

# MSC E-VISORY

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State of New York Office for People With Developmental Disabilities  
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The MSC E-Visory is an electronic advisory which provides pertinent and timely information about programs and services available to individuals receiving MSC. Announcements about MSC training, conferences and meetings appear regularly. **MSC Supervisors: Please share this issue with all MSC Service Coordinators and others as appropriate.** In order to receive an email notification when a new MSC E-Visory is posted, please sign up for our mailing list (listserv). Listserv information and past issues can be accessed via the following link: [http://www.opwdd.ny.gov/wt/publications/wt\\_publications\\_mscevisories\\_index.jsp](http://www.opwdd.ny.gov/wt/publications/wt_publications_mscevisories_index.jsp)

## In This Issue:

### Revised Developmental Disabilities Profile (DDP) Guide

In April of 2011, a revised Developmental Disabilities Profile (DDP) Guide was issued. This revision included a change to the expectations of a service coordinator's role in the completion of a DDP2. **Service coordinators are now responsible to complete DDP2s for individuals who are enrolled in MSC but are not receiving other services indicated as requiring a DDP2** (see pages 2-3 and 2-4 of the DDP User's Guide for a list of services where a DDP2 is required).

Prior to this change a DDP2 was only required for individuals enrolled in certain services and was not required for MSC. The purpose of the DDP2 is in part to collect data that is used to describe, plan, and manage our system of services. By not requiring a DDP2 for those receiving MSC but not receiving other services where a DDP2 was required, a certain segment of the population we serve was not being considered in this analysis.

**It is only required that the Service Coordinator complete a DDP2 when the person is not receiving another service where a DDP2 is required.**

For individuals receiving a service where a DDP2 is required, it is the service provider's responsibility to complete the DDP2. Completion of the DDP2 for other services is not the responsibility of the Service Coordinator unless otherwise instructed by their agency.

The DDP User's guide, which includes instructions on how to complete a DDP2, may be accessed on our website using the following link:

[http://www.opwdd.ny.gov/wt/images/wt\\_DDP\\_User\\_Guide.pdf](http://www.opwdd.ny.gov/wt/images/wt_DDP_User_Guide.pdf)

Proposed Regulations – Training Requirements For Employees and Volunteers of State and Non-State Providers and Family Care Providers.

The following link has information on the OPWDD proposed regulations on training requirements for employees and volunteers of state and non-state providers and family care providers. The proposed amendments add a requirement that all employees and volunteers of state and non-state providers and family care providers receive initial and annual training on how to promote positive relationships with the individuals they serve. For more information, go to:

[http://www.opwdd.ny.gov/regs/hp\\_regs\\_requirements\\_training.jsp](http://www.opwdd.ny.gov/regs/hp_regs_requirements_training.jsp)

MSC E-Visory Listserv – Issues With Signing Up

The MSC E-Visory Listserv is an email list. If you are interested in receiving an email notification when a new MSC E-Visory is posted to the OPWDD website, please sign up at:

[http://www.opwdd.ny.gov/wt/publications/wt\\_publications\\_mscevisorries\\_index.jsp](http://www.opwdd.ny.gov/wt/publications/wt_publications_mscevisorries_index.jsp)

Recent technical issues with signing up for the list have been resolved.

Please note: If you would like to join the listserv, you must correctly type in your email address. We've discovered a large number of people who have incorrectly typed in their email address when registering for the listserv. If the email address is wrong, you will not receive these notifications.