

NEW YORK STATE DEPARTMENT OF HEALTH
BUREAU OF EARLY INTERVENTION

Notification to the Office for People with Developmental Disabilities

Tool Kit for Service Coordinators

Tool Kit Items:

1. Reference Guide for Early Intervention Service Coordinators
2. Developmental Disabilities Regional Offices
3. OPWDD Eligibility Coordinators
4. 5 Developmental Disabilities Regional Offices Map
5. Notification to OPWDD Service Coordinator Fact Sheet
6. Parent Letter: Services to Children: Ages Birth to Three Years
7. Notification of Potential Eligibility to OPWDD Form
8. Notification to OPWDD Questions and Answers

Reference Guide for Early Intervention Service Coordinators to Notify OPWDD of Child with a Potential Developmental Disability

OPWDD Tool
Kit Item 1

How to Tell if a Child may be Provisionally Eligible for OPWDD Services:

- Functional limitations in the areas of motor development, cognitive & communicative functions, and/or social function are assessed, the following standards are a general guide:
 - ▶ 12 month delay in one or more functional areas OR
 - ▶ 33% delay in one functional area OR
 - ▶ 25% delay in each of two functional areas
- Standardized instruments scores will generally reflect:
 - ▶ 2 SDs below the mean in 1 functional area, OR
 - ▶ 1.5 SDs below the mean in each of 2 functional areas

For additional information on eligibility, please refer to the additional [eligibility information](#) located on OPWDD's website at: http://www.opwdd.ny.gov/opwdd_services_supports/eligibility

Steps for EI Service Coordinator to Submit Notification to OPWDD:

1. Give parent(s)/guardian(s) information on OPWDD eligibility and services.
2. Refer parent(s)/guardian(s) to contact the local [Developmental Disabilities Regional Office \(DDRO\)](#) if they have questions regarding OPWDD eligibility or services.
3. If the parent(s)/guardian(s) give consent, submit the OPWDD Notification Form attention to:
Children's Services – c/o Nicole Suto
NYS OPWDD
44 Holland Avenue, Albany, NY 12229

To Assist the Parent(s)/Guardian(s) to Pursue an OPWDD Eligibility Determination for the Child:

1. Work with OPWDD staff to identify needed assessments and assist the parent(s)/guardian(s) to obtain and provide the necessary assessment documentation for the eligibility determination.
2. Assist the parent(s)/guardian(s) to submit the OPWDD Transmittal Form and, if applicable, a signed consent form to release the child's assessment documentation.
3. The Transmittal Form can be found at: <http://www.opwdd.ny.gov/node/1018>

If Child Participating in Early Intervention is Found OPWDD Eligible:

1. Service coordination through EI will continue for children in OPWDD's Home and Community Based Services (HCBS) waiver. To maintain eligibility for the HCBS Waiver, the child will be enrolled in OPWDD Plan of Care Support Services (PCSS).
2. Communicate with the OPWDD PCSS staff person about the child's EI services.
3. Work with the parent(s)/guardian(s) and the child's OPWDD service coordinator to identify the child's needs and coordinate services between EI and OPWDD.

Care at Home Waiver (CAH)

1. Children with highly complex medical needs may be eligible for OPWDD's CAH waiver.
2. Contact the local Developmental Disabilities Regional Office for questions and/or referrals to OPWDD CAH waiver.
3. Children enrolled in OPWDD's CAH waiver will receive service coordination through OPWDD, but may continue to receive EI services if appropriate.

Questions regarding OPWDD Early Intervention referrals may be directed to
Nicole Suto at sutonl@opwdd.ny.gov or (518) 486-7426

Developmental Disabilities Regional Offices

Region 1: Western and Finger Lakes

Western NY DDRO

Counties: Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans
(716) 517-2000

Finger Lakes DDRO

Counties: Chemung, Livingston, Monroe, Ontario, Seneca, Schuyler, Steuben, Wayne, Wyoming, Yates
(585) 461-8500

Region 2: Central New York, Broome & Sunmount

Central New York DDRO

Counties: Cayuga, Cortland, Herkimer, Lewis, Madison, Onondaga, Oneida, Oswego
(315) 336-2300

Broome DDRO

Counties: Broome, Chenango, Delaware, Otsego, Tioga, Tompkins
(607) 770-0211

Sunmount DDRO

Counties: Clinton, Essex, Franklin, Hamilton, Jefferson, St. Lawrence
(518) 359-3311

Region 3: Capital District, Taconic & Hudson Valley

Capital District DDRO

Counties: Albany, Fulton, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, Washington
(518) 370-7331

Taconic DDRO

Counties: Columbia, Dutchess, Greene, Putnam, Ulster
(845) 877-6821

Hudson Valley DDRO

Counties: Orange, Rockland, Sullivan, Westchester
(845) 947-6100

Region 4: New York City

Bernard Fineson DDRO

County: Queens
(718) 217-4242

Brooklyn DDRO

County: Kings
(718) 642-6000

Metro New York DDRO

Counties: Bronx, New York
(212) 229-3000

Staten Island DDRO

County: Richmond
(718) 983-5200

Region 5: Long Island

Long Island DDRO

Counties: Nassau, Suffolk
(631) 493-1700

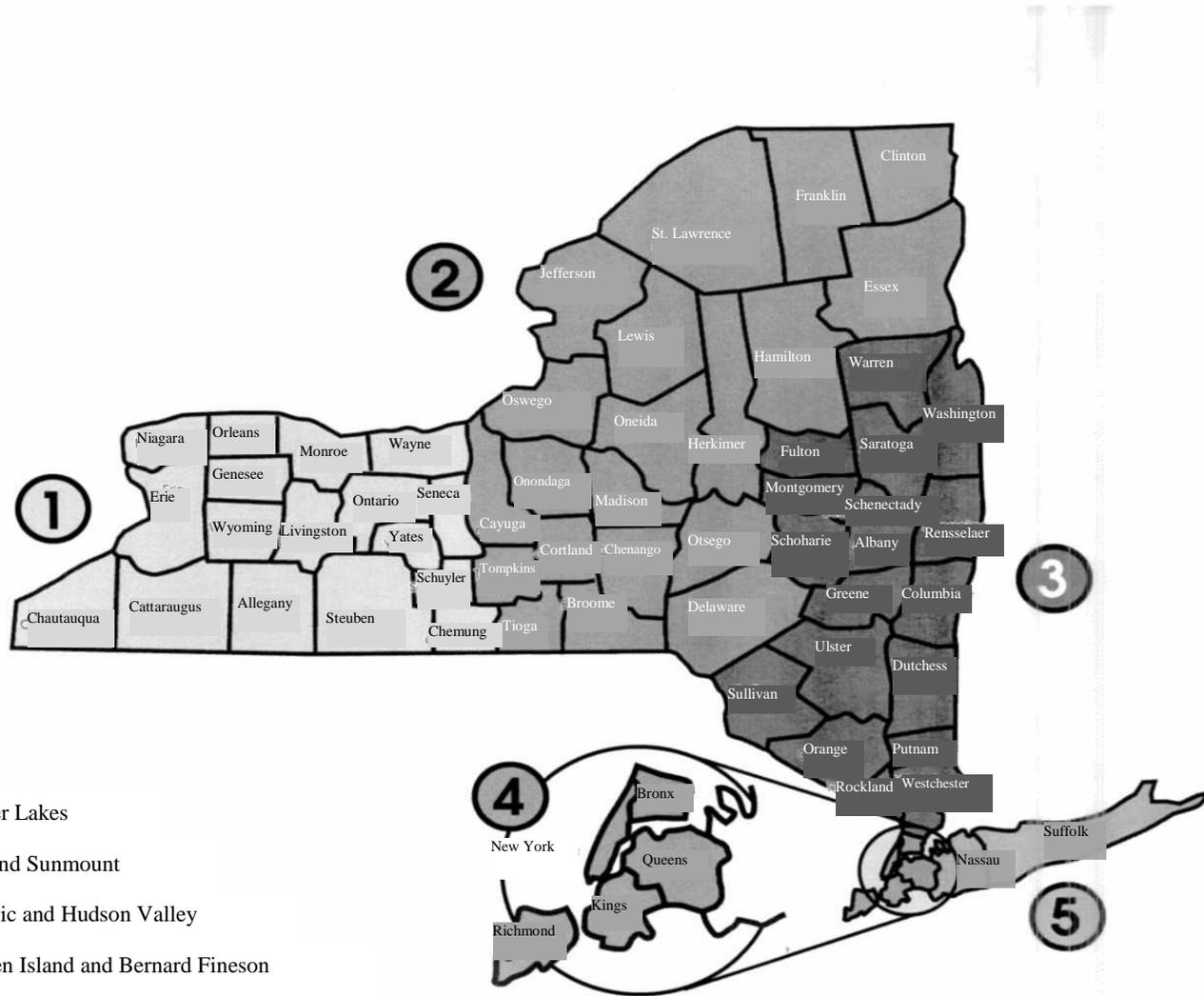
(Rev. 03/2013)

OPWDD Eligibility Coordinators

Regional Office 1		
Finger Lakes Office: Chemung Livingston, Monroe, Schuyler, Steuben, Wyoming, Yates	Joanne Beardslee Joanne.Beardslee@opwdd.ny.gov	(585) 241-5732 Fax: (585) 241-5765
Western New York Office: Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans	Cecily Peinkofer Cecily.Peinkofer@opwdd.ny.gov	(716) 517-3423 Fax: (716) 517-3779
Regional Office 2		
Central New York Office: Cayuga, Cortland, Herkimer, Lewis, Madison, Oneida, Onondaga, Oswego	Victoria Wells Vicky.Wells@opwdd.ny.gov	(315) 473-6982 Fax: (315) 473-4033
	Kristine Prindle, LMSW Kristine.Prindle@opwdd.ny.gov	(315) 473-2969 Fax: (315) 473-4033
Broome Office: Broome, Chenango, Delaware, Otsego, Tioga, Tompkins	Stan Wanglund Stanley.Wanglund@opwdd.ny.gov	(607) 770-0507 Fax: (607) 770-0308
Sunmount Office: Clinton, Essex, Franklin, Hamilton, Jefferson, St.Lawrence	David J. Meeker David.Meeker@opwdd.ny.gov	(518) 359-2465 Fax: (518) 359-7657
Regional Office 3		
Capital District Office: Albany, Fulton, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, Washington	Susan Verzulli Susan.Verzulli.phd@opwdd.ny.gov	(518) 370-7539 Fax: (518) 370-7401
Hudson Valley Office: Orange, Rockland, Sullivan, Westchester	Vicki Tobar Vicki.Tobar@opwdd.ny.gov	(845) 947-6011 Fax: (845) 947-6414
Taconic Office: Columbia, Dutchess, Greene, Putnam, Ulster	Ronald Hobler Ronald.Hobler@opwdd.ny.gov	(845) 471-9226 x 114 Fax: (845) 452-3127
Regional Office 4		
Metro Office: Bronx, New York	Alan Filippi Alan.Filippi@opwdd.ny.gov	(212) 229-3139 Fax: (212) 229-3151
Brooklyn Office: Kings	Janet Strauss Janet.Strauss@opwdd.ny.gov	(718) 642-8629 Fax: (718) 642-6013
Staten Island Office: Richmond	Jack Lawrence John.Lawrence@opwdd.ny.gov	(718) 982-1944 Fax: (718) 982-1931
Bernard Fineson Office: Queens	Francina Branch Francina.Branch@opwdd.ny.gov	(718) 217-6179 Fax: (718) 217-5166
Regional Office 5		
Long Island Office: Nassau, Suffolk	Richard Rice Richard.Rice@opwdd.ny.gov	(631) 493-1714 Fax: (631) 493-1803

5 Developmental Disabilities Regional Offices

Voluntary Agency Coordination & Oversight



- ① Western NY and Finger Lakes
- ② Central NY, Broome and Sunmount
- ③ Capital District, Taconic and Hudson Valley
- ④ Metro, Brooklyn, Staten Island and Bernard Fineson
- ⑤ Long Island

NEW YORK STATE DEPARTMENT OF HEALTH
BUREAU OF EARLY INTERVENTION

**NOTIFICATION TO THE OFFICE FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES
SERVICE COORDINATOR FACT SHEET**

Introduction:

- The Executive Budget for State Fiscal Year 2012-13 amended the Public Health Law, section 2544(2)(c), to require service coordinators to notify the regional office of the Office for People with Developmental Disabilities (OPWDD) if, in consultation with the evaluator, the service coordinator identifies a child that is potentially eligible for OPWDD services.
- Effective January 1, 2013, service coordinators are responsible for notifying OPWDD if a child is potentially eligible for OPWDD services.
- The purpose of this notification is to improve coordination and quality of care by better integrating early intervention services with OPWDD waiver services for individuals with developmental disabilities.
- Notification will only be needed for children in the Early Intervention Program (EIP) with significant developmental issues who may benefit from OPWDD services.
- This notification is not a referral to OPWDD. OPWDD will be maintaining the notification information for use in planning for future referral and potential services.
- If the parent is interested in the supports that may be available through OPWDD, the service coordinator should assist the parent to contact the Developmental Disabilities Regional Office (DDRO) in the family's region and ask to speak to the intake coordinator. The intake coordinator can answer questions and assist the family to request an OPWDD eligibility determination for their child.

Process:

1. Consult with the multidisciplinary evaluator by phone or in person to identify a child in the EIP who may have significant developmental needs and who may be thought to be potentially eligible for OPWDD services. Discuss the level of the child's needs identified by the evaluator, and any diagnosis(es) identified by the evaluator or the physician. Consider the information provided by OPWDD (included in the tool kit).
2. Discuss information with the parent(s) about OPWDD services. Assist the parent with understanding the services available. Consider the information (included in the tool kit) on the services/programs provided by OPWDD that may be appropriate for children in the EIP. Explain that the notification is not a referral to OPWDD for determination of disability.
3. Obtain written parental consent if notification will be made. Parental signature providing consent for notification should be obtained on the form *Notification of Potential Eligibility to OPWDD*.
4. Complete and sign the *Notification of Potential Eligibility to OPWDD*. Mail the form to:
 Children's Services – c/o Nicole Suto
 NYS OPWDD
 44 Holland Avenue, Albany, NY 12229

*Please note that in-person and phone contacts with evaluators and parents needed to carry out this new responsibility are billable service coordination activities.

Services for Children: Ages Birth to Three Years

Dear Parent,

The early years of a child's life are an important time of rapid development. Some children need specialized supports to achieve their potential. The Office for People with Developmental Disabilities (OPWDD) is collaborating with the Department of Health's Bureau of Early Intervention (DOH BEI) to help children and families who face special challenges during this time.

The NYS Department of Health Early Intervention Program offers a variety of therapeutic and support services to eligible infants and toddlers with disabilities and their families, including:

- Family education and counseling, home visits, and parent support groups
- Special instruction
- Speech pathology and audiology
- Occupational therapy
- Physical therapy
- Psychological services
- Service coordination
- Nursing services
- Nutrition services
- Social work services
- Vision services
- Assistive technology devices and services

For more information on the Early Intervention Program, visit DOH's website at:

http://www.health.ny.gov/community/infants_children/early_intervention/

An early intervention guide designed specifically for parents may be found at the following link:

<http://www.health.ny.gov/publications/0532/>

While there are many beneficial services available through the Early Intervention Program, there are other supports through OPWDD's Home and Community Based Services (HCBS) waiver, which may also assist young children with developmental disabilities and their families, including:

- **Respite:** Short-term relief for a child's primary caregivers provided in the home or other approved site.
- **Community Habilitation:** A flexible, individualized service designed to improve individual skills and increase community integration.
- **Family Education and Training:** Education and training to enhance the knowledge, skills and decision making capacity for caregivers of a child with a developmental disability.
- **Environmental Modifications:** Adaptations to the home that are necessary to increase or maintain a child's ability to live at home with independence.

A child must meet OPWDD eligibility criteria to receive services through OPWDD. For young children below seven years of age, functional limitations in the areas of motor development, cognitive and communicative functions, and/or social functions are assessed to determine provisional eligibility. For more information on OPWDD's eligibility determination process, please visit: http://www.opwdd.ny.gov/opwdd_services_supports/eligibility

If you think your child has a developmental disability and you are interested in supports that may be available through OPWDD, please contact the Developmental Disabilities Regional Office (DDRO) in your region and ask to speak with an intake coordinator. He or she can answer your questions, work with you to understand your family's needs, and if you are interested, help you request an OPWDD eligibility determination for your child.

Your DDRO contact information can be found by locating your county and calling the number for that region listed below:

Region 1

585-461-8500

(Counties: Chemung, Livingston, Monroe, Ontario, Schuyler, Seneca, Steuben, Wayne, Wyoming, Yates)

716-517-2000

(Counties: Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans)

Region 2

607-770-0211

(Counties: Broome, Chenango, Delaware, Otsego, Tioga, Tompkins)

315-473-5050

(Counties: Cayuga, Cortland, Herkimer, Lewis, Madison, Oneida, Onondaga, Otsego)

518-359-3397

(Counties: Clinton, Essex, Franklin, Hamilton, Jefferson, St. Lawrence)

Region 3

518-370-7429

(Counties: Albany, Fulton, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, Washington)

845-947-6100

(Counties: Orange, Rockland, Sullivan, Westchester)

845-473-5050

(Counties: Columbia, Dutchess, Greene, Putnam, Ulster)

Region 4

718-217-4242

(County: Queens)

718-642-6000, 718-642-6053/6054

(County: Kings)

212-229-3000

(County: New York)

718-430-0700

(County: Bronx)

718-983-5200

(County: Richmond)

Region 5

631-434-6100

(Counties: Nassau, Suffolk)

NEW YORK STATE DEPARTMENT OF HEALTH
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**NOTIFICATION TO THE OFFICE FOR PEOPLE WITH DEVELOPMENTAL
DISABILITIES (OPWDD)**

Questions and Answers

1. Does notification need parental consent in writing?

Answer: Yes, written parental consent will be required to notify the Office for People with Developmental Disabilities (OPWDD) of a child's potential eligibility for programs and services under OPWDD.

2. Will we need to create a new consent form or can we use our current selective release form?

Answer: A form specific to OPWDD notification has been developed by the State Department of Health (Department). This form is included in this tool kit and includes a section for parental consent to notify OPWDD.

3. Is the notification to OPWDD the same as a referral?

Answer: No, the notification to OPWDD described in the amended Public Health Law is not a referral. If the parent is interested in obtaining the supports that may be available through OPWDD, the service coordinator can assist the parent to contact the Developmental Disabilities Regional Office (DDRO) in the family's region and ask to speak to an intake/eligibility coordinator. This individual can answer questions and assist the family to request an OPWDD eligibility determination for the child. The *Transmittal Form for Determination of Developmental Disability* is **only** used to make a referral to OPWDD, is not used for notification, and is sent to the DDRO.

4. Would the evaluation team include notification to OPWDD in the evaluation recommendations or MDE summary?

Answer: The multidisciplinary evaluation (MDE) team is responsible for making recommendations about resources or services that may be beneficial to the child and family. If the evaluation team believes that notification to OPWDD is appropriate, they should discuss this information with the initial service coordinator, and could include this information in the evaluation report and summary.

5. Children typically don't have a diagnosis before three years old; will it be difficult to determine that they are eligible for OPWDD services?

Answer: It will not be the responsibility of the EIP service coordinator or evaluators to determine if the child is eligible for OPWDD services. The responsibility of the service coordinator will be to identify if the child has significant developmental needs, to discuss a notification of potential eligibility to OPWDD with the child's family, and then to make this notification if the parent consents. Only OPWDD can determine whether or not the child is eligible for their services.

6. What happens if parents refuse to sign consent for notification to OPWDD, but the initial service coordinator thinks they might benefit? Does this responsibility move to the ongoing service coordinator?

Answer: Documentation of the parent's declination to sign consent for notification should be maintained. Notification cannot be made without the parent's consent. The ongoing service coordinator is responsible to continuously seek the appropriate services and situations necessary to benefit the development of the child for the duration of the child's eligibility. Therefore, services available through OPWDD can continue to be discussed with the parent by the ongoing service coordinator.

7. Does the notification to OPWDD only happen at the time of the initial evaluation or can it happen at any other time in the child's course of services in the EIP? Who is then responsible to make this referral?

Answer: It is the specific responsibility of the initial service coordinator to consult with the evaluators regarding notification of potential eligibility to OPWDD and to make this notification if appropriate; however, this notification can also be made at any point during the time the child is eligible for the EIP. If a decision is then made to refer to OPWDD for a determination of eligibility, then it is the responsibility of the initial service coordinator or the ongoing service coordinator to assist the parent with this process as part of their role to continuously seek appropriate services and situations to benefit the development of the child for the duration of the child's eligibility in the EIP.

8. If a parent wants to be referred to OPWDD and becomes enrolled in OPWDD while in the EIP, will the Care at Home Coordinator become an EIP Service Coordinator to manage the EIP portion of the child's case, as well as the OPWDD services?

Answer: OPWDD oversees two different waiver programs, the Home and Community-Based Services Waiver (HCBS) and the Care At Home (CAH) waiver. Only one program may bill Medicaid for case management services at a time. If an EIP eligible child is enrolled in the HCBS waiver, the EIP is responsible for providing service coordination for both programs and the EIP service coordinator bills Medicaid. When a child is enrolled in both the EIP and the CAH waiver program, the CAH case manager becomes responsible for the EIP service coordination and Medicaid is billed by the CAH program. These responsibilities would include those activities required by EIP regulation. The municipality is ultimately responsible for the oversight of EIP service coordination services to ensure that EIP regulatory requirements are met, regardless of who is providing the service coordination. There should be a collaborative effort between the municipality and the CAH provider of service coordination.

9. If a parent declines consent for notification to OPWDD, should this be documented? Where?

Answer: If a parent does not provide consent for notification to OPWDD, this should be documented by the service coordinator in the child's record as part of their case notes.

10. The criteria for eligibility for OPWDD services is the same as criteria for the EIP. Should notification be made for all children in the EIP?

Answer: No. Notification should be discussed with the evaluator and parent when a child has a significant delay in intellectual functioning or adaptive behavior, or a diagnosed condition that has the potential for life long disability. The service coordinator should also consider whether the child and family may benefit from services through OPWDD. Part of a service coordinator's responsibility in the EIP is to provide information to families about programs and services which may benefit children and families. If the child has a significant delay and the family has the potential to benefit from services, then notification of potential eligibility should be made, with parental consent.

11. Is additional information available on OPWDD services and the notification process?

Answer: Please use the following links to access the recorded webinar presented jointly by the State Department of Health, Bureau of Early Intervention, and OPWDD.

- To View this webinar:
<https://nysdoh.webex.com/nysdoh/lsr.php?AT=pb&SP=TC&rID=62562482&act=pb&rKey=231265858f99a20f>
- To Download this webinar:
<https://nysdoh.webex.com/nysdoh/ldr.php?AT=dw&SP=TC&rID=62562482&act=pf&rKey=cc1d02a2167e5ef5>
- To Download the PPT presentation:
<https://nysdoh.webex.com/nysdoh/k2/e.php?AT=RINF&recordingID=62578382>