual is no longer eligible for a SSI cash benefit. This letter should be submitted to the appropriate local Department of Social Services or the NYC Human Resources Administration (HRA).

If an individual loses his or her SSI cash benefit due to a COLA increase, the individual is eligible for Pickle budgeting which also protects the individual's Medicaid eligibility as long as he or she remains otherwise eligible for SSI. If a service coordinator has additional questions, they can contact the local Revenue Support Field Office. The RSFO contact information is available online at

www.opwdd.ny.gov/opwdd_resources/benefits_information/revenue_support_field_offices.

Benefits and Entitlement Training for Medicaid Service Coordinators

The Benefits and Entitlements training for Medicaid Service Coordinators is held semi-annually by the Revenue Support Field Offices. Service Coordinators who have not already done so should attend to learn about benefits and entitlements. Service Coordinators who have taken this training in the past should attend periodically to receive information about updates and changes that may take place. Offerings for this training, when available, can be found in [OPWDD's Catalog of Training and Talent Development](#)

The Benefit Development Resource Guide is also available online for MSCs to use and can be accessed at the following link:

www.opwdd.ny.gov/opwdd_resources/benefits_information/benefit_development_resource_guide.

 **Office for People With Developmental Disabilities**

MSC Supervisors Conference

June 10, 2015

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Agenda

- MSC Hot Topics
- Money Follows the Person (MFP)
- Integrated Housing Options
- Individual Withdrawal from MSC Form
- Employment Changes and Updates
- Residential Registration List Review

 **Office for People With Developmental Disabilities**

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Welcome & Hot Topics

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 **Office for People With Developmental Disabilities**

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News and Information



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Self-Direction and the ISP

- Services must be listed in the ISP as described in their respective ADMs:
 - Community Habilitation
 - SEMP
 - Respite
 - Community Transition Services
 - Individual Directed Goods & Services
 - Fiscal Intermediary
 - Support Broker



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Fiscal Intermediary: ADM #2015-04

The following elements must be included in the ISP:

- **Name of Provider:** Agency name providing FI services
- **Type of Service:** Fiscal Intermediary
- **Frequency:** month
- **Duration:** ongoing
- **Effective date:** on or before the date of service for which the agency bills FI for the participant.



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Individual Directed Goods and Services (IDGS): ADM #2015-05

The following elements must be included in the ISP:

- **Name of Provider:** Agency Name providing FI Services
- **Type of Service:** Individual Directed Goods and Services
- **Frequency:** day
- **Duration:** ongoing
- **Effective date:** on or before the date of service for which the FI bills IDGS for the participant.



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Support Brokerage: ADM #2015-06

The following elements must be included in the ISP:

- **Name of Provider:** Agency Name providing FI Services
- **Name of Broker:** name of brokerage agency or broker (if different from the Fiscal Intermediary agency)
- **Type of Service:** Support Brokerage
- **Frequency:** hour
- **Duration:** ongoing
- **Effective date:** on or before the date of service for which the FI bills IDGS for the participant.



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Self-Directed State Paid Items

- Housing Subsidy
- Family Reimbursed Respite
- OTPS

Elements for the ISP as follows:

- Fiscal Intermediary Agency
- Type of Service (see above list)



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Hospitalizations

- Memo reminding family care home and certified residential providers to inform MSCs of any hospitalization.
- Copy of memo available in MSC E-Visory issue #08-15.



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Services within Certified Settings

Effective October 1, 2015

Supervised CR/IRAs:

- Nursing, nutrition, and psychology services delivered in the home will no longer be billed separately to Medicaid
- Home Health Aide, supplemental day habilitation and community habilitation, homemaker service, & personal care continue to be prohibited



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Services within Certified Settings

Effective October 1, 2015

Supportive CR/IRAs & Family Care:

- Home Health Aide, supplemental day habilitation and community habilitation, homemaker service, & personal care will be prohibited



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Community Transitions and Money Follows the Person MSC Reporting Requirements

Dixie Yonkers
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Why do we ask MSCs for information?

- OPWDD's MFP Unit tracks MFP participants' community placements and reports specific information to CMS on a semi-annual basis.
- MSC providers are often the best source of information for individuals living in non-certified settings.
- A residential service provider (certified settings) may contact you for information on an MFP participant who lives in their residence and for whom you provide MSC.



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What information do we ask MSCs to provide?

- Was the individual re-institutionalized? If so, when and for how long?
- Did the individual's MFP participation end? If so, when and why?
- Has the individual received any self-directed services since leaving the institutional setting?
- What kind of requests for emergency backup have MFP participants made and how were these requests addressed?



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What information do we ask MSCs to provide?

- Requests for emergency backup include:
 - transportation to get to medical appointments;
 - life support equipment repair/replacement;
 - critical health services;
 - direct service/support workers not showing up;
 - other (specify); and
 - for how many of the requests for backup was your agency able to provide the assistance needed in a timely manner?



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How do we request information from MSCs?

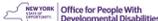
- Tracking spreadsheets are e-mailed to the MSC Executive Director or designated MSC agency contact person at the beginning of each month.
- The tracking spreadsheet lists each MSC agency's MFP participant and information pertinent to that participant.
- MSC agencies are asked to verify and update the spreadsheet and return it by a specific date to OPWDD's Community Transitions mailbox (community.transitions@opwdd.ny.gov).



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Office of Home & Community Living Integrated Housing Options (A HUD-Approved Housing Counseling Program)

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Office of Home & Community Living

OHCL 2015 Theme: Moving Housing Forward

Moving housing forward is a major part of OPWDD's systems transformation. This includes exploring access to housing units in the general housing market. OPWDD is exploring access to regular, integrated housing units.

Definition: Regular integrated housing is multi-family units, or single family homes located in residential neighborhoods among typical households.



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Office of Home & Community Living

Moving Housing Forward

Examination of Approach: OPWDD is examining its approach to developing, regulating and funding residential services for people with intellectual and developmental disabilities.

Shift in Focus: The focus has shifted to an approach that will move housing forward and shape the future.

The focus is based on elements of the following:



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Office of Home & Community Living

- Living arrangements that are typical for people without disabilities;
- Housing options not dependent on OPWDD investment in property;
- Disconnecting housing from services;
- Housing options that give a person the opportunity to choose with whom to live;
- Housing options that allow a person to take command of his/her life and build durable relationships with other



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Office of Home & Community Living

(Elements cont.)

- individuals, including family, paid staff, neighbors, and friends;
- Services that are flexible, can change over time and does not automatically include supervision.



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Office of Home & Community Living

- Programs/Projects/Initiatives:
 - 1st Time Homebuyer Financial Education Counseling
 - Foreclosure Prevention (currently on hold)
 - Pre-Post-Purchase Housing Counseling
 - Counseling for Rental Assistance
 - Fair Housing
 - Housing Subsidies for both rental and purchase
 - Credit Rebuilding
 - Statewide Family Care
 - Direction to down-payment assistance and related agency/municipal grants
 - Others



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Individual Withdrawal From MSC Form (MSC3-WITH)

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Individual Withdrawal from MSC Form (MSC3-WITH)

- MSC Vendor must complete sections 1-3 of the form.
- Section 4 must be completed by the service coordinator and the person if they are requesting to be withdrawn from MSC services.
- The DDRO will complete section 5



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MSC3-WITH Continued

- If the individual/family is voluntarily withdrawing from MSC services, the regional office will also complete the MSC4-VER, which is the verification form.



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MSC3-WITH Continued

- Upon review of the MSC3-WITH the DDRO will complete section 5 of the form. This will generate a MSC Notice of Decision (NOD) which will be mailed to the individual/family and the service coordinator.
- Upon receipt of a MSC NOD, the individual/family has 10 days to request a fair hearing, if they so choose.
- If a fair hearing is requested MSC services must continue until a fair hearing decision is made.
- Service Coordinators should communicate with their regional MSC Coordinator throughout this process.



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Resources

MSC3-WITH fillable form:

http://www.opwdd.ny.gov/opwdd_services_supports/service_coordination/medicaid_service_coordination/documents/msc_forms/msc3

Required Supporting Documentation for MSC Forms:

http://www.opwdd.ny.gov/opwdd_services_supports/service_coordination/medicaid_service_coordination/documents/Required_Supporting_Documentation_for_MSC_Transactions



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Employment Update

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Summary of OPWDD Employment Changes

2013-2014

- Transformation Agreement
- Employment Plan
- 700 Goal
- Creation and Launch of Pathway to Employment

2015

- SEMP Redesign- New Regulation, Fees and ADM
- Prevocational Redesign- New Regulation and ADM
- Pathway to Employment ADM

Upcoming Changes 2015-16

- Transition Plan for HCBS Regulation
- Workshop Transformation

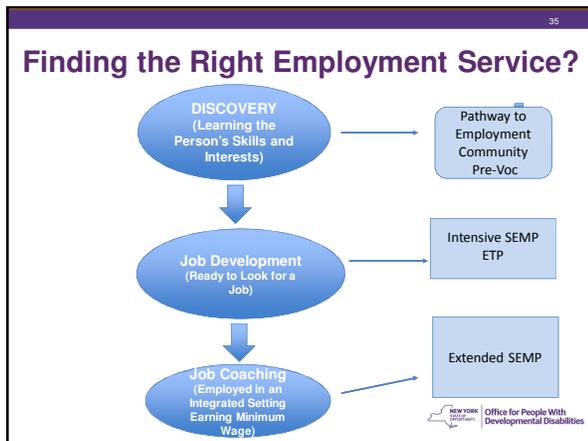


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Purpose of the Changes

- Better Employment Outcomes for Individuals
- Increase the number of people who are working
- Improve the quality of job matches
- Assist individuals in retaining employment





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Matrix of Employment Supports*

	PATHWAY TO EMPLOYMENT	COMMUNITY PRE-VOC	INTENSIVE SEMP	EXTENDED SEMP
Discovery, Job Readiness Training & Vocational Assessments	YES	YES	NO	NO
Volunteer Activities to Learn Vocational Skills	YES	YES	NO	NO
Ready to look for a job in an integrated setting, earning minimum wage	NO	NO	YES	NO
Job Earning 50% of Prevailing or Minimum Wage	NO	YES	NO	NO
Job Coaching at Integrated Minimum Wage Job	YES	NO	YES	YES



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SEMP Redesign

1. **Two Phases**
 - Intensive - not employed
 - Extended- employed
 - One TABS code for SEMP
 - Multiple codes for billing
2. **Hourly Fees**
 - Individual
 - Group
3. **Annual Cap on Hours**
 - Intensive- 250
 - Extended-200
 - Extensions will be available if needed



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ISP Changes For SEMP

- SEMP must be listed on the ISP
- For individuals enrolled in SEMP **prior to July 1, 2015**, “monthly” SEMP listed in their ISP is deemed to be “hourly” SEMP.
- The unit of service must be changed at the next ISP review or December 31, 2015 **whichever is sooner**.



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ISP and Habilitation Plan

A copy of the individual's **ISP**, developed by the individual's Medicaid Service Coordinator (MSC) or Plan of Care Support Services (PCSS) Service Coordinator and must be included in the ISP:

- Identification of the Supported Employment category of waiver service.
- Identification of the agency providing Supported Employment services.
- Specification of an effective date for Supported Employment that is on or before the first date of service for which the agency bills Supported Employment for the individual.
- Specification of the frequency for Supported Employment as “hour” or “hourly.”
- Specification of the duration for Supported Employment is “ongoing as authorized”. The service provider must not annually bill for more than 250 hours of Intensive SEMP or 200 hours of Extended SEMP unless an extension has been granted by OPWDD.

The **Supported Employment Service Delivery Plan** developed by the agency providing Supported Employment services must conform to the Habilitation Plan requirements found in Administrative Memorandum #2012-01.



Self-Directed SEMP

- Self-directed SEMP may be agency supported or self hired.
- Self-directed SEMP staff must attend OPWDD SEMP training, as required in the regulation and ADM.
- Self-directed SEMP staff wages are determined by the individual who has budget authority.



Grandfathered Limited Exception Criteria

- Individuals enrolled in state-funded (non HCBS Waiver-funded) SEMP under the limited exception as of 6/30/15 will be "grandfathered" into the limited exception until:
 - The person becomes HCBS Waiver enrolled (even if Waiver enrollment is subsequently terminated)
 - The person enrolls in any other service(s) covered under the liability regulations, including MSC/service coordination/case management (whether state-paid or paid by Medicaid)
 - The person changes SEMP providers for reasons other than their provider merging with another or ceasing to offer SEMP services.
- People eligible for the limited exception on 7/1/2015 (enrolled in SEMP prior to 7/1/2015 and not enrolled in the HCBS Waiver for any period on or after 3/15/2010) can drop other covered services to qualify for the limited exception even after 7/1/2015 until one of the events listed above occurs, removing their "grandfathered" status



Prevocational Redesign

Community Prevocational Services

- Services prepare individuals for employment but take place in the community not a workshop, day hab or other certified setting
- Hourly service
- Separate TABS code for community prevoc

Site Based Prevocational Services

- Continues to be daily (full and half day)

Enrollment

- An individual can be enrolled in both site based and community prevoc



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ISP Changes for Community Prevoc

- Community Prevoc must be listed on the ISP
- Frequency of the service is "Hour"
- Duration is "ongoing as authorized"



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Pathway to Employment ADM

- The ADM was issued in May 2015
- Please make sure that ISP has correct information for Pathway to Employment
- Errors can be costly for providers



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Workshops

- May 1, 2020
- If providers want to continue to get Medicaid funding, they must convert into integrated businesses
- OPWDD is working with providers on the transition into integrated businesses- more details will be available in the Fall



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ACCES-VR Letter of Agreement

Based on a review of specific program characteristics and the program needs of the individuals who will be participating in the following programs, ACCES-VR has determined, and the parties agree with the use of the following OPWDD services; **Pathway to Employment (PTE), Employment Training Program (ETP) or Community Prevocational Services** for OPWDD eligible individuals who meet the following criteria:

- Individuals who have expressed an interest in employment but who are limited to working for short periods of time.
- Individuals who, due to their support needs, will require a highly intensive set of program, behavioral, transportation and/or other supports that exceed what is suitable through ACCES-VR intensive supported employment.
- Individuals who will require a longer period of program, behavioral and/or other supports to develop their work capacity before it can be determined that the individuals are able to achieve employment.

SEMP provider agencies will include a copy of the ACCES-VR and OPWDD Letter of Agreement and specific rationale in each individual's employment services file.



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Residential Registration List Review

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What Is the Residential Registration List (RRL)?

- The RRL is the list of individuals with developmental disabilities currently registered with OPWDD as having requested residential supports
- It is not the same as:
 - The Certified Residential Opportunity Process list (formerly called the Vacancy Management list)
 - Any voluntary agency's list of people interested in residential placement



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What Is the RRL Review?

OPWDD will call individuals and their families to talk to them about:

- The OPWDD services they are currently receiving and
- Whether they continue to express a need for certified residential services now or in the future



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When Is the RRL Review Happening?

RRL calls will be happening:

- Beginning in late June or early July
- Continuing through the summer
- During the day and in the early evening
- On weekends if needed

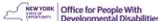


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Why Is the RRL Review Happening?

Information gathered in the RRL calls will be used to:

- Update the Residential Registration List (RRL), and
- Inform planning for development of housing alternatives for individuals with developmental disabilities



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What Can You Do To Help?

1. Let individuals who are on the RRL and families know that they should be expecting a call from OPWDD:
 - o Calls will begin in late June and will continue through the summer



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What Can You Do To Help?

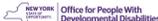
2. When you receive a call from OPWDD about an individual with developmental disabilities on the Residential Registration List, please:
 - Provide the OPWDD caller with the requested information or
 - Help him/her identify who within your agency can best answer questions about the individual



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What Can You Do To Help?

3. If asked by the OPWDD caller, please:
 - Verify the person's contact information or provide updated, accurate contact information, and
 - Assist with identifying who should participate in the call:
 - o Identify if the individual is self-advocating or
 - o Identify the individual's legal guardian (if applicable), or a legally authorized representative other than legal guardian (if applicable); or a family member or other representative who knows the person well to participate in the call.



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Thank You for Your Help!

Questions?



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MSC Supervisors Conference Schedule

September 9, 2015
December 9, 2015

Registration is now open for upcoming videoconferences/WebEx at the following link:

http://www3.opwdd.ny.gov/wp/wp_catalogc1310.jsp



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Thank You

An evaluation has been included in your conference materials. Your feedback is greatly appreciated. Please complete and return your evaluation to:

Angie.x.Francis@opwdd.ny.gov



Money Follows the Person Provider Reporting Requirements

3/19/15

Your participation in reporting MFP information to OPWDD is vital.

OPWDD tracks MFP participants and reports specific information regarding MFP participants to the federal Centers for Medicare & Medicaid Services (CMS). The best source of the information is the provider agencies who support the individuals with community-based services.

The Information:

OPWDD needs you to inform the MFP Unit if any individuals leave an ICF/IID or Developmental Center and move into a 4-person or smaller IRA, a family care home, or their family home or private residence.

In addition, OPWDD needs you to provide the following information on MFP participants:

- Re-institutionalization – Was the MFP participant re-institutionalized at a hospital, DC or ICF? If so, what was the length of stay and the date of the re-institutionalization?
- Ending of MFP Enrollment – Did anyone's MFP enrollment end? If so, when, why? And, if enrollment ended due to re-institutionalization, why was the individual reinstitutionalized?
- Self-Direction – Have any MFP participants received any self-directed services after leaving the institution? If so, when did self-directed services start? Did self-directed services end, and if so, what is the date and reason ending self-directed services?
- Number of Requests for Emergency Backup – How many calls did you receive from each MFP participant for any or all of the following reasons:
 - transportation to get to medical appointments;
 - life support equipment repair/replacement;
 - critical health services;
 - direct service/support workers not showing up;
 - other (specify); and
 - for how many of the requests for back-up was your agency able to provide the assistance needed in a timely manner?

The Reporting Process:

Each month, the Central Office MFP Unit sends a MFP Participant Tracking Spreadsheet to each service provider supporting an active MFP participant and asks the providers to:

- verify existing information is still accurate;
- complete the spreadsheet with the information described above for the previous month; and
- return the Tracking Spreadsheet to community.transitions@opwdd.ny.gov.

OPWDD appreciates your assistance in collecting this needed MFP data.

If you have any questions about how to complete the monthly MFP Participant Tracking Spreadsheet, please email community.transitions@opwdd.ny.gov.

**Evaluation Form Findings
June 10, 2015 MSC Supervisors Conference**

Please check a rating for each statement:

I attended the webinar _____ I attended the video conference _____

- 1. The session materials helped me to understand the subject matter.**
Strongly Agree Agree Neutral Disagree Strongly Disagree
- 2. The session content increased my understanding of the subject matter.**
Strongly Agree Agree Neutral Disagree Strongly Disagree
- 3. The subject matter will be useful to me in my job.**
Strongly Agree Agree Neutral Disagree Strongly Disagree
- 4. The presenter was knowledgeable about the subject matter.**
Strongly Agree Agree Neutral Disagree Strongly Disagree
- 5. The presentation style contributed positively to the program.**
Strongly Agree Agree Neutral Disagree Strongly Disagree
- 6. The length of the session was appropriate.**
Strongly Agree Agree Neutral Disagree Strongly Disagree

What were the positive points of this presentation?

What improvements could be made to this presentation?

Recommendations for future topics:

Name (optional) _____

Title _____

Location _____

Thank you for your feedback!

Please return this evaluation to Angie Francis via email by **June 19, 2015** to: angie.x.francis@opwdd.ny.gov