

Medicaid Service Coordination (MSC)

E-VISORY



ISSUE # 06-14

March 10, 2014

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](#).

In This Issue:

Voting Rights for People with Developmental Disabilities

On March 6, 2014 OPWDD's Division of Person Centered Supports issued a memorandum providing information on the equal right to vote for all citizens including people with disabilities. This notification outlines OPWDD's commitment to ensuring that these rights are upheld for the people we serve and that every person is given the opportunity to register to vote. In order to do so OPWDD is asking all service coordinators to help make this happen as part of the person's next scheduled ISP review. Please refer to the attached memorandum, from Gerald Huber, Deputy Commissioner of the Division for Person Centered Supports for further details. Additional information on the OPWDD Voting Coordinators and Board of Elections forms and tutorials can be found on the OPWDD website at the following link: http://www.opwdd.ny.gov/opwdd_community_connections/voting_rights

Materials for March 12, 2014 MSC Supervisors Conference

The MSC Supervisors Conference is being held on March 12, 2014 via videoconference and webinar. Two sessions are offered – A morning session from 9:30am - 12:30pm and an afternoon session from 1:00pm – 4:00pm. Interested parties, who have not yet registered, may do so until Sunday, March 9, 2014. The conference agenda is as follows: Voting Rights for People with Developmental Disabilities, Medicaid Service Coordination Units, and Benefit and Entitlement Information. NOTE: Attached to this E-Visory are the materials that will be referenced during the conference. There will not be any materials distributed on the day of the conference. Also, an evaluation has been attached to the conference materials; please complete the evaluation and return as your input and feedback is greatly appreciated. To register for this conference please visit the following link: http://www3.opwdd.ny.gov/wp/wp_catalogc1310.jsp

Training Opportunity: Personal Allowance

On Thursday, April 24, 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. NOTE: As the Office of Talent Development and Training continues to secure sites for this videoconference training sites will be added to the catalog. Therefore, you may want to keep checking back to see the latest sites available. Course materials will be made available via the catalog closer to the training date. Registration is open at the following link: http://www3.opwdd.ny.gov/wp/wp_catalogg1330.jsp



Training Opportunity: Benefits and Entitlements

On Monday, May 12, 2014 from 9:00am-4:00pm OPWDDs Revenue Support Field Office will be holding a Benefits and Entitlements training which will educate Service Coordinators as to the eligibility criteria and application processes of the various federal benefit and entitlement programs that exist to help support people with developmental disabilities. **NOTE:** As the Office of Talent Development and Training continues to secure sites for this videoconference training sites will be added to the catalog. Therefore, you may want to keep checking back to see the latest sites available. Course materials will be made available via the catalog closer to the training date. Registration is available at: http://www3.opwdd.ny.gov/wp/wp_catalogp1013.jsp

CANCELLED: MSC Training for Voluntary Providers Serving Willowbrook Class Members

Please note: the previously scheduled OPWDD training to be held on May 20, 2014 from 9:00am – 1:00 pm has been cancelled. We apologize for any inconvenience this may cause. This session will not be rescheduled. The next scheduled training is August 19, 2014 from 9:00 a.m. – 1:00 p.m. Individuals interested in registering for the next scheduled training may do so at: http://www3.opwdd.ny.gov/wp/wp_catalogz2432.jsp



-MEMORANDUM-

To: Medicaid Service Coordination Vendors
Developmental Disabilities State Operations Office Directors
Developmental Disabilities Regional Office Directors
DDRO MSC Coordinators
OPWDD NVRA Coordinators
Provider Association Representatives

From: Gerald Huber, Deputy Commissioner
Division of Person Centered Supports

Date: March 06, 2014

Re: Voter Registration

Voting is the bedrock of the American political system and is among the highest expressions of citizenship. All Americans have an equal right to vote and there are both federal and state laws which guard and guarantee those rights for all citizens including people with disabilities. OPWDD is committed to ensuring these rights are upheld for the people we serve and that every person is given the opportunity to register to vote. This year, we are asking all service coordinators to help make this happen.

In 2014, for every person you serve, as part of the person's next scheduled ISP review, please ask the person if he or she would like to register to vote. If the person indicates that he or she would like to register to vote, please provide assistance as needed in order to help him or her do so. Attached to this memo is a voter registration form. Please offer this form to anyone who wishes to register to vote. If able to do so independently, the person may complete the form and send it to the address listed on the back of the form according to their county of residence. If the person requires assistance with properly completing the registration form or mailing the form to the proper address please provide the assistance needed. Be certain not to offer any personal opinion or influence pertaining to which political party, if any, the person wishes to enroll in. If the person does not wish to register, is already registered, or would like to register without assistance, no action is required.

These forms as well as other helpful information on voting and voter registration may be found on line at the Board of Elections website: <http://www.elections.ny.gov/INDEX.html>. You are also

Executive Office

encouraged to visit OPWDD's Voting Rights page on our website for further information on voting rights: http://www.opwdd.ny.gov/opwdd_community_connections/voting_rights

Your cooperation and extra effort is greatly appreciated as it will help to ensure that the people we serve have equal access to exercising their rights of citizenship.

Questions regarding voter rights and the voter registration process may be directed to your local [OPWDD National Voter Registration Act \(NVRA\) Coordinator](#) or Michael Orzel, statewide NVRA Coordinator, at michael.orzel@opwdd.ny.gov. Questions regarding Medicaid Service Coordination may be directed to your local [OPWDD MSC Coordinator](#) or to Eric Pasternak, Statewide MSC Coordinator, at eric.pasternak@opwdd.ny.gov.

cc: Michael Orzel
Kate Bishop
Eric Pasternak
Angie Francis
Helene DeSanto
John Gleason

National Voter Registration Act (NVRA) Statewide Coordinators

Regional Office 1	<u>Finger Lakes</u>	Donald Chrisman	(585) 461-8736	donald.l.chrisman@opwdd.ny.gov
	<u>Western NY</u>	Michael Hooven	(716) 517-3525	michael.x.hooven@opwdd.ny.gov
Regional Office 2	<u>Central NY</u>	Debra Nowicki	(315) 336-2300 x343	debra.nowicki@opwdd.ny.gov
	<u>Central NY</u>	Randall Wilcox	(315) 793-2800 x847	randall.wilcox@opwdd.ny.gov
	<u>Broome</u>	Susan L. Winterstein	(607) 771-7784 x200	susan.winterstein@opwdd.ny.gov
	<u>Broome (Valley Ridge)</u>	Heather Davis	(607) 337-7109	heather.davis@opwdd.ny.gov
	<u>Sunmount</u>	Gary Murphy	(518) 359-2962	gary.murphy@opwdd.ny.gov
	<u>Sunmount (Clinton/Essex)</u>	Scott Sayward	(518) 561-8190	scott.sayward@opwdd.ny.gov
	<u>Sunmount (St. Lawrence)</u>	Tess Breault	(315) 265-3047 x234	teresa.breault@opwdd.ny.gov
Regional Office 3	<u>Capital District (Schenectady/Schoharie)</u>	Darleen Klemm	(518) 402-1076	darleen.klemm@opwdd.ny.gov
	<u>Capital District (Saratoga)</u>	Gerard C. Ferrara	(518) 581-3122	gerard.ferrara@opwdd.ny.gov
	<u>Capital District (Albany)</u>	Lynn Aronowitz	(518) 486-1313	lynn.aronowitz@opwdd.ny.gov
	<u>Capital District (Rensselaer)</u>	Chris Ruland	(518) 581-3009	christopher.ruland@opwdd.ny.gov
	<u>Hudson Valley</u>	Jacqueline D. DeVille	(845) 947-6138	jacqueline.deville@opwdd.ny.gov
	<u>Taconic</u>	Russ Gerry	(845) 877-6821x3563	russell.gerry@opwdd.ny.gov
Regional Office 4	<u>Metro Bronx</u>	Crystal L. Mamby	(718) 430-0694	crystal.mamby@opwdd.ny.gov
	<u>Metro Manhattan</u>	Mildred Prosper	(646) 766-3432	mildred.prosper@opwdd.ny.gov
	<u>Brooklyn</u>	Sheryl Morse	(718) 642-6263	sheryl.morse@opwdd.ny.gov
	<u>Staten Island</u>	Anjail Ameen-Rice	(718) 982-7917	anjail.ameen-rice@opwdd.ny.gov
	<u>Bernard Fineson</u>	Vilma Gilling	(718) 217-6802	vilma.gilling@opwdd.ny.gov
Regional Office 5	<u>Long Island</u>	Kenneth Teape	(631) 434-6185	kenneth.teape@opwdd.ny.gov
Central Office	<p>Mike Orzel NVRA Statewide Coordinator OPWDD: Division of Person-Centered Supports 44 Holland Avenue Albany, NY 12229 518-474-2757 Fax (518) 474-6224 michael.orzal@opwdd.ny.gov</p>			

Address and stamp this section

Your address



Place
 First-class
 stamp
 here

Your County Board of Elections address (select from below)

Before mailing
 Remove tape,
 fold and seal

New York City 32 Broadway, 7th Fl. New York, NY 10004 (212) 487-5300	Chenango 5 Court St. Newburgh, NY 13315 (607) 337-1760	Franklin 355 West Main St. Ste. 161 Malone, NY 12963 (518) 481-1663	Lewis 7660 N. Slate St. Lowville, NY 13367 (315) 376-5329	Oneida Union Station 321 Main St. 3rd Fl. Utica, NY 13501 (315) 798-5765	Putnam 25 Old House B. Carmel, NY 10512 (845) 808-1300	Schuyler County Office Bldg. 105 8th St., Unit 13 Watkins Glen, NY 14891 (607) 535-8195	Ulster 234 Wall St. Kingston, NY 12401 (845) 334-5470
Albany 32 North Russell Road Albany, NY 12206 (518) 487-5060	Clinton City Government Ctr. Ste. 104 137 Margaret St. Plattsburgh, NY 12901 (518) 565-4740	Fulton 2714 St. Hwy 29 Ste. 1 Johnstown, NY 12095 (518) 736-5526	Livingston County Govt. Ctr. 9 Court St. Roxie 104 Genesee, NY 14454 (585) 243-7090	Onondaga 1000 Erie Blvd West Syracuse, NY 13204 (315) 435-3312	Rensselaer Ned Pattison Government Ctr. 1600 Seventh Ave. Troy, NY 12180 (518) 270-2990	Seneca One D.Planic Dr. Watertown, NY 13165 (315) 539-1760	Warren City Municipal Ctr. 3rd Floor Human Serv. Bldg. 1340 St. Rte. 9 Lake George, NY 12845 (518) 761-6456
Allegany 9 Schuyler St. Beaumont, NY 15513 (585) 268-9294	Columbia 401 State St. Hudson, NY 12534 (518) 828-3115	Genesee County Building #1 15 Main St. PO Box 234 Batavia, NY 14021 (585) 344-2550	Madison County Office Bldg. N. Court St. PO Box 666 Warsaw, NY 13163 (315) 366-2231	Ontario 74 Ontario St. Canandaigua, NY 14424 (585) 396-4005	Rockland 11 New Hempstead Rd. New City, NY 10958 (845) 638-5172	Steuken 3 E. Putney Sq. Bath, NY 14810 (607) 664-2260	Washington 393 Broadway Fort Edward, NY 12828 (518) 746-2180
Broome Government Plaza 60 Hawley St. PO Box 1765 Binghamton, NY 13902 (607) 778-2172	Cortland 112 River St. Suite 1 Cortland, NY 13045 (607) 753-5032	Greene 411 Main St. Ste. 437 Catskill, NY 12414 (518) 719-3550	Monroe 39 Main St. W. Rochester, NY 14611 (585) 753-1560	Orange 25 Court Lane PO Box 30 Goshen, NY 10924 (845) 291-2444	Saratoga 50 W. High St. Ballston Spa, NY 12020 (518) 885-2249	Suffolk Yaphank Ave. PO Box 700 Yaphank, NY 11980 (631) 852-4500	Wayne 7375 State Rte. 31 PO Box 636 Lyons, NY 14189 (315) 946-7400
Cattaraugus 302 Court St. Little Valley, NY 14755 (716) 938-2400	Delaware 3 Gallant Ave. Delhi, NY 13753 (607) 746-2315	Hamilton Rte. 8 PO Box 175 Lake Pleasant, NY 12108 (518) 548-4684	Montgomery Old Courthouse 9 Park St. PO Box 1500 Fonda, NY 12068 (518) 853-8180	Orleans County Admin. Bldg. 14012 State Rte. 31 Albion, NY 14411 (585) 589-3274	Schenectady 383 Broadway, Ste. E Schenectady, NY 12305 (518) 377-2469	Sullivan Gov't. Ctr. 100 North St. PO Box 5012 Monticello, NY 12701 (845) 807-0400	Westchester 25 Chatterbox St. White Plains, NY 10601 (914) 995-5700
Cayuga 157 Genesee St. (Basement) Auburn, NY 13021 (315) 253-1285	Dutchess 47 Canoe St. Poughkeepsie, NY 12901 (845) 486-2473	Herkimer 700 Mary St. Ste. 1306 Herkimer, NY 13350 (315) 867-1102	Nassau 240 Old Country Rd. 5th Fl. Mineola, NY 11501 (516) 571-2411	Oswego 165 E. Seneca St. Box D Oswego, NY 13126 (315) 349-8350	Schoharie County Office Bldg. 234 Main St. PO Box 99 Schoharie, NY 12157 (518) 295-8388	Tioga County Office Bldg. 56 Main St. Owego, NY 13827 (607) 687-8261	Wyoming 4 Perry Ave. Warsaw, NY 14569 (585) 780-8931
Chautauqua 7 North Erie St. Mayville, NY 14757 (716) 753-4580	Erie 134 W. Eagle St. Buffalo, NY 14202 (716) 858-8891	Jefferson 175 Arsenal St. Watertown, NY 13601 (315) 785-3027	Niagara 111 Main St. Ste. 100 Larkport, NY 14054 (716) 438-4040	Otsego Ste. 2 140 County Hwy. 33W Cooperstown, NY 13326 (607) 547-4247	Schoharie County Office Bldg. 234 Main St. PO Box 99 Schoharie, NY 12157 (518) 295-8388	Tompkins Court House Annex 126 E. Buffalo St. Ithaca, NY 14850 (607) 274-5522	Yates Ste. 1124 417 L. Bartly St. Penn Yan, NY 14527 (315) 536-5135

(Optional) Register to donate your organs and tissues

If you would like to be an organ and tissue donor, you may enroll in the NYS Department of Health (DOH) *Donate Life*™ Registry online at www.nyhealth.gov or provide your name and address below.

You will receive a confirmation letter from DOH, which will also provide you an opportunity to limit your donation.



Last name _____
 First name _____
 Middle Initial | | Suffix _____
 Address _____
 Apt. Number _____ Zip code _____
 City _____
 Birth date | M | M | / | D | D | / | Y | Y | Y | Y | _____
 Sex M F
 Eye color _____
 Height | | Ft. | | In. _____

By signing below,
 you certify that you are:

- 18 years of age or older;
- consenting to donate all of your organs and tissues for transplantation, research, or both;
- authorizing the Board of Elections to provide your name and identifying information to DOH for enrollment in the Registry;
- and authorizing DOH to allow access to this information to federally regulated organ procurement organizations and NYS-licensed tissue and eye banks and hospitals upon your death.

Sign _____ Date _____



Formulario de registro de votantes del estado de Nueva York

Regístrese para votar

Con este formulario, usted se registra para votar en las elecciones del estado de Nueva York. También puede usar este formulario para:

- cambiar el nombre o el domicilio en su información electoral
- afiliarse a un partido político
- cambiar su afiliación a un partido político

Para registrarse, usted debe:

- ser ciudadano de los EE.UU.;
- haber cumplido 18 años antes del final de este año;
- no estar en prisión ni en libertad condicional por haber cometido un crimen;
- no tener derecho a votar en otro lugar.

Envíe o entregue este formulario

Llene el formulario que sigue y envíelo al domicilio que corresponde a su condado que figura al dorso de este formulario, o lleve este formulario a la oficina de la Junta Electoral de su condado.

Envíe este formulario por correo o entréguelo como mínimo 25 días antes de la elección en la que quiere votar. Su condado le notificará que este registrado para votar.

Si tiene alguna pregunta,

llame a la Junta Electoral de su condado que aparece al dorso de este formulario o el 1-800-FOR-VOTE (TDD/TTY Marque 711)

Encuentre las respuestas o las herramientas que necesita en nuestro sitio de internet www.elections.ny.gov

Verificación de su identidad

Intentaremos verificar su identidad antes del día de las elecciones, mediante el número del DMV (número de la licencia de conducir o número de identificación del no conductor), o mediante los últimos cuatro dígitos del número de su seguro social, que usted escribirá más abajo.

Si no tiene número de DMV o de Seguro Social, debe usar una identificación con foto válida, una factura actual de servicios públicos, un estado de cuenta bancario, su cheque de sueldo, un cheque del gobierno o algún otro documento del gobierno que muestre su nombre y domicilio. Puede incluir una copia de estos tipos de identificación con este formulario. Asegúrese de cerrar los lados del formulario con cinta adhesiva.

Si no podemos verificar su identidad antes del día de las elecciones, se le pedirá una identificación cuando vote por primera vez.

If you are interested in obtaining this form in English, call 1-800-367-3663

中文資料: 若您有興趣索取中文資料表格, 請電: 1-800-367-8683

한국어: 한국어 양식을 원하시면 1-800-367-8683 으로 전화 하십시오.

যদি আপনি এই ফর্মটি বাংলায় পেতে হলে ডায়াল 1-800-367-8683 নম্বর ফোন করুন

! Es delito procurar un registro falso o brindar información falsa a la Junta Electoral. Escriba con tinta azul o negra, por favor.

1 ¿Es usted ciudadano de los EE.UU.? Sí No
Si responde No, no puede registrarse para votar.

2 ¿Tendrá usted 18 años o más el día de las elecciones o antes de esa fecha? Sí No
Si responde No, no puede registrarse para votar a menos que vaya a tener 18 años a fin de año.

3 Su nombre: Apellido _____ Sufijo _____
Nombre _____ Inicial del segundo nombre _____

Más información Los Items 6 y 7 son opcionales.

4 Fecha de nacimiento: MM / DD / AAAA

5 Sexo: M F

6 Teléfono: _____

7 Correo electrónico: _____

8 Domicilio en el que vive: Domicilio (que no sea un P.O. Box)
Apt. Número _____ Código postal _____
Ciudad/Pueblo/Comunidad _____
Condado del Estado de Nueva York _____

9 Domicilio en que recibe el correo: Domicilio o P.O. Box _____
P.O. Box _____ Código postal _____
Ciudad/Pueblo/Comunidad _____
No lo llene si es igual al anterior

10 Antecedentes electorales: ¿Ha votado alguna vez? Sí No

11 ¿En qué año? _____

12 Información sobre la votación que ha cambiado: Su nombre era _____
Su domicilio era _____
Su estado o condado dentro del Estado de Nueva York anterior era _____
Ignore si no ha cambiado o si no ha votado con anterioridad

13 Identificación: Debe seleccionar una casilla. Si tiene preguntas, consulte Verificación de su identidad más arriba.

Número de DMV del estado de Nueva York _____

Últimos cuatro dígitos de su número de Seguro Social: x x x - x x - _____

No tengo licencia de conducir del estado de Nueva York ni número de Seguro Social.

14 Partido político: Usted debe seleccionar uno.

Para votar en una elección primaria, debe estar afiliado a uno de estos partidos que se enumeran, excepto por el Partido de la Independencia, que permite que los votantes no afiliados participen en ciertas elecciones primarias.

Partido Demócrata

Partido Republicano

Partido Conservador

Partido de las Familias Trabajadoras

Partido de la Independencia

Partido Verde

Otros: _____

No quiero afiliarme a un partido

16 Declaración jurada: Juro o declaro que

- Soy ciudadano de los Estados Unidos.
- Hebre residido en el condado, ciudad o comunidad por un mínimo de 30 días antes de las elecciones.
- Reúno todos los requisitos para inscribirme como votante en el estado de Nueva York.
- La firma o marca a continuación es de mi puño y letra.
- La información que he ofrecido es verdadera. Entiendo que de no serlo, se me puede condenar y multar hasta \$5,000 y/o encarcelar hasta un máximo de cuatro años.

Firma: _____

Fecha: _____

15 Preguntas opcionales: Necesito solicitar una balota de Ausencia

Quisiera trabajar en una mesa electoral.

Escriba el domicilio y coloque el sello de correos en esta sección

Su domicilio



Coloque aquí un sello de correos de primera clase

Domicilio de su Junta Electoral (elijá entre los que siguen)

Antes de enviar por correo retire la cinta, doble y selle.

New York City
32 Broadway, 7th Fl
New York, NY 10004
(212) 487-5300

Albany
32 North Russell Road
Albany, NY 12206
(518) 487-5069

Allegany
6 Schuyler St.
Beaumont, NY 14813
(585) 268-9294

Broome
Government Plaza
60 Hawley St.
PO Box 1766
Binghamton, NY
13902
(607) 778-2172

Cattaraugus
302 Court St.
Little Valley, NY 14755
(716) 938-2400

Cayuga
157 Genesee St.
(Basement)
Auburn, NY 13021
(315) 253-1285

Chautauque
7 North Erie St.
Mayville, NY 14757
(716) 753-4580

Chemung
378 South Main St.
PO Box 589
Elmira, NY 14902
(607) 737-5475

Chenango
5 Court St.
Norwich, NY 13815
(607) 337-1760

Clinton
Cnty. Government Ctr.
Ste. 104
137 Margaret St.
Plattsburgh, NY 12901
(518) 565-4740

Columbia
401 State St.
Hudson, NY 12634
(518) 828-3115

Cortland
112 River St.
Suite 1
Cortland, NY 13045
(607) 753-5032

Delaware
3 Gallant Ave.
Delhi, NY 13753
(607) 746-2315

Dutchess
47 Cannon St.
Poughkeepsie, NY
12601
(845) 486-2473

Erie
134 W. Eagle St.
Buffalo, NY 14202
(716) 858-8891

Essex
7551 Court St.
PO Box 217
Elizabethtown, NY
12932
(518) 873-3474

Franklin
355 West Main St.
Ste. 161
Malone, NY 12953
(518) 481-1663

Fulton
2714 St. Hwy 29
Ste. 1
Johnstown, NY 12095
(518) 736-5526

Genesee
County Building #1
15 Main St.
PO Box 284
Batavia, NY 14021
(585) 344-2550

Greene
411 Main St.
Ste. 437
Catskill, NY 12414
(518) 719-3550

Hamilton
Rte. 8
PO Box 175
Lake Placid, NY
12109
(518) 548-4884

Herkimer
109 Mary St.
Ste. 1306
Herkimer, NY 13350
(315) 867-1102

Jefferson
175 Arsenal St.
Watertown, NY 13601
(315) 785-3027

Lewis
7660 N. State St.
Lowville, NY 13367
(315) 376-5329

Livingston
County Govt. Ctr.
6 Court St.
Room 104
Genesee, NY 14454
(585) 243-7090

Madison
County Office Bldg.
N. Court St.
PO Box 666
Wampsville, NY
13183
(315) 366-2231

Monroe
39 Main St. W.
Rochester, NY 14614
(585) 753-1550

Montgomery
Old Courthouse
9 Park St.
PO Box 1500
Fonda, NY 12068
(518) 853-8180

Nassau
240 Old Country Rd.
5th Fl.
Mineola, NY 11501
(516) 571-2411

Niagara
111 Main St.
Ste. 100
Lockport, NY 14094
(716) 438-4040

Oneida
Union Station
321 Main St.
3rd Fl.
Utica, NY 13501
(315) 798-5765

Onondaga
1000 Erie Blvd West
Syracuse, NY 13204
(315) 435-3312

Ontario
74 Ontario St.
Canandalgus, NY
14424
(585) 396-4005

Orange
25 Court Lane
PO Box 30
Goshen, NY 10924
(845) 291-2444

Orleans
County Admin. Bldg.
14012 State Rte. 31
Auburn, NY 14411
(585) 589-3274

Oswego
185 E. Seneca St.
Box 9
Oswego, NY 13126
(315) 349-8350

Otsego
Ste. 2
140 County Hwy. 33W
Cooperstown, NY
13326
(607) 547-4247

Putnam
25 Old Route 6
Carmel, NY 10512
(845) 808-1300

Rensselaer
Ned Pattison
Government Ctr.
1000 Seventh Ave.
Troy, NY 12180
(518) 270-2890

Rockland
11 New Hempstead Rd.
New City, NY 10956
(845) 639-5172

St. Lawrence
48 Court St.
Canton, NY 13617
(315) 378-2202

Saratoga
50 W. High St.
Ballston Spa, NY
12020
(518) 885-2249

Schenectady
388 Broadway, Ste. E
Schenectady, NY
12305
(518) 377-2489

Schoharie
County Office Bldg.
284 Main St.
PO Box 99
Schoharie, NY 12157
(518) 295-8388

Schuyler
County Office Bldg
105 9th St., Unit 13
Watkins Glen, NY
14891
(607) 535-8195

Seneca
One DiProrio Dr.
Watertown, NY 13165
(315) 539-1760

Steuben
3 E. Putnam Sq.
Bath, NY 14810
(607) 664-2260

Suffolk
Yaphank Ave
PO Box 700
Yaphank, NY 11980
(631) 852-4500

Sullivan
Gov't. Ctr.
100 North St.
PO Box 5012
Monticello, NY 12701
(845) 807-0400

Tioga
County Office Bldg.
56 Main St.
Owego, NY 13827
(607) 687-8261

Tompkins
Court House Annex
128 E. Buffalo St.
Ithaca, NY 14850
(607) 274-5522

Ulster
284 Wall St.
Kingston, NY 12401
(845) 334-5470

Warren
Cnty. Municipal Ctr.
3rd Floor
Human Serv. Bldg
1340 St. Rte. B
Lake George, NY
12845
(518) 761-6456

Washington
383 Broadway
Fort Edward, NY
12828
(518) 746-2180

Wayne
7370 State Rte. 31
PO Box 836
Lyons, NY 14489
(315) 946-7400

Westchester
25 Quasnope St.
White Plains, NY
10601
(914) 995-5700

Wyoming
4 Perry Ave.
Warsaw, NY 14569
(585) 786-8931

Yates
Ste. 1124
417 Liberty St.
Penn Yan, NY 14527
(315) 536-5135

(Opcional) Regístrese para donar órganos y tejidos

Si quiere donar órganos y tejidos, puede inscribirse en el Registro *Donate Life*™ del Departamento de Salud (DOH) del estado de Nueva York. Regístrese en Internet en www.nyhealth.gov o indique su nombre y domicilio a continuación.

Recibirá una carta de confirmación del DOH que también le ofrecerá la posibilidad de limitar su donación.



Apellido _____

Nombre _____

Inicial del segundo nombre Sufijo _____

Domicilio _____

Apt. Número _____ Código postal

Ciudad _____

Fecha de nacimiento

Color de ojos _____

Sexo M F

Estatura Pies Pulg.

Mediante su firma a continuación, usted certifica que:

- tiene 18 años o más.
- presta su consentimiento para donar todos sus órganos y tejidos para trasplantes, investigación o ambos.
- autoriza a la Junta Electoral a entregar su nombre e información identificatoria al DOH para inscribirse en el Registro;
- y autoriza al DOH a permitir el acceso a esta información a las organizaciones de obtención de órganos reguladas por el gobierno federal, a los bancos de tejidos y ojos con licencia del estado de Nueva York y a los hospitales en caso de que usted fallezca.

Firma Fecha







Hot Topics

Future MSC Supervisor Conferences

- All future conferences will be one session only (9:30 to 12:30).
- Both Videoconference and Webinar format will continue to be offered.
- Supervisors may elect to have service coordinators attend webinars.
- Certificates are not given for webinars – keep the registration confirmation (when applicable) as supporting documentation and complete the MSC Training Record with supervisor verification as usual.

Electronic Payments

- All vendors who have not already done so are encouraged to sign up immediately for EFT (Electronic Funds Transfer) for MSC payments. See [MSC E-Visory #05-14](#) for information.

Provider ID Consolidation

- OPWDD has begun the process of consolidating provider IDs into one single ID for each MSC Vendor.

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Hot Topics (continued)

Division of Quality Improvement (DQI) Findings Quarterly Report

The following deficiencies were found to be recurrent or thematic in recent DQI quality surveys:

1. Incorrect Medicaid (CIN) number listed on Individualized Service Plan (ISP).
2. ISP not signed by service coordinator within 45 days of review meeting.
3. ISP does not indicate if review was a face to face or not.

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Voting Rights for People with Developmental Disabilities

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Voting Rights

National Voter Registration Act (NVRA) of 1993
or the “Motor Voter Bill”

Provides standards and protections related to voter registration for all U.S. citizens.

SUBCHAPTER I—H—The Congress finds that...

- (1) the right of citizens of the United States to vote is a fundamental right;
- (2) it is the duty of the Federal, State, and local governments to promote the exercise of that right; and
- (3) discriminatory and unfair registration laws and procedures can have a direct and damaging effect on voter participation in elections for Federal office and disproportionately harm voter participation by various groups, including racial minorities.

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Voting Rights

- ▶ Sec. 5-211 of the State of New York 2013 Election Law: Agency Assisted Registration
 - Each agency designated as a participating agency (this includes OPWDD) under the provisions of this section shall implement and administer a program of distribution of voter registration forms pursuant to the provisions of this section.
- ▶ Why these two laws exists
- ▶ Importance of Voting
- ▶ Why is NVRA Important to everyone that we serve
- ▶ OPWDD Vision

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NYS Developmental Disabilities Planning Council

Jim Huben
Anna Lobosco
Jessica Aubin

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Who We Are

- The New York State Developmental Disabilities Planning Council is comprised of volunteer members appointed by the Governor. Each Council Member represents one of the following groups:
 - *Persons with developmental disabilities or their parents/guardians*
 - *State agencies*
 - *Non-governmental organizations*
- Federal law requires that at least sixty-two percent of the Council membership includes persons with developmental disabilities or parents/guardians of such persons.
- The DDPC has an Executive Committee and three Standing Committees, which review state legislation and policies affecting individuals with developmental disabilities and their families.
- Council members meet quarterly to discuss issues such as policy and funding decisions that affect the lives of individuals with developmental disabilities. Council Members determine which demonstration programs will be funded and participate in the Committees that develop requests for proposal for new projects.

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What We Do

- The New York State Developmental Disabilities Planning Council (DDPC) is a federally-funded State agency working under the direction of the Governor of the State of New York.
- The DDPC fulfills its responsibilities under the DD Act principally through the development, implementation and evaluation of its State plan.
- The DDPC affects positive systems change through grant programs that fund activities such as:
 - Demonstration programs
 - Training for all families and staff
 - Outreach to underserved populations
 - Support to communities
 - Interagency collaboration and coordination

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DDPC State Plan

- ▶ Systems Transformation with Sustainable Supports
- ▶ Life Transition & Cross Systems Coordination
- ▶ **Community Inclusion & Participation**
- ▶ Healthy Living
- ▶ Leadership, Advocacy and Informed Decision-making
- ▶ Self-Advocacy

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Voter Rights: Why is Voting Important?

- For people with I/DD to fully participate in communities encourages civic involvement
- It is a fundamental right and part of a healthy democracy
- Allows feedback to political leaders on thoughts of the electorate
- Provides insight to us (and the state) on barriers and challenges within the system and communities

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Voter Rights: Who's Eligible to Vote in NYS?*

- United States citizens;
- Anyone 18 years old;
- live at your present address at least 30 days before an election;
- not be adjudged mentally incompetent by a court;
- not claim the right to vote elsewhere.

* <http://www.elections.ny.gov/VotingRegister.html>

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Voter Rights: Common Myths

- Persons with I/DD do not have the right to vote.
- Persons under guardianship do not have the right to vote.
- Persons with I/DD need a guardian with them to vote.
- Persons with I/DD can not ask for help when at the polls.
- Persons with I/DD can not choose who they want to help them at the polls.
- If your eligibility is questioned you can not vote.
- Voting machines are not accessible.

* <http://www.elections.ny.gov/VotingRegister.html>

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Voter Rights: Upcoming Federal Election Deadlines

	Federal Primary June 24, 2014	State Primary September 9, 2014	General Election November 4, 2014
Registration	May 30, 2014	August 15, 2014	Overseas Citizens October 10, 2014 Uniformed Services October 24, 2014
Ballot Request	May 30, 2014	August 15, 2014	October 28, 2014
Ballot Return	Postmarked by June 23, 2014 Received by July 1, 2014	Postmarked by September 8, 2014 Received by September 16, 2014	Postmarked by November 3, 2014 Received by November 17, 2014

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How you can help

- ▶ We will be working on the voter rights issue.
- ▶ Keep us posted on challenges and barriers faced.
- ▶ Make us aware of positive experiences.
- ▶ Your input and feedback is encouraged and valued as it will help us in our work.

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Contact Information

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 800-395-3372
 518-486-7505

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Registration Blitz!

- ▶ In 2014 OPWDD is asking that all service coordinators ask the people they serve at their next ISP review if they would like to register to vote and provide any necessary information and assistance to do so.
- ▶ Remain non-partisan
- ▶ Materials and further information are available on OPWDD's website:
http://www.opwdd.ny.gov/opwdd_community_connections/voting_rights

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QUESTIONS?

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MSC Units

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NYS Office for People with Developmental Disabilities
Putting People First



Units a brief history...

- ▶ The unit allocation methodology was implemented in October 2010 as a means to meet a mandated 18% annual savings to the MSC program.
- ▶ Realizing that not everyone needs or wants MSC every month, rather than bill every month for every MSC participant, the unit allocation was created so that agencies would have a pool of units to work with and to keep unnecessary service provision and billing in check.
- ▶ Base allocations were issued in October 2010 and a "refresh" was issued in April 2011.
- ▶ No further refreshes or unit allocation reports have been issued since that time; nor is it expected will there be.
- ▶ Each provider is expected to keep track of their unit allocation and utilization.

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Units the allocation methodology

- ▶ MSC Units are allocated to an agency according to where the person resides and whether the person is a Willowbrook Class member:
 - 6 Units: Supervised (24 Hour Settings)
 - 10 Units: Supported Settings
 - 12 Units: all other settings including Family Care and ALL Willowbrook Class members regardless of residential setting.
- ▶ PCSS (Plan of Care Support Services) was later added to this methodology in 2012. Regardless of residential setting:
 - 2 Units: Those enrolled in PCSS prior to 10/1/2012
 - 4 Units: Those enrolled in PCSS after 10/1/2012
 - 2 Units: Children in Early Intervention regardless of enrollment date.

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Units basic concepts

- ▶ This is a way of arriving at a number of units to work with.
- ▶ The units are "pooled".
- ▶ Though each person brings a certain number of units to that pool it has no bearing on how many times a person may receive the service.
- ▶ Someone in an IRA may need more than six services a year just as someone living with family may need less than 12 services per year. (*Note: Willowbrook class members must receive the service every month).
- ▶ Your agency responds to the individual needs of the people you serve while managing your overall allocation to ensure it is not exceeded.
- ▶ The allocation is tracked based on the fiscal year: April 1st to March 31st.
- ▶ New Agencies who started after April 2011 start at "zero" and build their allocation as they take on new people.

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Units calculating your allocation

- ▶ All you need to know to calculate your base allocation for the fiscal year is:
 - Who you serve
 - Where they live
 - Whether the person is a Willowbrook class member
- ▶ From there you make adjustments as people come and go throughout the fiscal year. For that you'll need to know:
 - When in the fiscal year the change occurred, and
 - What the change was.

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Units adjusting your allocation

- ▶ Proper adjustments will be made depending on the scenario:
 - Someone transfers from your agency to another: the units come out of your allocation.
 - Someone transfers to your agency: units are added to your allocation.
 - Someone stays with your agency but changes residential setting (e.g. Supervised IRA to own home or vice-versa): Units are increased or decreased according to the nature of the move.
- ❖ In all of these scenarios, the unit adjustment for the current fiscal year is prorated depending on when in the fiscal year the change occurred and then annualized for the full amount the following fiscal year.

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Units adjusting your allocation (cont)

- ▶ For example...
 - A person living in a supervised IRA (6 annual units) transfers to your agency beginning October 1 (which is 6 months, or half way, into the fiscal year).
 - Adjust your allocation by adding 3 units for the remainder of that fiscal year.
 - Then, when you recalculate your allocation the following fiscal year that person represents the full annualized amount of units: 6.
- ❖ Refer to the [Portability and Attrition](#) Document on our website (and included with the conference materials) for further examples and information.

Please Note: the Portability and Attrition document will be updated to reflect the recent changes to the management of reserve units.

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Units adjusting your allocation (cont)

~~***Note: the information on this slide is no longer valid***~~

▶ **The “Reserve”**

- Sometimes a person leaves MSC altogether whether voluntarily or by loss of eligibility.
- When this occurs your agency keeps the unbilled units in your Reserve for up to 9 Months to be used for people who are brand NEW to MSC.
- If you don't take another NEW person on within that 9 months the units are removed from your allocation.
- If you take on a new person the Regional Office may ask you how many units you have in your reserve that can be applied to the new person so you must keep track of this reserve in addition to your overall unit allocation.

✦ The reserve applies only when someone leaves MSC. It does not apply if someone transfers to/from another agency (when that happens the units follow the person) AND reserve units may only be applied to people who are new to the service and have selected your agency.

~~***Note: the information on this slide is no longer valid***~~

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Units adjusting your allocation (cont)

- ▶ The information on the prior slide is now obsolete but is included for explanatory purposes.
- ▶ **It is no longer necessary to track reserves.**
- ▶ When a person leaves MSC the units go back to OPWDD.
- ▶ Each time a person comes to your agency they will come with “New” units.
- ▶ There are no longer “Reserve Units”.

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Units tracking your utilization

- ▶ Now that you have your base and are making proper adjustments, you must track your actual utilization, i.e. billing.
- ▶ It is recommended that, at a minimum, you do this on a quarterly basis.
- ▶ It is essential that you do this regularly enough to know where you stand in the fiscal year and to ensure you do not exceed your allocation.

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Units Quiz

The following questions will be answered and explained at the March 12, 2014 conference.

The answers and explanations will also be issued by MSC E-Visory after the conference.

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Units Quiz

True or False

1. A person living in a Supervised IRA may only receive MSC six months a year.
2. An agency may only bill MSC for six months a year for someone living in a Supervised IRA.
3. PCSS and MSC units are combined into the same allocation.
4. Units are tracked based on the Calendar Year.
5. The local Regional Office may request a unit utilization report from my agency at any time.

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Units Quiz

True or False

6. If someone transfers to my agency from another agency, how many units transfer to my agency depends on how many times the former agency billed for that person.
7. OPWDD will be issuing unit allocation reports to all agencies on a regular basis.
8. Agencies have a separate unit allocation per district (DDSO).
9. I must have available units before I can serve a new person.
10. If I over-utilize my unit allocation I can ask for more.

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QUESTIONS?

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Benefit Information

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NYS Office for People with Developmental Disabilities
Putting People First



**Applying for Medicaid
through the New York State
of Health**

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Applying for Medicaid

- Apply through
- ▶ New York State of Health (NYSoH)
 - <https://nystateofhealth.ny.gov/>
- Or
- ▶ Local Social Services District

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NYSoH Applicants

MAGI Eligibility Groups include:

- ▶ Pregnant Women
- ▶ Infants and Children under age 19
- ▶ Childless Adults to include individuals who are: not pregnant, age 19-64 (age 19 – 20 living alone), not on Medicare, and could be certified disabled but not on Medicare
- ▶ Parents/Caretaker Relatives
- ▶ 19 & 20 year olds living with parents
- ▶ Family Planning Benefit Program
- ▶ Children in Foster Care (Chafee)

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Applying through NYSoH

- ▶ Individuals applying through NYSoH may attest to household income for the upcoming year. If the income is different than the income found on the data matches, income documentation may need to be provided.
- ▶ Citizenship/Immigration status and social security number will be verified through the federal data sources. If citizenship/ immigration status or social security number does not match, documentation must be provided.

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LDSS Applicants

Non – MAGI Eligibility Groups include:

- ▶ SSI recipients
- ▶ Individuals who are age 65 or older, unless a parent/caretaker relative, blind or disabled and do not meet the criteria of the MAGI Eligibility Groups
- ▶ COBRA
- ▶ Medicare Savings Program (MSP)
- ▶ AIDS Health Insurance Program (AHIP)
- ▶ Foster Care and Former Foster Care
- ▶ Medicaid Buy-In for Working People with Disabilities
- ▶ Medicaid Cancer Treatment Program
- ▶ Residents of Adult Home run by LDSS, OMH Residential Care Centers/Community Residences

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Documentation Requirements

- ▶ U.S. citizen (born in the U.S. or one of its territories) providing a valid Social Security Number (SSN), a match with the Social Security Administration (SSA) will verify SSN, date of birth and U.S. citizenship. If SSA verifies this information, no further proof is needed.
- ▶ The SSA match cannot verify birth information for a naturalized citizen - need to submit proof of naturalization (e.g., Naturalization Certificate (N-550 or N-570) or a U.S. passport.
- ▶ Proof of citizenship or immigration status
- ▶ Proof of age (if not verified by SSA), like a birth certificate
- ▶ Four weeks of recent paycheck stubs (if working)

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Documentation Requirements (cont)

- ▶ Proof of income from Social Security, Supplemental Security Income (SSI), Veteran's Benefits (VA), retirement benefits, Unemployment Insurance Benefits (UIB), Child Support payments
- ▶ If age 65 or older, or certified blind or disabled, and applying for nursing home care or need coverage for waived services, need to provide information on bank accounts, insurance policies and other resources
- ▶ Proof of where the person lives, such as a rent receipt, landlord statement, mortgage statement, or envelope from mail received recently
- ▶ Insurance benefit card or the policy (if person has any other health insurance)
- ▶ Medicare Benefit Card (the red, white, and blue card)

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Medicaid Managed Care and Managed Long Term Care

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Medicaid Managed Care

- ▶ Health care system that coordinates the provision, quality, and cost of care for its enrolled members.
- ▶ Offers participants a chance to choose a Medicaid health plan focused on preventative care.
- ▶ Services accessed through participating providers.
- ▶ OPWDD MSC and/or HCBS Waiver services are paid as "fee for service" Medicaid.

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What Services Are Offered?

- ▶ Hospital services
- ▶ Physician services
- ▶ Emergency services
- ▶ Lab/X-Ray services
- ▶ Durable medical equipment, medical/surgical supplies, prosthetics
- ▶ Home health care
- ▶ Specific to the county or health plan: family planning, emergency transportation, dental
- ▶ OPWDD MSC and/or HCBS Waiver services are "carved out" and paid as "fee for service" Medicaid

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Mandatory Enrollment

- ▶ **Managed Care is mandatory in all NYS counties unless an individual is *exempt or excluded***

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MMC Exempt/Excluded

Exempt:

- ▶ Enrolled in the HCBS Waiver
- ▶ Enrolled in a CAH or TBI Waiver
- ▶ Residing in an ICF or DC
- ▶ Individuals with an OPWDD eligibility determination designated by RE code 95

Excluded:

- ▶ Receiving both Medicaid and Medicare (dual eligibles)
- ▶ Spenddown cases
- ▶ People with other full-benefit TPHI
- ▶ MBI-WPD people at or above 150% of the FPL

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Medicaid Managed Care and OPWDD District 98

OPWDD District 98 does not offer Medicaid Managed Care plans

- ▶ Does OPWDD District 98 offer any Managed Care plans?

NO

- ▶ Can a person whose Medicaid district is OPWDD 98 enroll in a LDSS/County's Managed Care plan?

NO

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Medicaid Managed Care and LDSS/County

- ▶ The Medicaid Managed Care Plans available to the person depends on the county.
- ▶ Counties may have more than one Medicaid Managed Care plan to choose from.
- ▶ May obtain plan information by contacting NY Medicaid Choice or the LDSS or online.

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NY Medicaid Choice

- ▶ NY Medicaid Choice is a private company that the majority of districts contract with, including NYC, to help people enroll in Medicaid Managed Care.
- ▶ Maximus is the New York Medicaid Choice operator/vendor.
- ▶ Counties that do not use NY Medicaid Choice/Maximus can help to enroll people in Medicaid Managed Care at the LDSS.

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NY Medicaid Choice/Maximus

- ▶ 1-800-505-5678
- ▶ TTY: 1-888-329-1541
 - Monday – Friday 8:30 am to 8:00 pm
 - Saturday 10:00 am to 6:00 pm
- ▶ www.nymedicaidchoice.com/

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Managed Long Term Care (MLTC)

- ▶ Managed Long Term Care Plans are private health plans approved by NYS for people who:
 - Are chronically ill
 - Have disabilities
 - Need health and long term care services
- ▶ Three Types:
 - Programs of All-Inclusive Care for the Elderly (PACE)
 - Partially Capitated
 - Medicaid Advantage Plus
- ▶ Individuals CANNOT be enrolled in Managed Long Term Care and receive OPWDD MSC and/or HCBS Waiver Services.

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MLTC Exclusions

- ▶ Individuals receiving OPWDD MSC and/or HCBS Waiver services
 - Defined by RE codes 35 and 46
- ▶ MLTC plans are instructed to exclude individuals with RE code 95
 - RE code 95 is defined as OPWDD eligible
 - Local districts may have previously entered RE code 95 for people they determined to be "look alikes"/have similar needs
- ▶ MLTC plans offer comparable services
 - Ex: MSC and Social Work

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MMC or MLTC?

- ▶ MMC and MLTC use coverage code 30
- ▶ www.nymedicaidchoice.com/choose/find-health-plan
- ▶ www.nymedicaidchoice.com/choose/find-long-term-care-plan

Provider ID	Provider Name	Plan Code	Package	Begin Date	End Date	Trans District	Case Worker	Change Date
0094519	METROPOLIS HEALTH PLAN INC	Q2-METROPOLIT	01-BP01	01/01/2009	06/30/2010	66-NY CITY	WYEMV	12/04/2008
01478670	HEALTH FIRST PHSP INC	SF-HEALTH FIR	01-BP01	07/01/2010	09/30/2011	66-NY CITY	WYEMV	06/09/2010
01478670	HEALTH FIRST PHSP INC	SF-HEALTH FIR	01-BP01	08/01/2012	04/30/2013	66-NY CITY	WYEMV	07/17/2012
01612894	AMERIGROUP NEW YORK LLC	XP-AMERIGROUP	66-BP66	12/01/2008	12/31/2008	66-NY CITY	WYONE	10/31/2008

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RE Code 95



- ▶ RE = Restriction/Exception
- ▶ RE Code 95 = OPWDD eligible
 - as indicated in TABS (provisional and permanent)
- ▶ Central Operations RE code upload
- ▶ RE Code 95 exempts a person from MMC
- ▶ RE Code 95 excludes a person from MLTC

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How to Request RE Code 95

- ▶ Request an OPWDD eligibility determination from the Developmental Disabilities Regional Office (DDRO)
- ▶ If individual is determined OPWDD eligible, a 95 code will be added to the individual's Medicaid coverage once the individual receives an OPWDD service
- ▶ A written request may be made to add the 95 code

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

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Add or Remove RE Code 95

- ▶ Requests to add or remove RE code 95 may be made when a person who is OPWDD eligible wants the code added or when a person wants to enroll in Managed Long Term Care
 - We require the request be provided in writing
- ▶ Who can request?
 - The person, their family, MSC or social worker, treatment team, legal guardian, advocate, etc.
- ▶ Who cannot request?
 - The MLTC plan
- ▶ What criteria must be met for the 95 code to be added?
 - Individual must have a OPWDD eligibility determination in TABS
- ▶ What criteria must be met for the 95 code to be terminated?
 - TABS indicates Null or Terminated HCBS Waiver
 - No MSC or HCBS Waiver program enrollments in TABS
- ▶ **Removal of RE Code 95 is Temporary**
 - People with OPWDD eligibility entered into TABS will have RE code 95 re-entered via the automatic upload process

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Supplemental Security Income

- ▶ Currently the SSI payment includes the Federal and State payments.
- ▶ In October 2014, the NYS Office of Temporary and Disability Assistance will takeover the payment of the State Supplement Payment.
- ▶ If eligible for both portions, the individual will receive two checks beginning 10/1/2014.

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QUESTIONS?

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Dates for the upcoming 2014 MSC Supervisors Conferences

June 11, 2014
September 10, 2014
December 10, 2014

You can register for the upcoming videoconferences or webinars at the following link:

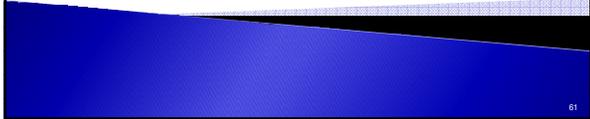
http://www3.opwdd.ny.gov/wp/wp_catalogc1310.jsp

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Thank You

Your feedback is greatly appreciated

An evaluation form is included in your conference materials. Please share your ideas for upcoming session topics.



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April 2, 2012

(Updates to the May 3, 2011 document)

MSC Restructuring Unit Management – Portability and Attrition

OPWDD policy expectation – There is **No CAP** on enrolling **eligible** individuals in MSC. New MSC participants have free choice of available and qualified providers regardless of the number of units allocated to a particular provider at a given point in time. MSC participants already enrolled in MSC may transfer between available and qualified MSC providers whenever the person exercises their free choice to do so regardless of the number of units allocated to their provider of choice. In March 2012, OPWDD issued guidance for assessing an individual's ongoing and comprehensive need for Medicaid Service Coordination.

The MSC Unit Allocations are meant to be used as a planning tool only and are not meant to restrict the ability of otherwise eligible individuals to receive MSC. Likewise, the MSC unit allocations are not meant to restrict the ability of MSC participants to exercise their free choice of available and qualified MSC providers. MSC must be provided as needed based on the scope of the service and the individualized needs of each person and necessary services should not be withheld due to unit allocation issues.

Portability of Units - Units are portable and follow the individual, regardless of Vendor, residential setting or District catchment area. During a state fiscal year, units are pro-rated, with annual adjustment for the subsequent state fiscal period. State fiscal year is April 1 – March 31. As of April 1, 2012, units will follow an individual even when there is up to 90 days between effective remove date from one vendor's program and effective add date to another vendor's program.

Management of Vendor Reserve of Allocated Units (Attrition) - Units are allocated to provider agencies (Vendors). When units are no longer associated with an individual (i.e., due to death, moves out of state, individual no longer Medicaid enrolled, individual in a residential setting that precludes receipt of MSC) the units freed continue to be available to the Vendor as part the allocation, but are now considered in a specific reserve. The following rules apply to the reserve:

1. The reserve is intended to facilitate prompt service to new individuals authorized by the District, not to supplement service to individuals already authorized for MSC.
2. If a Vendor has a reserve, the reserve is the full annual value that had been attributed to the individual who is no longer eligible for MSC.
3. The potential period to utilize reserve units is nine months from when the attrition occurred. Example – An individual is removed from MSC due to a move out of state, so no longer eligible for MSC as of February 1, the Vendor would have the full annual units per the unit methodology in reserve through October if the reserve isn't returned to the District earlier or isn't needed to support a new enrollee.
4. If a Vendor's reserve is not used within nine months, **the Vendor allocation will be decreased** (units revert to District for district level management).

We help people with developmental disabilities live richer lives.

5. While a Vendor's reserve is available for up to nine months, the District may discuss with the Vendor a shift of reserve units back to the District prior to the nine month expiration.
6. If a Vendor is approved by the District for an individual to change from MSC to PCSS, the MSC units go into the Vendor's reserve. The District is responsible for identifying resources to fund PCSS.
7. If a Vendor is approved by the District to enroll a new individual, and does not have sufficient reserve to support the enrollment, the necessary units will come from the District's resources unless the individual meets the criteria for Central Office units (Districts work with Central Office to make these determinations).
8. If a Vendor has an individual moving to a more restrictive setting (i.e., from home to IRA), the Vendor's reserve will be increased to include the differential of freed units.
9. If a Vendor has an individual moving to a less restrictive setting (i.e., IRA to independent setting), Central Office units will be provided for the differential.

Unit Allocation and Proration – While MSC unit allocations are full annual values, based on state fiscal year (April 1- March 31), through portability of unit described above and new enrollment in MSC, vendors will have partial year unit usage in the year of change or service start. The Vendor, of the individual who has changed Vendor, or who has accepted a new enrollment, can consider units available based on the portion of the state fiscal year remaining as of the effective date the individual is authorized to receive service from that Vendor.

- Example 1, an individual living in a Supportive IRA changes Vendor effective October 1 so with 6 months remaining in the state fiscal year (October – March), half of the 10 unit annual allocation for a Supportive individual, or 5 units, are available to the new Vendor in the current state fiscal year.
- Example 2, for an individual living in a Supervised IRA who changes Vendor effective December 1, there are 4 months remaining in the state fiscal year (December – March), one-third of the 6 unit annual allocation for a Supervised individuals, or 2 units, are available to the new Vendor in the current state fiscal year.
- Example 3, an individual living at home with family is authorized for service effective June 1, there are 10 months remaining in the state fiscal year (June – March), and even though removed from former Vendor's program April 15, units follow the individual with five-sixths of the 12 unit annual allocation for an individual living with family, or 10 units are available to the Vendor in the current state fiscal year.

Tracking and Unit Management - TABS continues to track MSC transactions (i.e., MSC forms and DDP-1 for residential changes). MSC enrollment and residential change transactions recorded in TABS are essential components associated with MSC unit allocation management.

1. Enrollment Changes - If an individual changes Vendor and the former Vendor exceeded the expected utilization (billed more units), the former Vendor may need to explain the extra billing. The new Vendor will receive prorated units for the current fiscal period, and is not affected by the former Vendor's utilization.
2. Supplemental Unit Allocation – If a Vendor does not have sufficient reserve available to serve a new authorized individual, and the individual does not meet the Central Office criteria for additional units, the unit allocation will come from a District allocation.
3. Vendors Responsible For Managing Allocations - Vendors are responsible for explaining billing that exceeds expected utilization.
4. Monitoring Enhancements - OPWDD Central Office produces quarterly reports of billed units for OPWDD district offices to facilitate discuss with Vendors on the management of their unit allocations.

Applying for Health Insurance/Medicaid

Beginning January 2014, New York State residents can apply for Health Insurance/Medicaid online through New York State of Health (NYSOH) (<https://nystateofhealth.ny.gov/individual> or 1-855-355-5777). Applications for Health Insurance/Medicaid may be completed online at home, at certain local social service districts with the assistance of Certified Application Counselors, or at other sites throughout the state with the assistance of a Navigator. Applications can also be taken by telephone.

MAGI Group

Individuals applying for Medicaid through NYSOH have their eligibility determined using a Modified Adjusted Gross Income (MAGI) method. They are referred to as the MAGI Group, which includes the following:

- Pregnant women
- Children from birth through the age of 18
- Parents/caretaker relatives
- Adults ages 19-64
- Certain immigrants

When applying for Medicaid through NYSOH individuals must either know or bring the following information to complete their online application:

- Number of people in their tax filing unit (tax household)
- Annual income
- Current health insurance (if applicable)

Non-MAGI Group

NYSOH cannot determine eligibility for individuals who may require special eligibility determinations and they must continue to submit a paper application to their local social service district through existing methods. These individuals fall under the “Non-MAGI” group and include the following:

- Working People With Disabilities;
- Residents of Nursing Homes, Congregate Care Facilities, Residential Treatment Facilities;
- Waiver Children (children who require a waiver of parental deeming for Medicaid eligibility);
- ADC Medically Needy (Spendedown)
- Individuals who are enrolled in Medicare (unless parents or caretaker relatives).

Supplemental Security Income (SSI) recipients and Foster Care Children remain the responsibility of the Medicaid district and continue to be eligible.

Referral Process

Individuals should not be concerned about applying at the wrong location. Applications will be referred between the local districts and NYSOH as appropriate depending on the applicant’s needs.

**Evaluation Form:
MSC Supervisors Video Conference/Webinar
March 12, 2014**

Please check a rating for each statement:

I attended the webinar ____ **I attended the video conference** ____

1. The session objectives were clearly explained.

Strongly Agree Agree Neutral Disagree Strongly Disagree

2. The session effectively met its stated objective.

Strongly Agree Agree Neutral Disagree Strongly Disagree

3. The session materials helped me to understand the subject matter.

Strongly Agree Agree Neutral Disagree Strongly Disagree

4. The session content increased my understanding of the subject matter.

Strongly Agree Agree Neutral Disagree Strongly Disagree

5. The subject matter will be useful to me in my job.

Strongly Agree Agree Neutral Disagree Strongly Disagree

6. The presenter was knowledgeable about the subject matter.

Strongly Agree Agree Neutral Disagree Strongly Disagree

7. The presentation style contributed positively to the program.

Strongly Agree Agree Neutral Disagree Strongly Disagree

8. 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 leave this form at the training site or return it to Angie Francis via email by March 31, 2014 to:
Angie.x.Francis@opwdd.ny.gov