

# Executive Order 38 – Disclosure



## Executive Order #38

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**Provider Name:** EO38 Organization 1  
**Federal Employer Identification Number:** 675849302

1. Information2. Update Details3. Submit Disclosure4. Apply for Waiver

**Notes**

- Please review the guidance, regulations, definitions and terminology before completing this form.
- Enter all dollar values as whole numbers.
- The method of accounting used by the individual/entity in producing the annual financial reports shall be used in all EO-38 calculations.
- Individuals/entities must keep all supporting documentation used for the disclosure statement (including, but not limited to, any of the recommended EO-38 Worksheets used in the process) and must be able to provide that documentation upon request.

**Worksheets**

**Submitted Disclosures**

-  [Executive Compensation Calculation Worksheet](#)
-  [Program Services and Admin Expenses Calculation worksheet](#)
-  [SF/SAP Calculation Worksheet](#)

Reporting Period	Preparer	Attested By	Submitted Date	Status
<a href="#">01/01/2015 - 01/05/2015</a>	dfdf gdfgdfgdfg			Pending

This section will familiarize the user on the methods used to navigate through the Disclosure Screen.

1/20/2015

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## [Disclosure](#)

From the Executive Order 38 webpage <http://executiveorder38.ny.gov> , click the **Disclosure** link.

Log into the Disclosure section using your Username and Password, provided by Grants Gateway:



# Executive Order #38

[HOME](#) | [FAQ](#) | [GUIDANCE](#) | [DETERMINATION](#) | [TRAINING](#) | [CONTACT](#)

**LEGAL NOTICE:** Based upon the April 8, 2014 decision in Agencies for Children's Therapy Services, Inc. v. New York State Department of Health, et al. ("ACTS"), covered providers conducting business in Nassau County need not file Executive Order 38 disclosures. For purposes of this notice, "conducting business" means having a place of business within Nassau County, providing program services or administrative services involving the use or receipt of State funds or State-authorized payments within Nassau County, or otherwise conducting business within Nassau County in relation to which executive compensation is paid. Please note that the ACTS decision is under appeal. Those affected by the ACTS' decision should periodically check the EO 38 website for updates regarding any changes to this notice.

## Disclosure - Login

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**Note:** To ensure that the EO38's websites functionality is enabled, please use either Fire Fox, Chrome, or Internet Explorer v8 or higher.

**Username \*** [Request a Grants Gateway Account](#)

Enter your Grants Gateway username.

**Password \***

Enter the password that accompanies your username.

Forgot your Grants Gateway Username? Contact the Grants Gateway Administrator in your organization or the [Grants Reform Team](#).  
Forgot your Grants Gateway [Password](#)?

For technical issues when making a Disclosure, contact the [Technical helpdesk](#).

[PRIVACY POLICY](#) | [DISCLAIMER](#) | [ACCESSIBILITY](#)

After logging in, the next screen that is displayed is the Information screen:

There are four tabs, **Information**, **Update Details**, **Submit Disclosure** and **Apply for Waiver**:

### **The Submit Disclosure tab**

Click the **Submit Disclosure** tab. The **Submit Disclosure** tab allows you to:

1. Select the links for the Worksheets,
2. Review Submitted Disclosures,
3. Add a new Disclosure,
4. Continue work on a previously started Disclosure

## Add Disclosure

Select the Add Disclosure button to start filling out the Disclosure:



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#### Worksheets

- [Executive Compensation Calculation Worksheet](#)
- [Program Services and Admin Expenses Calculation worksheet](#)
- [SF/SAP Calculation Worksheet](#)

#### Submitted Disclosures

Reporting Period	Preparer	Attested By	Submitted Date	Status
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**Add Disclosure**

A new screen will appear, displaying all Four Steps required to complete the Disclosure. Here you:

- 1 State whether your organization is a Covered Provider (along with the Reporting Period),
- 2 Add a Covered Executive,
- 3 Disclose your Administrative Expenses
- 4 Add a preparer not listed (or select one that is already listed)

1. Information 2. Update Details 3. Submit Disclosure 4. Apply for Waiver

**1 Step 1 - Organization Information**

Our organization is a Covered Provider and our CEO/CFO has approved submission of the following information  
**Covered Reporting Period (CRP):**

**2 Step 2 - Covered Executive**

[Executive Compensation Calculation Worksheet](#)  
 This organization does **NOT** have staff that meets the definition of a Covered Executive.  
The following are our organization's Covered Executives: (includes but is not limited to directors, trustees, officers, and top 10 key employees).  
[+ Add an Executive not listed](#)

**3 Step 3 - Administrative Expenses** **4 Step 4 - Preparer Information**

[Program Services and Admin Expenses Calculation worksheet](#)  
Total Administrative Expenses     \$  (Numbers Only)  
(from line D of the worksheet "Category Totals - Administrative")  
Total Program Services Expenses     \$  (Numbers Only)  
(from line D of the worksheet "Category Totals - Program Services")  
Covered Operating Expenses     \$   
Administrative Expenses % Calculation        
Waiver Status

[+ Add a preparer not listed](#)  
 [Steve M. Woods, ABC Provider,\(Accountant\)](#)  
[\(Show/Hide Info\)](#)

**Step 1: State whether your organization is a Covered Provider (including the Reporting Period)**

**Step 1 - Organization Information**

Our organization is a Covered Provider and our CEO/CFO has approved submission of the following information

**Covered Reporting Period (CRP):** Select CRP  
07/01/2013 - 06/30/2014

If applicable, check the box stating that you are a Covered Provider and choose the timeframe for the Covered Reporting period (from the drop-down list).

Once you select the Covered Reporting Period, the Lead Agency and other Agencies will display. You will also get a message telling you that you must upload the PDF copy of the Determination Worksheet.

**Step 1 - Organization Information**

Our organization is a Covered Provider and our CEO/CFO has approved submission of the following information

**Covered Reporting Period (CRP):** 07/01/2013 - 06/30/2014 ▼

**Lead Agency:** Office for People with Developmental Disabilities

**Other Agencies:** Department of Health  
Office for the Aging  
Office of Mental Health

You must upload a PDF Determination Worksheet in order to proceed to the Disclosure form. Please use the 'Upload PDF' button below to upload the file.

**Upload PDF**

 **Note:** The PDF uploaded cannot be larger than 10MB.  
If you are unable to upload a PDF document, please try using another browser or contacting your IT HelpDesk regarding Administrative settings on your PC/laptop.

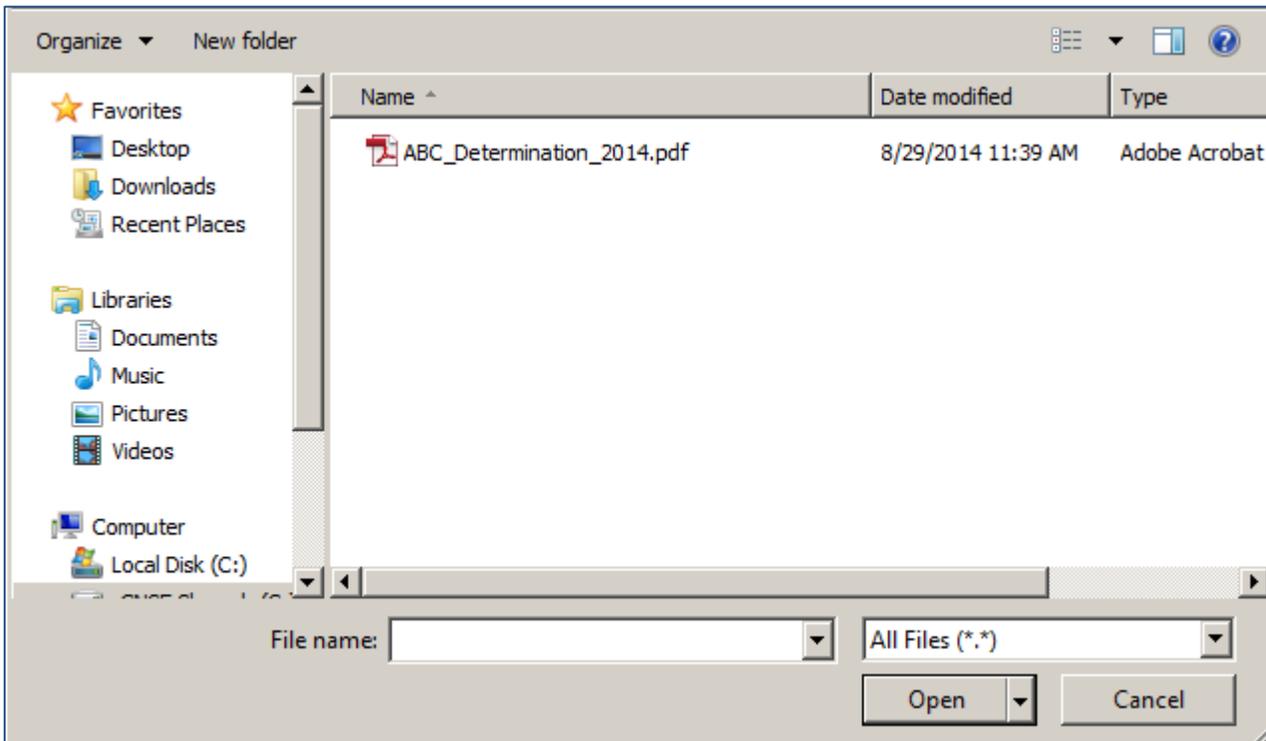
Click the **Upload PDF** button.

Please use the 'Upload PDF' button below to upload the file.

**Upload PDF**

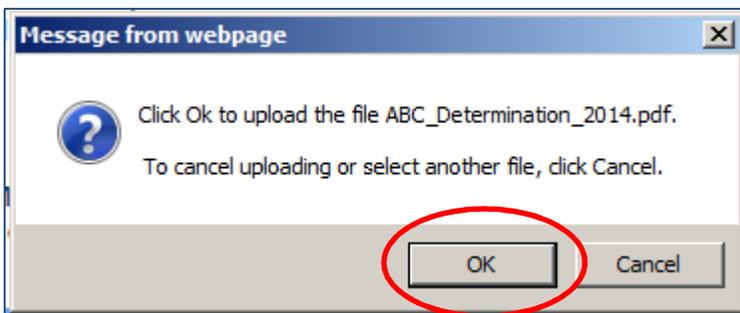
 **Note:** The PDF uploaded cannot be larger than 10MB.

At this point it is just like attaching a pdf to a document



Find the document that you want to upload and click the **Open** button.

You will be taken back to the Disclosure form and a message will pop up telling you to click OK to upload the PDF. Click **OK**.



The PDF will now appear at the bottom of the Organization Information.

### Step 1 - Organization Information

Our organization is a Covered Provider and our CEO/CFO has approved submission of the following information

**Covered Reporting Period (CRP):** 07/01/2013 - 06/30/2014

**Lead Agency:** Office for People with Developmental Disabilities

**Other Agencies:** Department of Health  
Office for the Aging  
Office of Mental Health

**Determination PDF File:** ABC\_Determination\_2014.pdf

You can View the PDF by clicking the  View PDF button.

You can Delete the PDF by clicking the  Delete button.

## **Step 2: Add a Covered Executive**

### Step 2 - Covered Executive

 [Executive Compensation Calculation Worksheet](#)

This organization does **NOT** have staff that meets the definition of a Covered Executive.

The following are our organization's Covered Executives: (includes but is not limited to directors, trustees, officers, and top 10 key employees).

 [Add an Executive not listed](#)

If you need to fill out the **Executive Compensation Calculation Worksheet** you can open that Excel Worksheet.

If applicable, check the box stating that your organization does not have staff that meets the definition of a Covered Executive.

Once you click  [Add an Executive not listed](#) link, the **Executive Information** screen will open.

### Executive Information --- All fields are required.

Select Executive from Executive List:

(OR)  Add New Executive

From this screen you can Select an Executive from the Executive drop-down list or Add a New Executive by clicking the Add New Executive checkbox.

If you select an Executive from the list,

**Executive Information --- All fields are required.** ✖

Select Executive from Executive List: Select Executive  
Harry M Greene  
Allen J Young

(OR)  Add New Executive

The Executive's name will populate then you can fill out the rest of the form.

**Executive Information --- All fields are required.** ✖

Select Executive from Executive List: Harry M Greene ▼

(OR)  Add New Executive

Name Harry M Greene

Title   ▼

Total EO 38 Compensation \$   (Numbers Only)

Benchmark for 75th percentile if applicable \$   (Numbers Only)

Survey source was used for 75th percentile  

Waiver Status   ▼

Submit Reset

**Note:** All fields are required.

**Executive Information --- All fields are required.**

Select Executive from Executive List: Harry M Greene

(OR)  Add New Executive

Name: Harry M Greene

Title: Assistant Executive Director

Total EO 38 Compensation: \$200000 (Numbers Only)

Benchmark for 75th percentile if applicable: \$200000 (Numbers Only)

Survey source was used for 75th percentile: Survey Journal

Waiver Status: Not Submitted

Submit Reset

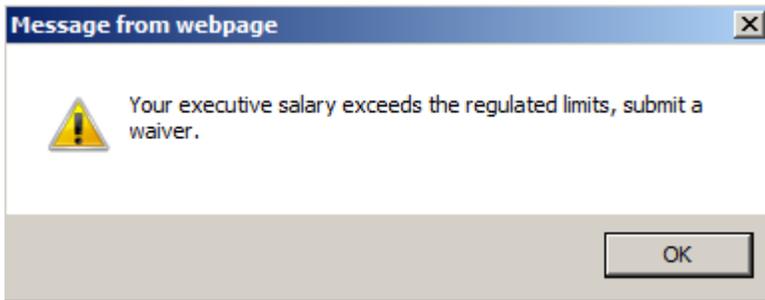
Most of the fields are free text fields, where you can type information in the field. Title and Waiver Status are dropdown fields, where you have to make a selection from the dropdown.

You can Exit (without saving your information) from this screen by selecting the  in the upper-right-hand-corner of this screen.

You can clear this screen of the information and start over again by selecting .

When you complete the Executive Information screen, select .

When submitting the Executive Information screen, you may get a warning that you must Submit a Waiver. Click the **OK** button to continue.



If you select the **Add New Executive** checkbox, you will have to fill out the entire Executive Information form.

The top portion of the "Executive Information" form. It has a blue header bar with the text "Executive Information --- All fields are required." and a red close button (X) on the right. Below the header, there is a label "Select Executive from Executive List:" followed by a dropdown menu with "Select Executive" selected. Below that, there is a label "(OR)" followed by a checkbox labeled "Add New Executive". The checkbox is circled in red.The full "Executive Information" form. It has the same blue header bar as the previous image. Below the header, there is a label "Select Executive from Executive List:" followed by a dropdown menu with "Select Executive" selected. Below that, there is a label "(OR)" followed by a checked checkbox labeled "Add New Executive". The form contains several input fields: "Name" with sub-fields for "First Name", "MI", and "Last Name"; "Title" with a dropdown menu; "Total EO 38 Compensation" with a dollar sign icon and a text box labeled "(Numbers Only)"; "Benchmark for 75th percentile if applicable" with a dollar sign icon and a text box labeled "(Numbers Only)"; "Survey source was used for 75th percentile" with a text box; and "Waiver Status" with a dropdown menu. At the bottom, there are two buttons: "Submit" and "Reset".

The Covered Executive section will now display the Covered Executive information:

### Step 2 - Covered Executive

 [Executive Compensation Calculation Worksheet](#)

This organization does **NOT** have staff that meets the definition of a Covered Executive.

The following are our organization's Covered Executives: (includes but is not limited to directors, trustees, officers, and top 10 key employees).

- [Harry M Greene](#), Assistant Executive Director  
EO38 Compensation - \$200,000  
Benchmark Percentile - \$200,000  
Waiver Status - Not Submitted

 [Add an Executive not listed](#)

**Note:** You can Edit or Delete the Executive Information by clicking the person's name (link) to open the form.

### Step 3: Disclose your Administrative Expenses

### Step 3 - Administrative Expenses

[Program Services and Admin Expenses Calculation worksheet](#)

Total Administrative Expenses	\$ <input type="text"/>	<small>(from line D of the worksheet "Category Totals - Administrative")</small>
Total Program Services Expenses	\$ <input type="text"/>	<small>(from line D of the worksheet "Category Totals - Program Services")</small>
Covered Operating Expenses	\$ <input type="text"/>	
Administrative Expenses % Calculation	<input type="text"/>	<input type="button" value="Calculate"/>
Waiver Status	<input type="text"/>	<input type="button" value="v"/>

You can select the [Program Services and Admin Expenses Calculation worksheet](#) link to complete.

Next, fill in the **Total Administrative Expenses** and **Total Program Services Expenses** fields.

The **Covered Operating Expenses** field fills in automatically:

### Step 3 - Administrative Expenses

#### [Program Services and Admin Expenses Calculation worksheet](#)

Total Administrative Expenses	<input type="text" value="\$1000000"/>	(from line D of the worksheet "Category Totals - Administrative")
Total Program Services Expenses	<input type="text" value="\$200000"/>	(from line D of the worksheet "Category Totals - Program Services")
Covered Operating Expenses	<input type="text" value="\$1200000"/>	
Administrative Expenses % Calculation	<input type="text"/>	<input type="button" value="Calculate"/>
Waiver Status	<input type="text" value=""/>	<input type="button" value="v"/>
<input type="button" value="Confirm Disclosure"/>		<input type="button" value="Reset"/>

Click the **Calculate** button for the **Administrative Expenses % Calculation**.

Also, choose a **Waiver Status** from the dropdown:

### Step 3 - Administrative Expenses

#### [Program Services and Admin Expenses Calculation worksheet](#)

Total Administrative Expenses	<input type="text" value="\$1000000"/>	(from line D of the worksheet "Category Totals - Administrative")
Total Program Services Expenses	<input type="text" value="\$200000"/>	(from line D of the worksheet "Category Totals - Program Services")
Covered Operating Expenses	<input type="text" value="\$1200000"/>	
Administrative Expenses % Calculation	<input type="text" value="83"/>	<input type="button" value="Calculate"/>
Waiver Status	<input type="text" value="Not Submitted"/>	<input type="button" value="v"/>
<input type="button" value="Confirm Disclosure"/>		<input type="button" value="Reset"/>

You can clear this screen of the information and start over again by selecting .

## Step 4: Preparer Information

### Step 4 - Preparer Information

[Add a preparer not listed](#)

[Steve M. Woods](#), ABC Provider,(Accountant)  
[\(Show/Hide Info\)](#)

You can select a Preparer that is listed by clicking the radio button next to their name.

### Step 4 - Preparer Information

[Add a preparer not listed](#)

[Steve M. Woods](#), ABC Provider,(Accountant)  
[\(Show/Hide Info\)](#)

You can add a Preparer not listed by clicking the **Add a preparer not listed** link.

### Step 4 - Preparer Information

[Add a preparer not listed](#)

[Steve M. Woods](#), ABC Provider,(Accountant)  
[\(Show/Hide Info\)](#)

The Preparer Information screen will open. Fill out the form:

### Preparer Information

**\* Required Fields**

\*Preparer Name:

Business Name:

Relationship to Provider:

Preparer Address:

Address 1:

Address 2:

City:

State:

Zip:  -

\*Preparer Phone:

\*Preparer Email:

**Note:** you must fill in all of the Required fields (\*), or you will receive a popup message telling you what field you are missing.

When you complete the Preparer Information screen, select .

### Step 4 - Preparer Information

[Add a preparer not listed](#)

[Steve M. Woods, ABC Provider,\(Accountant\)](#)  
[\(Show/Hide Info\)](#)

[Betty B. Blue, ABC Provider,\(Employee\)](#)  
[\(Show/Hide Info\)](#)

**Note:** You can Edit or Delete the Preparer Information by clicking the person's name to open the

form:  Betty B. Blue, ABC Provider, (Employee)  
(Show/Hide Info)

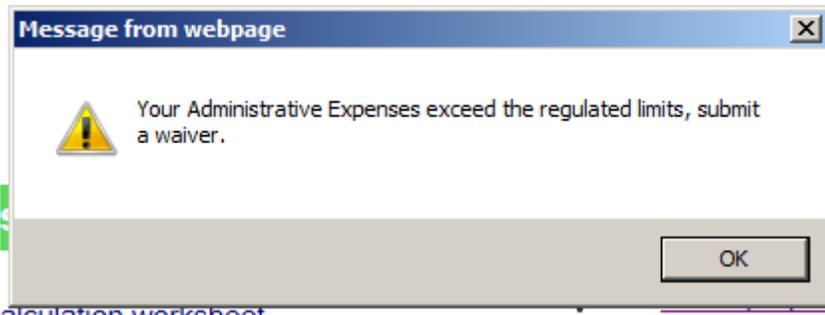
If there is more than one Preparer listed click the radio button that coincides with the name to select that person as the Preparer.

Betty B. Blue, ABC Provider, (Employee)  
(Show/Hide Info)

You can show or hide the Preparer Information by selecting [\(Show/Hide Info\)](#)

When everything is completed on the form, select

When Confirming the Disclosure, you may get a message saying that you must submit a Waiver. Select the **OK** button to continue.



You will see the completed Disclosure:

[Logout](#) | [Help](#)

# Executive Order #38

**Provider Name:** EO38 Organization 1  
**Federal Employer Identification Number:** 675849302

1. Information 2. Update Details 3. Submit Disclosure 4. Apply for Waiver

⚠ Please attest to the information being submitted below

**Step 1 - Organization Information**

Our organization is a Covered Provider and our CEO/CFO has approved submission of the following information

**Lead Agency:** Office for People with Developmental Disabilities

**Other Agencies:** Department of Health  
Office for the Aging  
Office of Mental Health

**Covered Reporting Period (CRP):** 07/01/2013 to 06/30/2014

**Determination PDF File:** ABC\_Determination\_2014.pdf

**Step 2 - Covered Executive**

- Harry M Greene, Administrative Assistant  
EO38 Compensation - \$200,000  
Benchmark Percentile - \$200,000  
Waiver Status - Not Submitted

**Step 3 - Administrative Expenses**

**Step 4 - Preparer Information**

<b>Total Administrative Expenses</b>	\$1,000,000
<b>Total Program Services Expenses</b>	\$200,000
<b>Covered Operating Expenses</b>	\$1,200,000
<b>Administrative Expenses Percentage Calculation</b>	83%
<b>Waiver Status</b>	Not Submitted

**Application Affirmation**

By submission of this Disclosure Form to the State of New York I hereby affirm that the information provided is true and correct and that I am duly authorized by the board of directors or equivalent governing body of the Covered Provider named herein to submit this Disclosure Form to the State of New York on its behalf. This Disclosure Form and the information provided herein may be subjected to review, evaluation, and audit by the State of New York, its agents or authorized representatives at any time following its submission.

I affirm the information I am submitting is accurate to the best of my knowledge.

It is hereby affirmed that the executive compensation provided to the aforementioned covered executive by the covered provider during the covered reporting period WAS: (1) (a) reviewed and approved by the covered provider's board of directors or equivalent governing body (if such a board or body exists) including at least two independent directors or voting members, or (b) reviewed on behalf of the full board by a duly authorized compensation committee including at least two independent directors or voting members whose actions were reviewed and ratified by such board; AND (2) that such review included an assessment of appropriate comparability data.

I affirm the information I am submitting is accurate to the best of my knowledge.

Affirm Disclosure Edit

**NOTE:**

You can Save the Disclosure at this time, or anytime you have all of the Required fields filled out, by clicking **Confirm Disclosure**. Instead of Affirming the Disclosure at the screen above, you would log out of the Disclosure. When you log back in you will see the Disclosure in the **Submitted Disclosures** area with a **Pending** Status. Click the link under **Reporting Period** to open the Saved Disclosure.

**Submitted Disclosures**

Reporting Period	Preparer	Attested By	Submitted Date	Status
<a href="#">10/01/2013 - 09/30/2014</a>	John M. Green			Pending

A message will then appear at the top of the completed Disclosure stating that you must Attest to the information on the form:

 Please attest to the information being submitted below

Scroll down to the **Application Affirmation** section and check the **two** boxes that you affirm:

By submission of this Disclosure Form to the State of New York I hereby affirm that the information provided is true and correct and that I am duly authorized by the board of directors or equivalent governing body of the Covered Provider named herein to submit this Disclosure Form to the State of New York on its behalf. This Disclosure Form and the information provided herein may be subjected to review, evaluation, and audit by the State of New York, its agents or authorized representatives at any time following its submission.

I affirm the information I am submitting is accurate to the best of my knowledge.

It is hereby affirmed that the executive compensation provided to the aforementioned covered executive by the covered provider during the covered reporting period WAS: (1) (a) reviewed and approved by the covered provider's board of directors or equivalent governing body (if such a board or body exists) including at least two independent directors or voting members, or (b) reviewed on behalf of the full board by a duly authorized compensation committee including at least two independent directors or voting members whose actions were reviewed and ratified by such board; AND (2) that such review included an assessment of appropriate comparability data.

I affirm the information I am submitting is accurate to the best of my knowledge.

**Note:** You can go back to the Disclosure form to Edit the form by selecting

Edit

**Note:** Once you Affirm Disclosure, you cannot go back and make any changes to the form.

Select  to finalize the Disclosure.

You will receive a success message:

 Disclosure has been successfully attested. Contact your agency representative to modify this disclosure.

Below this success message, you will find a button to Generate Disclosure PDF, if you would like to print this completed form.

You can log out of the Disclosure form by selecting , located in the upper right hand corner of the screen.

**Remember:** You can always log back in, select the Disclosure tab, and then View the submitted Disclosure by selecting the Reporting Period link:



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### Worksheets

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- [Program Services and Admin Expenses Calculation worksheet](#)
- [SF/SAP Calculation Worksheet](#)

### Submitted Disclosures

Reporting Period	Preparer	Attested By	Submitted Date	Status
<a href="#">07/01/2013 - 06/30/2014</a>	Betty B Blue	GR EO38	January 08, 2015	Submitted

**⚠ User must add Cover Reporting Period (CRP) in the Update Details Tab, before submitting a Disclosure.**