

# MSC E-VISORY

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State of New York Office of Mental Retardation and Developmental Disabilities  
Diana Jones Ritter, Commissioner  
Distributed by: Division of Policy and Enterprise Solutions  
Gary Lind, Deputy Commissioner

The MSC E-Visory is an electronic advisory intended to provide timely information to Medicaid Service Coordination Supervisors and their staff.

Questions and comments should be directed to Carol Kriss, MSC Statewide Coordinator via e-mail: [Carol.Kriss@omr.state.ny.us](mailto:Carol.Kriss@omr.state.ny.us)

Each E-Visory has pertinent information on programs and services available to individuals receiving Medicaid Service Coordination (MSC). Announcements about MSC training, conferences and meetings appear regularly in issues of the MSC E-Visory. Please forward this issue to all Medicaid Service Coordinators and MSC Supervisors.

## In This Issue:

[Administrative Memorandum - #2009-04](#): Administrative Appeal Process for Denials of Records Requested Pursuant to the 14 NYCRR Part 624 Incident/Abuse Reporting, Notification and Investigation Process

[OMRDD Policy Statement on Electronic Signatures and Records](#)

[Food stamp benefits and reimbursement offset \(IRAs and community residences\) – Final Regulations.](#)

## [Administrative Memorandum - # 2009-04](#)

Subject: Administrative Appeal Process for Denials of Records Requested Pursuant to the 14 NYCRR Part 624 Incident/Abuse Reporting, Notification and Investigation Process.

Administrative Memorandum #2009-04 was issued by OMRDD on December 11, 2009. The purpose of the memorandum was to set forth the process to be followed when an agency denies a request for access to records made under Sections 624.6 and 624.8.

A copy of ADM #2009-04 is separately attached to this MSC E-Visory and can also be accessed at:  
[http://www.omr.state.ny.us/wt/memoranda/wt\\_admin\\_memo\\_2009.04.pdf](http://www.omr.state.ny.us/wt/memoranda/wt_admin_memo_2009.04.pdf)

A revision of the brochure, *Learning about Incidents* and a Spanish version of the revised brochure is also attached.

## [OMRDD Policy Statement on Electronic Signatures and Records](#)

Attached is a copy of the OMRDD Policy Statement on Electronic Signatures and Records, dated December 21, 2009. OMRDD is providing these guidelines for the use of electronic signatures in the Medicaid program. These guidelines permit, but do not require, the use of electronic signatures and electronic records, and are intended for all OMRDD Medicaid providers. Separately attached is the audit directive number 21 from the NYS Department of Health dated November 1, 2005 on use of electronic records by Medicaid providers.

## [Final Regulations – food stamp benefits and reimbursement offset \(IRAs & community residences\)](#)

Attached is a copy of the OMRDD Final Regulations – food stamp benefits and reimbursement offset for IRAs and community residences. The regulations establish a process that requires individuals with developmental disabilities who live in OMRDD –certified IRAs and community residences to cooperate with providers in obtaining and maintaining food stamp benefits or to pay for the cost that would otherwise be borne by food stamp benefits. The regulations also establish an offset to be applied to the reimbursement methodology. For further information refer to the attached OMRDD Final Regulations Memorandum and the Final Regulations, also attached.

The MSC E-Visory is sent out from OMRDD via an e-mail distribution list. If you are an MSC Supervisor and anticipate a change in who should be receiving the MSC E-Visory, please let us know via e-mail at: [msc.e.visory@omr.state.ny.us](mailto:msc.e.visory@omr.state.ny.us) so that we may update the distribution list. These changes would include notifying us of any additions to or removals from the list. Please type ***“MSC E-Visory LIST Change”*** in the ***SUBJECT*** line. Type in the body of the email the following information: ***email address, name, title, agency name, street address, city, zip code, and agency phone number*** and extension, if applicable, indicating ***ADD or REMOVE*** from the MSC E-Visory list.