



**Office for People With
Developmental Disabilities**

Subject Matter List of Records

Updated February 2020

New York State Office for People With Developmental Disabilities

Subject Matter List of Records

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For more information about FOIL, visit the Committee on Open Government
<https://www.dos.ny.gov/coog/>

Posted to: <http://www.opwdd.ny.gov>

In accordance with NYS Public Officers Law, Article 6, Section 87(3)(c) and 21 New
York Code of Rules and Regulations 1401.6

FISCAL

- Appropriations
- Activity Reporting
- Manual Audit
- Recoupment
- Bid Documentation
- Budget Certificates (requests/documentation):
- Appropriated Funds-State purposes, Local Assistance
- Non-Appropriated Funds-Sole Custody, Joint Custody
- Cash Unit Procedures
- Central Office Procurement Purchase Orders
- CHOICES
- Community Residence Rates
- Consolidated Fiscal Reporting Manual
- Consolidated Fiscal Reports Filed by Providers
- Consolidated Division of Budget Reporting Manual
- DDSOO Purchase Orders
- Employee Travel Reimbursement Expenditures
- Federal Salary Sharing Claiming
- Final Payments
- Journal Transfers
- Leases
- Payrolls (Main Office)
- Procedure/Policy Manuals for Contracts, Business Office and Travel Reimbursement
- Refunds of Appropriation Expense
- Revenue Management Payment Files /Log: Vouchers for Payments for Local Assistance Programs
- Tracking and Billing Systems (TABS) Manuals
- Vendor Payment
- Waiver Manual

FILES (GENERAL):

- 5.07 Plan
- Advocacy Groups Aging Out
- Alternate Care Determinations
- Alternate Use Guidelines
- Assistive Technology Guidelines
- Audits
- Augmented Program Determinations
- Autism Platform
- Automated Data Processing
- Bank Statements
- Board of Visitors
- Building Codes
- Capital Construction
- Cash transactions
- Certificates of Need
- Child Abuse Protection Act
- Article 16 Clinic Treatment Facilities
- Community Residences
- Willowbrook Consent Decree
- Willowbrook Consumer Advisory Board (CAB)
- Consumer Councils
- Consumer and Family Support Service
- DDSOO Five Year Housing Plans
- Day Habilitation
- Day Training Program
- Day Treatment Program
- Developmental Disabilities Planning Council (DDPC)
- Eligibility Regulations
- Environmental Modifications Policy
- External Agency Audit Review
- Family Care /Personal Care
- Federal Drug and Alcohol Testing Protocols for State Staffing Safety Sensitive Positions
- Fee for Service
- Fire Safety
- Guidelines and Procedures for the Conveyance of Community Properties

- HIPAA
- Home and Community Based Waiver
- HCBW Guidelines, Plans of Corrective Action
- ICF Transition Plan
- Incident Management files
- Infection Control
- Institutional Review Committee
- Interagency Agreements
- Inventory Records
- Jonathan's Law records
- Legislative Proposals
- Local Assistance contracts
- Memoranda of Understanding (MOU)
- Developmental Disabilities Advisory Council
- Multiple Disability Survey Unit
- Non-contract procurements
- Ombudsman Program
- OPWDD State Fleet Management Procedures and Reports
- OPTS contracts
- Payroll transactions
- Personnel/Human Resources- subjects including but not limited to: Attendance and Leave manuals, Benefits, Civil Service Law Book, Classification and Compensation, Education and Training, Employee/Labor Relations, GOER Performance Evaluation Manual, Health insurance Reference Books, Human rights, Personnel Bulletins, Personnel Management Manual, Recruitment, Time and Attendance, Title and Salary Plan, Workers Compensation Manual
- Plans of Correction and Statements of Deficiency
- Program authorization and enrollment documents
- Prevocational Services
- Program operations
- Provider Applications
- Provider Councils
- Public Hearing/Forums
- Quality Assurance surveys and Reports
- Real Property Manuals and Procedures
- Reconciliation records (financial)
- Regulation Development
- Request for Proposals (RFP) responses/applications

- Revocable Permits
- Safety Officer
- Self-Advocacy
- Senior Companions Service Coordination
- Summer Camps Supported Employment
- Tax Exempt Bonding Manual Temporary Letters of Occupancy Training Advisory Committee Transportation
- Utilization Review
- Vacancy Management
- Voluntary Agencies
- Volunteer Services
- Workforce Planning and Development Training Curriculum Guides

Additional Manuals/Plans

- Affirmative Action Policies and Procedures
- Audit Manual
- Care Coordination/Health Homes
- Community Residence Directory
- Cost Reporting Manual
- DDSOO Administrator on Duty Manual
- DDSOO Policy/Procedure Manual
- Family Care Policy and Procedure Manual
- Field Operations Policy and Procedures Manual
- Field Operations Tabs Reports Manual
- Front Door Manual
- Inspection/Certification Resource Manual
- Internal Control Manual and Plan
- Manual for Part 681 New York Code of Rules and Regulations
- Minority Business Policies
- Part 624 (incident management) Handbook
- Pre-Admission Screening Resident Review (PASRR)
- Program Issues in Developmental Disabilities (Manual for Surveyors)
- Revenue Management Central Operations Procedure Manual
- Utilization Review Plans

REPORTS (FISCAL):

- Audit Reports
- Base Report Statistical Cost Allocation (BRSCA)
- Budget Report Statistical Cost Allocation (BRSCA)
- Budget and Financial Management (Quality Assurance)
- Budget Planning and Allocation (Quality Assurance)
- Community Residence Budget
- Community Residence Cost Report
- Community Residence Rate Sheet
- Comptroller's Audit
- Contract Inventory
- Costing Summary
- Expenditure Reports
- ICF/DD Budget
- Indirect Cost Rate Proposal
- Management and Fiscal Audit
- Medicaid Part B Cost Settlement
- Motor Vehicle Inventory/Mileage
- Recipient Report of Expenditures
- Revenue Account Management
- Revenue billing Management
- Senior Companion Program
- Shared Services Analysis
- Statement of Miscellaneous Revenues

REPORTS (General)

- Affirmative Action, OPWDD (annual)
- Aging Out
- Board of Visitors
- Certification
- Certification Management Information
- Client Census
- Commissioner's Executive

- Community Residence Site Selection
- Compliance Willowbrook Status
- Developmental Disabilities Information Survey (ODIS)
- Education Program Attendance
- Energy Consumption
- Fair Chance Hiring (quarterly)
- Family Support Services Annual Report
- Feasibility and Design Studies
- Fire Safety
- Health and Habilitation Studies
- ICF/DD Audit
- ICF/DD Medicaid Survey
- Multiple disability Survey
- Office of Medicaid Inspector General (OMIG) staffing report (quarterly)
- Placement Records
- Private Schools for the Developmentally Disabled
- Program Audit
- Program Evaluation (annual)
- Program Goal Occupancy
- Provider Expenditure Review
- Site Selection Review
- Site Visit (Facility and Program)
- Staffing Criteria
- Utilization Control Review Findings