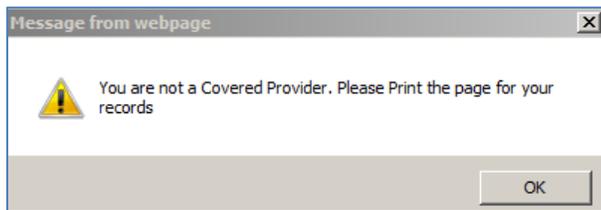


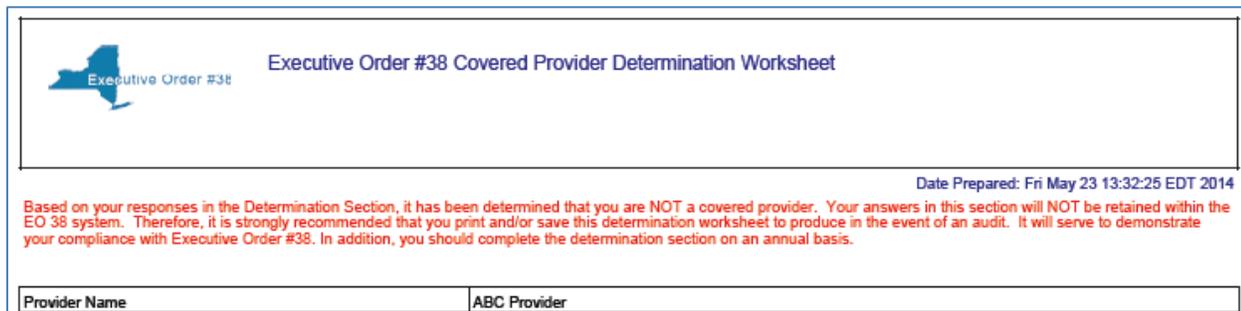


Complete a Determination

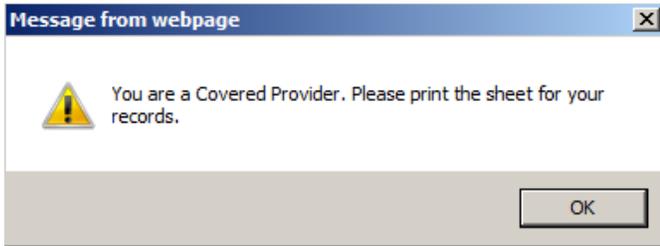
1. From the Executive Order 38 page (www.executiveorder38.ny.gov) page click the **Determination** link.
2. Fill out the Heading information with your information. **Note:** the **Covered Reporting Period** field has a calendar feature where you change the Year, Month and Day.
3. Initial Exemption – Section A is where the questions for the Determination Form begin. Depending on what you answer you will either be able to move on to the next question, or you will get a message that you are not a Covered Provider.



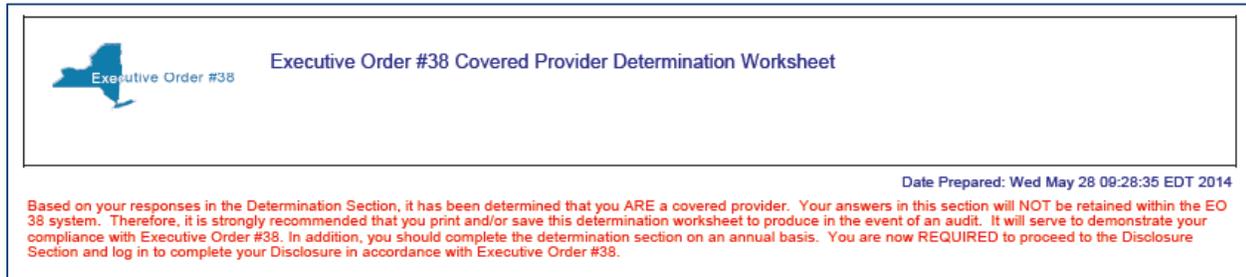
4. Once you click OK on the popup message, a pdf will open that you can print for your records.



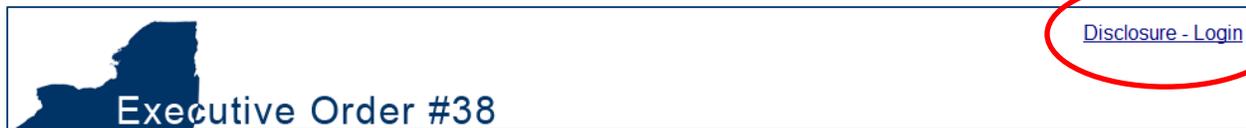
5. If you do not receive this popup you would move on to the next section of the form.
6. A link to the State Funds/State Authorized Payments Calculation Worksheet can be found between Section C and D of the Determination Form. Click the link to open the form. [**SF/SAP Calculation Worksheet**](#)
7. Section E is the State Funds/State Authorized Payments Received. Enter the information for Line 5 and 6 and then click the Calculate button for question 6A.
8. In Section F, clicking calculate for line 9, will find the percentage of SF/SAP from all sources during the CRP, of the total amount of “in state” revenues received during the CRP.
9. Clicking calculate for line 10, will find the percentage of SF/SAP from all sources during the one year immediately preceding the CRP (line 6), of the total amount of “in state” revenues received immediately preceding the CRP (line 8).
10. Once you click calculate for line 10, you will receive a message that says you are a Covered Provider.



11. Once you click OK on the popup message, a pdf will open that you can print for your records.



12. After you close the PDF, you can go directly to the Disclosure form by clicking the Disclosure link in the top right-hand corner of the screen.



13. Once the PDF appears stating that you are or that you are not a Covered Provider, a link appears on the Determination form. If you close the PDF you can open it again by clicking the **Print Determination Worksheet** link that appears above section A of the form.



Information Icon



Information Clicking the Information icon will give you more information about that section.