

George E. Pataki  
Governor



Thomas A. Maul  
Commissioner

STATE OF NEW YORK  
OFFICE OF MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES  
44 HOLLAND AVENUE  
ALBANY, NEW YORK 12229-0001  
(518) 473 1997 • TDD (518) 474-3694

TO: DDSO Directors  
All Executive Directors of Voluntary Agencies

FROM: Peter Pezzolla *PP*  
Associate Commissioner, Upstate Region 1

Kathy Broderick *KB*  
Associate Commissioner, New York City

DATE: July 14, 1999

SUBJECT: Access to DQA Reports by Service Coordinators

**Please distribute these memos to all DDSO and voluntary agency service coordinators**

Attached is a copy of the memo you received from Jan Abelseh, Deputy Commissioner, Division of Quality Assurance regarding the availability of certain DQA reports to service coordinators. The memo states that, "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".

Service coordinators' access to these DQA reports will greatly assist them in obtaining information about an agency and monitoring the quality of services provided by that agency. This is the type of information that families and consumers want and need as they work with their service coordinator in developing, implementing, and monitoring their Individualized Service Plans.

All DDSO and voluntary agency service coordinators need to know about this new OMRDD policy so they can take full advantage of these DQA reports. Please be sure to distribute these memos to all service coordinators and their administrative and clinical supervisors. Thank you.

CC: Ms. Abelseh  
Dr. Schwartz  
Mr. Gingold  
Ms. Pensky