Subject Matter
List of Records

Updated March 2022
New York State Office for People With Developmental Disabilities

Subject Matter List of Records

Updated March 2022

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
- Aging Out
- Alternate Care Determinations
- Audits
- Augmented Program Determinations
- Autism Platform
- Bank Statements
- Board of Visitors
- Building Codes
- Capital Construction
- Cash transactions
- Certificates of Need
- Article 16 Clinic Treatment Facilities
- Community Residences
- Willowbrook Consent Decree
- Willowbrook Consumer Advisory Board (CAB)
- Consumer and Family Support Service
- DDSOO Five Year Housing Plans
- Day Training Program
- Day Treatment Program
- Developmental Disabilities Planning Council (DDPC)
- Eligibility Regulations
- Environmental Modifications Policy
- External Agency Audit Review
- Family 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
- HCBS Waiver Administrative Directive Memoranda (ADMs)
- ICF Transition Plan
- Incident Management files
- Infection Control
• Institutional Review Committee
• Inventory Records
• Jonathan's Law records
• Legislative Proposals
• Local Assistance contracts
• Developmental Disabilities Advisory Council
• Non-contract procurements
• Ombudsman Program
• OPWDD State Fleet Management Procedures and Reports
• OPTS contracts
• Payroll transactions
• Plans of Correction and Statements of Deficiency
• Program authorization and enrollment documents
• 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
- Crisis Services for Individuals with I/DD (CSIDD) procedure Manual
- DDSOO Administrator on Duty Manual
- DDSOO Policy/Procedure Manual
- Family Care Policy and Procedure Manual
- Field Operations Tabs Reports Manual
- Front Door Manual
- Inspection/Certification Resource Manual
- Internal Control Manual and Plan
- Manual for ICFs
- Minority Business Policies
- Part 624 (incident management) Handbook
- Pre-Admission Screening Resident Review (PASRR)
- Program Issues in Developmental Disabilities (Manual for Surveyors)
- 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)
OPWDD: Putting People First

- Community Residence Budget
- Community Residence Cost Report
- Comptroller's Audit
- Contract Inventory
- 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
- Client Census
- Commissioner's Executive
- Compliance Willowbrook Status
- Developmental Disabilities Information Survey (ODIS)
- Education Program Attendance
- Fair Chance Hiring (quarterly)
- Family Support Services Annual Report
- Feasibility and Design Studies
- Fire Safety
- Health and Habilitation Studies
- Housing Subsidy Demand and Utilization Tracking
- ICF/DD Audit
- ICF/DD Medicaid Survey
- Placement Records
- Private Schools for the Developmentally Disabled
- Program Audit
- Program Evaluation (annual)
- Provider Expenditure Review
- Site Visit (Facility and Program)
- Staffing Criteria
- Support Broker Verification List
- Support Broker Public Lists
- Utilization Control Review Findings