



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

TO: DDSO Directors
All Executive Directors of Voluntary Agencies

FROM: Jan Abelseth 
Deputy Commissioner
Division of Quality Assurance

DATE: June 21, 1999

SUBJECT: Service Coordinator Access to DQA Reports

With the increased availability of individual service environments designed to promote and achieve the values of independence, individuality, integration and productivity for persons with mental retardation and developmental disabilities, it remains critical that service coordinators take full advantage of all Division of Quality Assurance (DQA) inspection reports. These reports are particularly important as they relate to the conditions of OMRDD certified programs, and the corrective actions promised by providers. Access to such information ensures that service coordinators are knowledgeable of any program that provides service, or potentially could provide services, to their consumers.

Therefore, effective July 15, 1999, all DDSOs and providers of services will be required to maintain copies of the most current DQA inspection reports, including statements of deficiencies, plans of corrective actions, and/or exit summary forms, for all facilities and programs that are certified by OMRDD. These copies will be located at the program site, and must be available for review by service coordinators. DDSOs will maintain copies of certification reports centrally for all family care programs within their district, and will ensure that service coordinators can access this information as necessary. Quality Assurance surveyors will verify the availability of the information as part of the review process.

Making survey information more accessible should prove highly beneficial to service coordinators and improve their overall effectiveness as advocates. Should you have any questions, please contact me at (518) 474-3625.

cc: Commissioner Maul
Mr. Johnson
Ms. Broderick
Mr. Pezzolla
Mr. Gingold
Mr. Jung
Ms. Pensky
Mr. Picker
Ms. Trent

