



**Office for People With
Developmental Disabilities**

Subject Matter List of Records

Updated March 2023

**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
- Consolidated Fiscal Reporting Manual
- Consolidated Fiscal Reports Filed by Providers
- Desk Audits/Internal Billing Review
- DDSOO Purchase Orders
- Employee Travel Reimbursement Expenditures
- FIDA/IDD
- Federal Salary Sharing Claiming
- Final Payments
- ICF Tax Assessment
- Journal Transfers
- Leases
- 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

FILES (GENERAL):

- 5.07 Plan
- Aging Out
- Alternate Care Determinations
- Ambulatory Patient Group Crosswalk
- Ambulatory Patient Groups – Policy and Medicaid Billing Guidance
- Article 16 Clinics standards
- Audits
- Augmented Program Determinations
- Autism Platform
- Board of Visitors
- Building Codes
- Capital Construction
- Certificates of Need
- 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
- 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
- Legislative Proposals
- Local Assistance contracts
- Developmental Disabilities Advisory Council
- Ombudsman Program
- OPWDD State Fleet Management Procedures and Reports
- OPTS contracts
- 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
- Program operations
- Provider Applications
- Provider Councils
- Public Hearing/Forums
- Quality Assurance surveys and Reports
- Real Property Manuals and Procedures
- Reconciliation records (financial)
- Regulatory Agenda
- Request for Proposals (RFP) responses/applications
- Revocable Permits
- Safety Officer
- Self-Advocacy
- 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 Policy and Procedures 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)
- Revenue Management Central Operations Procedure Manual
- Utilization Review Plans

REPORTS (FISCAL):

- Audit Reports
- AT List OPS Spending Plans

- Contract Inventory
- Development Plan
- Expenditure Reports
- eFMAP, HCWB, ARPA Payments/Calculations Medicaid Part B Cost Settlement
- Motor Vehicle Inventory/Mileage
- Revenue Account Management
- Revenue Billing Management
- Statement of Miscellaneous Revenues

REPORTS (General)

- Affirmative Action, OPWDD (annual)
- Aging Out
- Annual SSI and Medicaid Income and Resource Levels
- Benefits Development Resource Tool Kit
- Board of Visitors
- Certification
- Client Census
- Commissioner's Executive
- Compliance Willowbrook Status
- Developmental Disabilities Information Survey (ODIS)
- Education Program Attendance
- Fair Chance Hiring (quarterly)
- Feasibility and Design Studies
- Fire Safety
- Health and Habilitation Studies
- ICF/DD Audit
- ICF/DD Medicaid Survey
- Personal Allowance Manual
- 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