



## Executive Office

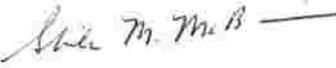
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## MEMORANDUM

TO: DDSO Directors  
Executive Directors of Voluntary Providers

FROM: Sheila McBain, Ph. D.   
Deputy Commissioner  
Division of Quality Management

DATE: September 18, 2009

SUBJECT: Service Coordination Access to Division of Quality Management Reports

This memo serves as a reminder of the July 15, 1999 requirement that all DDSOs and providers of services will be required to maintain copies of the most current Division of Quality Management (DQM) inspection reports, including statements of deficiencies, plans of corrective actions, and/or exit summary forms, for all facilities and programs that are certified by OMRDO. 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 Management surveyors will verify the availability of the information as part of the review process.

With the increased availability of individual service environments designed to promote and achieve the values of independence, individuality, integration and productivity for persons with developmental disabilities, it remains critical that service coordinators take full advantage of all DQM 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 individuals.

Making survey information 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 Ritter  
Mr. Chmura  
Ms. Broderick  
Mr. Smits