



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 Mailing List](#).

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## In This Issue:

### **Coordinated Assessment System (CAS)**

On Monday, September 29, 2014 Acting Commissioner Delaney issued the following email regarding the Coordinated Assessment System (CAS) and the upcoming validity study of the CAS:

As part of our Transformation Agenda, the Office for People With Developmental Disabilities (OPWDD) is in the process of transitioning to a new needs assessment instrument, the Coordinated Assessment System (CAS). The CAS was designed to improve OPWDD's method of assessing the strengths and needs of people with intellectual and/or developmental disabilities. Prior to implementation, OPWDD will initiate a validity study of the CAS. The study, which begins this fall, will:

- Assess approximately 1,000 randomly selected individuals from across New York State who are eighteen (18) years of age or older and receiving at least one OPWDD service.
- Randomly select participants to reflect the range of developmental disability diagnoses, functional levels, and service types used by individuals who are served by OPWDD.
- Test that the CAS accurately measures the strengths and needs of individuals regardless of disability type and/or service type/setting by comparing it to other standardized assessment tools.

In order to successfully complete a research study of this size, OPWDD is asking for your help and partnership in a number of key areas. Specifically, we need your assistance in **verifying/confirming the person's information, letting your staff know that they may be contacted for an interview by an OPWDD assessor, and assistance with access to records.**

1. Verifying/Confirming Information: When you, or someone at your agency, receives the initial call from an assessor please provide him/her with the requested information or assist him/her in identifying who within your agency is best suited to assist the assessor in:
  - a. Verifying the person's contact information;
  - b. Confirming legal guardianship (if applicable);
  - c. Identifying a legally authorized representative other than legal guardian (if applicable);  
and
  - d. Identifying family members and/or staff that know the person well.



This is the first step in establishing if the person or legal guardian is interested in participating in the validity study and, if so, obtaining consent. **Participation in the validity study is voluntary. The person's services will not change regardless of his/her or the legal guardian's choice about participating in the validity study.**

Providing the assessor with accurate and timely contact information will assist us in streamlining the assessment process and prevent delays in the completion of the validity study.

2. Staff Interview: Inform your staff that they may be contacted by an assessor from OPWDD requesting an interview regarding a person that has **consented** to participate in the validity study. Staff and/or family members who know the person well and are involved with him/her on a weekly basis will be interviewed for verification of the CAS and completion of additional assessment tools. Staff **will not** be contacted for an interview until **after** the person or his/her legal guardian has consented to participate in the validity study.
3. Access to Records: Ask your staff to provide timely access to the records that the assessor will need to review for the people that have consented to participate in the validity study.

OPWDD looks forward to our partnership with you in taking this next step towards implementing the CAS and achieving the goals of the Transformation Agenda. Should you have any questions about the CAS validity study, please contact Diane Woodward, Statewide Assessment Coordinator, at [diane.j.woodward@opwdd.ny.gov](mailto:diane.j.woodward@opwdd.ny.gov) or (518) 486-4260.

### **Training Opportunity: Benefits and Entitlements**

OPWDD's Revenue Support Field Office will be holding Benefits and Entitlements trainings which will educate Service Coordinators on the eligibility criteria and application processes for various federal benefit and entitlement programs that can help support people with developmental disabilities. These videoconferences will be held by region and will take place in October and November. Materials will not be distributed at the trainings. Registrants are required to access and print the course materials, which can be found on the registration page, in advance and bring them to the training. Registration is available at:

[http://www3.opwdd.ny.gov/wp/wp\\_catalogp1013a.jsp](http://www3.opwdd.ny.gov/wp/wp_catalogp1013a.jsp)

### **Training Opportunity: Personal Allowance**

On Thursday, November 6, 2014 from 9:00am-12:00pm OPWDD's Revenue Support Field Office will be holding a Personal Allowance training which will provide service coordinators, residential staff, and persons/representatives with an understanding of the concept of Personal Allowance and the tools to manage this money appropriately. Materials will not be distributed at the trainings. Registrants are required to access and print the course materials, which can be found on the registration page, in advance and bring them to the training. Registration is available at:

[http://www3.opwdd.ny.gov/wp/wp\\_catalogg1330.jsp](http://www3.opwdd.ny.gov/wp/wp_catalogg1330.jsp)



### **Self Direction and the Redesign of Consolidated Services and Supports**

OPWDD has posted a question and answer document which includes responses to questions submitted during the September web conference with individuals and families. This document can be accessed at the following link:

[Questions and Answers from Web Conferences with Individuals and Families 09262014](#)

### **Registration is Open: Person Centered Planning Requirements Within the HCBS Settings Final Rule**

OPWDD will be hosting an information session for Service Coordinators on the recently promulgated Home and Community Based Settings Regulations and Person Centered Planning Requirements. The following session will focus solely on the Person Centered Planning requirement. This information is being presented on two separate days. This is not a mandatory training, however all service coordinators, service coordinator supervisors, and Other Providers involved in Person Centered Planning should try to attend one of the scheduled sessions as this information is pertinent to Individualized Service Plan (ISP) development as well as Person Centered Planning practices. These sessions will be held on:

- Thursday, October 23, 2014 from 10:00am – 12:00pm
- Friday, October 24, 2014 from 11:00am -1:00pm

Registration is available at videoconference locations across the state and can be accessed at the following link:

[http://www3.opwdd.ny.gov/wp/wp\\_catalogp10202.jsp](http://www3.opwdd.ny.gov/wp/wp_catalogp10202.jsp)