



STATE OF NEW YORK  
OFFICE OF MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES  
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## MEMORANDUM

TO: DDSO Directors

FROM: Jan Abelseth   
Interim Deputy Commissioner  
Division of Quality Assurance

DATE: October 1, 1998

SUBJECT: Waiver Review in Family Care Homes

On September 16, 1998, the Division of Quality Assurance met with DDSO representatives who will be responsible for the review of waiver services that occur in family care homes. One of the purposes of the meeting was to provide training in the use of the review protocols designed by the waiver committee.

Several suggestions were made by meeting attendees that were considered and agreed to by all who were present. This memorandum outlines the updates.

1. DDSO review of waiver services delivered in family care will commence on November 1, 1998.
2. Each DDSO will be expected to review 5% of consumers receiving each waiver service they provide between 11/1/98 and 3/31/99. From 4/1/99 to 3/31/00, each DDSO will complete a 10% consumer sample for each waiver service.
3. On a quarterly basis, each DDSO must submit a report to the Division of Quality Assurance that identifies the review activity conducted during the quarter. The first report due date is 1/2/99 (will cover period from 11/1-12/31/98).
4. Copies of review protocols, exit conference forms and guidelines may be obtained from the appropriate Division of Quality Assurance Regional Director.

Thank you for your continued cooperation.

cc: K. Broderick  
P. Catchpole  
R. Johnson  
G. Lind  
P. Pezzolla

