

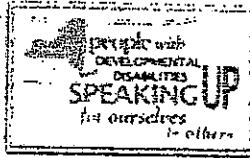
**THE ABCS'S
OF
SELF-ADVOCACY
SELF-DIRECTION
&
OPWDD**

Self-Advocacy Association
New York State, Inc.
415 Oser Avenue
Hauppauge, NY 11788
631-434-6936-Phone
631-434-6510-fax

- ❖ Grassroots Presenter, Shawn Nitz
- ❖ Bridget Cariello, SANYS Management Team
- ❖ Beverly Burke Grassroots Organizer

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i'm
deter
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Self-Determination..

Is the feeling a self-advocate (you) have inside to accomplish your goals, plans and dreams



Self-Directed Services.. are the services you may use to have more options and control over your services including budget and employer authority.



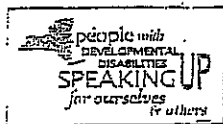
Self-Advocacy is...

the tool to tie it all together !!

The Self-Advocacy Association of NYS

631-434-6936

WWW.SANYS.ORG



What is Self-Advocacy?

Self-Advocacy refers to the civil rights movement for people with developmental disabilities, and other disabilities. It is an important term in the disability rights movement, referring to people with disabilities taking control of their own lives. The self-advocacy movement seeks to reduce the isolation of people with disabilities and give them the tools and experiences to take greater control over their own lives. **Self-Advocacy is about supporting individuals with varying abilities in making daily living choice, and real change in their own lives.**

What is The Self-Advocacy Association of NYS?

The Self-Advocacy Association of NYS is a 26-year old statewide organization run by and for people with developmental disabilities who speak up for themselves and others. Self-Advocate leader Bernard Carabello founded SANYS after he worked with Geraldo Rivera to close Willowbrook state institution. The self-advocates at our organization were involved in and are the catalyst for many initiatives you may hear of today (**Self-Determination, SANYS U, Self-Advocacy Youth Leadership, We Have Choices, Wheel Power, A Person First Name for OPWDD and more importantly keeping services and spending in systems person first**), The Self-Advocacy Association of NYS is one of the most active self-advocacy organization's nationwide. SANYS recently presented SANYS University Leadership curriculum in Minnesota for the National Self-Advocacy group SABE (Self-Advocates Becoming Empowered). This initiative is swiftly traveling locally and nationally. In order to further share this meaningful curriculum our goal is to offer SANYS U as an App on the iPad! The Self-Advocacy Association of NYS is considered the leader in best practices supporting people with disabilities to speak up for themselves and others. SANYS is one of the strongest and most active self-advocacy organizations of its kind.

What is the role of SANYS and local initiatives?

The Self-Advocacy Association of NYS hosts many events and activities in the Long Island Area: Supporting and developing self-advocacy groups is an importance part of what we do! Reaching people with diverse abilities and living situations (at home, independently in an apartment, a group residence, or developmental center) is critical part in helping people to understand their basic human rights, which can often be overlooked by society. **Self-advocacy groups are among some of the most important groups experiences individuals with disabilities can have. Our groups empower individuals and their families to apply knowledge of rights and opportunities to their everyday living. Teaching people the tools they will need to have richer deeper community experiences and build their leadership and advocate for what is important to them is what self-advocacy groups are all about. Social groups and activities are a natural by-product of the self-advocacy group experience. We support many independent and agencies affiliated groups. SANYS supports self-advocacy group involvement locally and statewide.**

Self-Advocacy Leadership Meetings (Nassau & Suffolk): Presidents and Advisors of self-advocacy groups from across long island have the opportunity to work together on learning how to navigate systems (Medicaid, Medicare, Transportation, Career-School involvement and networks). At self-advocacy meetings we support people to become leaders and take charge of their own choices by practical application of pragmatics, social and team building experiences, project planning, and legislative-policy related activities. Socialization and more community involvement, and connections are a natural by product of self-advocacy groups. These meetings are open to all community members (individuals with disabilities, teachers, brokers, parents, MSC's and others) At meetings individuals learn strategies to make their needs known!

Youth Leadership Team The Self-Advocacy Youth Leadership team focuses on teaching young people about their rights, responsibilities and how to make their needs and wants known (at school, home, work etc.) through a variety of fun, interactive projects. Youngsters work with their peers to build their own leadership and teach others. Individuals with disabilities have the opportunity to work together on learning how to navigate systems (Transportation, Career-School involvement and networks). At self-advocacy meetings we support people to become leaders by practical application of pragmatics, social and group officer related experiences. Young people are offered the opportunity to work on community presentations, internships, community service hours and a working leadership council. Socialization and increased community involvement are natural by products of self-advocacy. SANYS self-advocacy youth teams are changing Long Island one community at a time!

"Independent Us Self-Advocacy Group " is a group for the people with disabilities who live and receive services independently. That's why they call themselves "Independent Us". This group is for individuals living independently that wish to learn about self-advocacy, real choice and being part of a team. *Parents/family members are welcome to network in the adjacent cafeteria and join us for the 10-minute wrap up at meetings end. If you know anyone interested in or involved in self-determination or ICS tell them to come join us. We hope to see you there!

Long Island Regional Self-Advocacy Conference

Each year the Long Island Regional Self-Advocacy Conference engages over 500 individuals with developmental disabilities, care givers, school personnel and providers through workshops, teaching choice, human rights and responsibilities for all. This event differs from most others because people with disabilities are presenting, teaching and establishing leadership by hosting the day right along side their invited colleagues. This conference is an engaging day where people learn about community, ability and the paradigm shift of going from caregiver to colleague. SANYS recognizes each person's ability to be a valued member of the community. Using venues like our conference to support the positive education of our communities to eliminate negative connotations and stereotyping of people with disabilities. Our conference is a unique opportunity for emerging self-advocate leaders to demonstrate talents and their leadership abilities.



Contact your DDRO
to enter OPWDD's
Front Door



Front Door

Welcome



Get Information

First you will learn about OPWDD
and the process to get services

Eligibility Determination

To access most OPWDD supports and service, you will need to qualify for:

- 1 OPWDD services, by proving you have a developmental disability
- 2 Medicaid services, by meeting eligibility requirements for Medicaid
- 3 HCBS Waiver services, through an evaluation of your level of need

You will gather information and work with an eligibility coordinator for the determination to be made.

Quality*

*Qualifying for eligibility is not guaranteed



Individualized Service Plan

Contains selected
services and providers



Developed with the help of a
service coordinator and/or
provider agency

Learning and Planning



Assessment and Discussion of
services through your DDRO

Services & Support Cycle

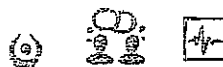
an ongoing process of evaluation of
service effectiveness as goals are met
and new needs are identified

Services are Provided



Evaluation

of effectiveness of services
and personal satisfaction



Outcomes

- Goals ✓
- Health ✓
- Happiness ✓



Dear:

Date:

In response to your recent request for eligibility for Front Door Services, the first step is to determine eligibility for OPWDD services. Please submit the "Transmittal Form for Determination of Developmental Disability" (including filling in the **social security number** and whom you want notified regarding eligibility status) along with:

- ✓ Current psychological (within 3 years) including a comprehensive assessment of IQ, and adaptive functioning. Please note: we don't follow DSM or ICD diagnoses but Mental Hygiene Law requirements regarding Intellectual Disability.
- ✓ Medical or specialty comprehensive report documenting the developmental history, and symptom course over time as well as the impact on adaptive functioning for the conditions of **Cerebral Palsy, or Epilepsy, TBI, or Neurological Impairment or Familial Dysautonomia** (obtained from an MD or Psychiatrist).
- ✓ For **AUTISM**, a **comprehensive specialty report is required**. A specialty report includes the following:
 - a) a thorough review of developmental history, educational, psychological, psychiatric (including the existence of psychiatric disorders), and medical areas, **AND**
 - b) developmental history of the autistic symptoms, course over the person's life, and the current presence, extent and severity of autism symptoms (namely communication and social difficulties, restricted interests or repetitive behaviors), **AND**
 - c) a structured assessment via an interview of family members, observation of the individual, and the presence, extent and severity of the symptoms via CARS, ADOS, ADI-R, PDDBI etc. Please see the attached list of clinics or practitioners who can complete such an evaluation.
- ✓ Social history (obtained from a Social Worker)
- ✓ If a psychiatric disorder or challenging behavior are also present, a statement about the extent that it interferes with adaptive functioning separate from the impact of the suspected developmental disability is needed. (obtained from a Psychologist or Psychiatrist)
- ✓ IEP or any other professional assessment that documents that the developmental disability originated prior to the age of 22.

Please see enclosed "Eligibility for OPWDD Services – Important Facts" for more information, our OPWDD website www.opwdd.ny.gov/opwdd_services_supports/eligibility, and a list of resources here on Long Island to get these evaluations if you are not working with any professionals. **Please show this letter or any other letter requesting additional information to the professionals working with your family member before you call the regional office with questions.** After showing this letter to the professionals that are working with your family member, and discussing with them the information that they can provide in reference to the information needed, then if you have any questions, please call Ms. Kerri Huber, LMSW at (631) 416-3948, or Mr. Eric Lewald, LMSW at (631) 416-3914, or email your question to RO5eligibility@opwdd.ny.gov. Please mail your complete (**not partial**) packet to the following address:

LI-DDRO 415-A Oser Avenue
Hauppauge, NY 11788
Attn: Eligibility

Enclosures (3)

Important Facts, Transmittal form and Instructions for the documentation of DD, List of Resources.

Transmittal Form for Determination of Developmental Disability

Proof of a person's qualifying developmental disability is required in order to determine eligibility for OPWDD services. Complete this form and send it to your local Developmental Disabilities Regional Office. (See Instructions on page 2)

ATTACH: Copies of Records that are evidence of a disability prior to age 22

Contact your local DDRO if you have questions or need help to fill out this form.

Please Type or Print a Readable Copy. An * indicates required information.

***Section 1: Person's Information**

*Name:		TABS ID (if known):	*SS#:	
*Date of Birth:	Medicaid #:	* County of Residence:	*Sex: <input type="checkbox"/> M <input type="checkbox"/> F	
*Home Address:		Mailing Address (if different):		
*City:	*State:	*Zip:	City:	State: Zip:
*Phone:		*Also Known As:		

*Send information to (Check as many as desired):

- 1. Self -Home 2. Self - Mailing Address
- 3. Parent/Advocate 1 (Complete Section 2 P/A1 Name & Address) **Note:** Do not check 3 or 4 if the Advocate is the Agency listed in Section 3.
- 4. Parent/Advocate 2 (Complete Section 2 P/A2 Name & Address)
- 5. PASRR Coordinator

Section 2: Involved Parents or Advocates - Use address where mail is received. Optional unless 3 or 4 is checked above.

P/A1 Name:		P/A2 Name:		
Address:		Address:		
City:	State:	Zip:	City:	State: Zip:
Phone:	Country:	Phone:	Country:	

Section 3: Referring Agency Information (if applicable) - Automatically receives information if completed.

Agency Name:			
Agency Code (if known):		Street Address:	
Agency Contact:			
Phone:	City:	State:	Zip:

***Section 4: Check the services you are interested in receiving if determined eligible**

<input type="checkbox"/> 1. Developmental Disability Determination only - No services requested at this time.			
<input type="checkbox"/> 2. Individualized Support Services (ISS)	<input type="checkbox"/> 3. Respite Center	<input type="checkbox"/> 4. Residential Habilitation - IRA	
<input type="checkbox"/> 5. Community Habilitation	<input type="checkbox"/> 6. Intermediate Care Facility (ICF)	<input type="checkbox"/> 7. Day Habilitation	
<input type="checkbox"/> 8. Day Treatment	<input type="checkbox"/> 9. Pre-Vocational services	<input type="checkbox"/> 10. Supported Work (SEMP)	<input type="checkbox"/> 11. Care at Home
<input type="checkbox"/> 12. FET - Family Education & Training	<input type="checkbox"/> 13. CSS - Consolidated Supports & Services		
<input type="checkbox"/> 14. Case Management, e.g. MSC	<input type="checkbox"/> 15. Environmental Modifications/Adaptive Devices		
<input type="checkbox"/> 16. Art. 16 Clinic	Family Support Services: <input type="checkbox"/> 17. Respite		<input type="checkbox"/> 18. Other Family Supports
<input type="checkbox"/> 19. PASRR Level II Assessment	<input type="checkbox"/> 20. Other (specify):		

*Completed By (Name): _____ Print Legibly *Date: _____

*Form Completed by: 1. Self 2. Parent/Advocate 3. Agency 4. PASRR Coordinator

Following to be completed by DDRO Staff Only:

Date Received by DDRO:		Intake Staff Name:	
Person's TABS ID #:	Date entered in TABS:	By (initials):	

**Instructions for Completing
Transmittal form**
Please type or clearly print all information

General Instructions:

Complete this form and send it to your local DDRO with copies of records. Copies of records that prove disability prior to the age of 22 must be attached to the transmittal. These will be used for the OPWDD eligibility review. If you have questions about the kinds of records needed for the eligibility review, see **ELIGIBILITY FOR OPWDD SERVICES Important Facts**. The Facts sheet can be found on the OPWDD website [<http://www.opwdd.ny.gov>] or requested from your local DDRO.

Detailed Instructions:

This Transmittal form can be completed by: the person who wants to know if they are eligible for OPWDD services, their parent or advocate, or an agency staff person who is helping the person.

Section 1

Person's Information

Name: The person's legal name: Last name, first name, and middle initial.
TABS ID: The person's TABS identification number. If not registered, leave blank.
SS#: The person's 9 digit Social Security Number.
Date of Birth: The person's date of birth, in month, day, year (MM/DD/YYYY) format. (e.g. 04/03/1998)
Medicaid #: The person's Medicaid number.
County of Residence: The individual's county of residence, (for example, Kings, Essex.)
Sex: Put an **X** in the **M** box for a boy/man or in the **F** box for girl/woman.
Home Address: The person's current home address.
Mailing Address: Include street/avenue, apartment number, city/town, state and zip code.
The address where the person receives mail, if different from the home address.
Phone: Include the PO box/street/avenue, apartment number, city/town, state, and zip code.
Also Known as: The person's phone number including area code.
Send Information to: List all names (other than legal name) the person is known by.
Include nicknames, maiden name, etc...
Put an X next to the box indicating where the information about the eligibility decision should be sent. **If a parent or advocate (other than the Agency in Section 3) is to be sent information from the DDRO, check box 3 and/or 4 and fill in the Parent/Advocate parts of Section 2.** Any agency in Section 3 will automatically receive information concerning the eligibility determination.

Section 2

Involved Parents or Advocates – This section is optional unless box 3 or 4 of Send Information To is checked. If **only one** Parent/Advocate is needed, use **P/A1** Name and Address.

Name: The parent or advocate's name: Last name, first name, and middle initial.
Home Address: The current home address of the parent or advocate.
Mailing Address: Include street/avenue, apartment number, city/town, state and zip code.
The address where the parent or advocate *receives mail*, **if different** from the home address.
Phone: Include the PO box or street/avenue address, apt. #, city/town, state, and zip code.
The parent or advocate's phone number, including area code.

Section 3

Referring Agency Information (if applicable)

Agency Name: The agency's complete name.
Agency Code: The agency's OPWDD agency code, if known.
Agency Contact: Name of the agency staff person to be contacted about the eligibility determination.
Street Address: Fill in the address where the agency contact receives mail. Include the PO box or street, address, city/town, and zip code.
Phone: The agency contact's phone number including area code and any extension.

Section 4

Place an X in box 1 for a determination of developmental disability only. Or, place an X in the box next to each service the person is interested in receiving **IF** he/she is determined to be eligible for OPWDD services.
NOTE: The Transmittal is **not** an application for services.

Completed by: Legibly PRINT the name of the person who completed the form and the date when the form is completed.

Form Completed by: Put an X in the correct box to indicate who completed the form (the person/SELF, Parent or Advocate, Agency staff, or PASRR Coordinator).

Submit the completed form and required records to your local DDRO.

ELIGIBILITY FOR OPWDD SERVICES
Important Facts – October 2, 2012
(Replaces August 2010 version)

OPWDD, through its local Developmental Disabilities Regional Offices (DDROs), determines whether a person has a developmental disability and is eligible for OPWDD-funded services. This Fact Sheet explains the Three-Step Eligibility Determination Process and describes the type of information OPWDD needs to make an eligibility determination of developmental disability.

Please note that even when someone is determined to have a developmental disability, the person may not be eligible for all OPWDD-funded services. Some OPWDD-funded services require additional reviews that are not described in this fact sheet.

ELIGIBILITY DETERMINATION PROCESS

Eligibility Request

The **Transmittal for Determination of Developmental Disability Form** <http://www.opwdd.ny.gov/node/1018> must accompany all requests sent to the DDRO for eligibility determinations. The **Required Documents** described on page 2 of this Fact Sheet must also be included as part of the eligibility request. Eligibility requests and records are sent to the Eligibility Coordinator of the DDRO for the county where the applicant lives. A list of the **Eligibility Coordinators** at each of the five DDROs can be found at <http://www.opwdd.ny.gov/node/1022>.

Three-Step Review Process

The process for determining eligibility may involve multiple review steps, and is designed to make sure that every person receives a fair and thorough review.

1st Step Review

At the First Step, DDRO staff review the eligibility request to make sure it is complete. After this first review, the DDRO notifies the person in writing that:

- (a) Eligibility or Provisional Eligibility has been confirmed; or
- (b) The request is incomplete and requires additional documentation; or
- (c) The request is being forwarded for a Second Step Review

2nd Step Review

If the Eligibility Request is forwarded for a Second Step Review, a committee of DDRO clinicians evaluates the request. They also review any additional information that has been provided by the person. The person will be notified in writing if the committee requires more information, the specific type of information required, and the deadline date for the DDRO to receive the requested information.

When the Second Step Review is complete, the DDRO will send the person a written notice of the determination. If the committee determines that the person *does not* have a developmental disability, the person is *ineligible* for OPWDD services. The written notice will give the reason for the decision, and will also offer the person options to:

- (a) Meet with the DDRO staff to discuss the determination and the documentation reviewed; and
 - (b) Request a Third Step Review; and
 - (c) Request a Medicaid Fair Hearing (if Medicaid-funded services had been sought)
- The person may choose any or all of these options. If a Fair Hearing is requested, a Third Step Review will happen automatically.

Please note that a Notice of Decision offering a Fair Hearing is sent only if the person has requested Medicaid-funded services on the **Transmittal for Determination of Developmental Disability Form**.

3rd Step Review

Third Step Reviews are done by an independent Eligibility Review Committee of licensed practitioners not involved in the First and Second Step Reviews. The committee reviews the eligibility request and provides recommendations to the DDRO Second Step Review coordinator. The Third Step recommendations are considered by the DDRO Director (or designee) and the person is informed of the results, including any changes in the DDRO's determination.

Third Step Reviews are completed before the Fair Hearing date.

ELIGIBILITY FOR OPWDD SERVICES
Important Facts – October 2, 2012
(Replaces August 2010 version)

REQUIRED DOCUMENTS FOR ELIGIBILITY DETERMINATION REQUESTS

The DDRO will need this information to determine if a person is eligible for OPWDD services:

- A psychological report which includes an assessment of intellectual functioning (“IQ test”). This report should include all summary scores from the assessment (Full Scale, Index, Part and Subtest scores). *For people with IQ scores above 60*, an interpretive report of a standardized assessment of adaptive behavior, including summary, composite, scale, and domain scores, is required. *For people with IQ scores below 60*, an adaptive assessment may be based on an interpretive report using information gathered from interviews with caregivers, records review, and direct observations.
- For conditions other than Intellectual Disability, a medical or specialty report that includes health status and diagnostic findings to support the diagnosis. If available, a recent general medical report should be included in all eligibility requests.
- A social/developmental history, psychosocial report or other report that shows that the person became disabled before age 22. This is required for all eligibility requests.

In some cases, the DDRO may require additional information to determine eligibility. The DDRO may request additional information or further evaluation, and may either recommend where additional assessments may be done or arrange for them to be done.

Acceptable Measures of Intellectual and Adaptive Behavior

Please note: it is expected that current/updated evaluations of intellectual or adaptive functioning are based on the most recent editions of the standardized instrument used. Please refer to the October 17, 2008 and April 26, 2010 memos http://www.opwdd.ny.gov/opwdd_services_supports/eligibility for more information.

Any of these measures of intellectual functioning are accepted*:

- The Wechsler series of Intelligence Scales
- The Stanford-Binet Scales
- Leiter International Performance Scale
- The Kaufman series of Intelligence scales

*Other intelligence tests *may* be acceptable if they are comprehensive, structured, standardized, and have up-to-date general population norms

- Brief or partial administration of comprehensive intellectual measures may only be used in circumstances where standardized administration is *impossible*
- Abbreviated measures of intelligence (WASI, K-BIT) are not acceptable as the only measure of intellectual functioning
- Language-free instruments (Leiter, CTONI) in combination with the Performance items of a comprehensive IQ test will be considered for individuals who do not speak English, or are deaf, or are non-verbal
- Intelligence tests standardized in English cannot be administered in a different language for testings reviewed for eligibility determinations

Any of these measures of adaptive behavior are accepted for current evaluations*:

- Adaptive Behavior Assessment System
- Vineland Adaptive Behavior Scales
- The Motor Skills Domain *only* of the Scales of Independent Behavior
- Other adaptive behavior measures are acceptable if they are comprehensive, structured, standardized and have up-to-date general population norms. Results from an instrument that is not on this list, but was given prior to the person reaching age 22, can be used to establish a past history of adaptive deficits during the developmental period.

Adaptive behavior measure ratings should reflect the person's **actual, typical** behavior, not their best behavior under ideal circumstances, or behaviors they can complete only with assistance.

Adaptive behavior measures should only be given by professionals trained in their use, following the standards described in each instrument's manual.

New York State Office for People with Developmental
Disabilities

Family Support Services Grant Programs

Respite, Family Training, Advocacy, Counseling & Support Services,
Crisis Intervention, Voucher Reimbursement, Senior Day Programs,
Recreation, Non-Medical Service Coordination

Long Island Community Disabilities Service Office

415A Over Avenue
Hempstead, NY 11788
(631) 434-6000
<http://www.opwdd.ny.gov>

The FULL grant list is available online at www.lifssac.com

This is just the cover page for the entire document.



Putting People First

Services for Individuals with Developmental Disabilities

At OPWDD our motto is "putting people first." With that in mind we are committed to providing top-quality services for the people with developmental disabilities we support. This brochure explains what you need to know to apply for services from OPWDD. It outlines, step by step, how to get these services paid for. I encourage you to read through it. If you need help, representatives from our Revenue Support Field Offices can assist you. Their phone numbers and locations are printed at the end of this information.

Laurie A. Kelley, Acting Commissioner

What Individuals and Families Need to Know About Payment for Services

Many services for people with developmental disabilities are available from the New York State Office For People With Developmental Disabilities (OPWDD) and agencies in the OPWDD system. Beginning February 15, 2009 there were changes in how some of these services are paid for. This booklet explains what steps must be taken to be sure services are paid for.

Why has there been a change in how services must be paid for?

The change in how services must be paid for is a result of OPWDD's Liability for Services regulation that went into effect on February 15, 2009 and changes to the regulations that went into effect on March 15, 2010. The purpose of the regulations is to make sure that individuals receiving OPWDD's Medicaid services are eligible for Medicaid funding of those services. The revenue received helps OPWDD to maintain services to people with developmental disabilities.

Individuals who get these Medicaid-funded OPWDD services must apply for Medicaid.

Most OPWDD services are funded through Medicaid and the Medicaid Home and Community Based Services (HCBS) Waiver. OPWDD requires individuals to enroll in the right type of Medicaid coverage for the services they need. In most cases, individuals will need to enroll in **both** Medicaid and the Medicaid HCBS Waiver. The HCBS Waiver covers special services that are generally not covered by other types of health insurance.

Once an individual is enrolled in Medicaid and, if needed, the HCBS Waiver, Medicaid will pay for the services and the individual or the family will not be asked to pay. Talk to the agency you want services from to be sure you apply for the right programs to get the services you want. If a person does not enroll in the correct Medicaid coverage, in most cases, the individual or the family will have to pay for the desired services.

Medicaid-funded services:

- **Intermediate Care Facilities (ICF)** – Residential treatment program with 24-hour care for individuals who need extra help with their daily activities.
- **Medicaid Service Coordination (MSC)** – Help from a service coordinator to get you the right services and supports to meet an individual's needs.
- **Day Treatment Services** – Combination of medical treatment and habilitation services at a specific site.

Medicaid-funded HCBS Waiver services:

- **Residential habilitation provided in:**
 - **Individualized Residential Alternatives (IRA)** – Certified Homes that provide room, board and individualized service options.
 - **Community Residences (CR)** – Homes that provide semi-independent living.
 - **Family Care** – A certified residence that provides a family-living experience in a structured, stable home environment.
- **Day Habilitation Services** – Help with personal, social, and vocational skill-building to improve community integration.
- **Community Habilitation** – Help with self-care and skills-building.
- **Prevocational Services** – Help learning work-related skills before a job starts.
- **Supported Employment Services*** – Help finding and keeping a job and improving work skills.
- **Respite Services*** – Temporary care giving for individuals.
- **Blended and Comprehensive Services** – Combination of different Waiver services to meet individual needs.

Certain family support services, such as support or training groups, advocacy, information and referral, are not funded through Medicaid, and there is no cost to individuals or families for these services.

Limited Exception for Supported Employment or Respite*

If the only service an individual receives from the lists above is Supported Employment or Respite services, but not both, and the individual is not enrolled in Medicaid and the HCBS Waiver, he or she may meet the criteria for a limited exception to the requirements of the Liability for Services regulations. The limited exception for Supported Employment or Respite services means that the individual does not have to apply for Medicaid and enroll in the HCBS Waiver or pay for these services. In the future, if the individual wishes to receive any other services from the lists above, he or she will no longer meet the criteria for the limited exception and will have to qualify for Medicaid and enroll in the HCBS Waiver or else pay for the services. Individuals enrolled in the HCBS Waiver who receive Supported Employment or Respite on or after March 15, 2010 are not eligible for the limited exception.

Who is eligible for Medicaid?

Individuals with disabilities age 18 years or older are eligible for Medicaid if their income and resources (bank accounts, life insurance, etc.), are below a certain amount. Programs like the Medicaid Buy-In Program for Working People with Disabilities can help working adults keep more of their income and still get Medicaid.

Children with developmental disabilities under age 18 who live at home with their families may be eligible for the Medicaid HCBS Waiver based on their own income and resources. Their family income and resources are not looked at when applying for the Medicaid HCBS Waiver.

If an individual has too much income or resources, he or she can spend that money on medical expenses to qualify for Medicaid. This is called a **spenddown**. In most cases, any money spent out of pocket on medical needs can be used to meet a spenddown. There are also other ways to keep an individual's resources, such as setting up a Medicaid qualifying trust. This is a specific type of trust that must be set up by a lawyer.

What other benefits does Medicaid provide?

In addition to covering many OPWDD services, Medicaid provides health insurance that will pay for medical care and also for specialized medical care that is not covered by other types of insurance. For example, Medicaid can pay for home health aides and transportation to medical services. An individual can have other insurance coverage and still apply for Medicaid.

How to apply for Medicaid:

Individuals or families should work with the agency they want services from when applying for Medicaid. The agency can help with the application and explain what documents will be needed. The agency can connect individuals or families with a "service coordinator", who can assist with the application process.

In order to apply, an individual will need his or her personal records. For example: his or her birth certificate; proof of where he or she lives, such as a rent receipt or utility bill; proof of income, such as a Social Security check; and proof of his or her resources, such as bank records.

How to find out what type of Medicaid to apply for:

Individuals or families should talk to the agency they want services from to get help with applying for the right Medicaid coverage. The agency will know what type of Medicaid coverage is needed.

What if an individual or family decides not to apply for Medicaid?

If an individual or family does not apply for coverage or does not complete the application process then payment must be made for the full cost of the service. The agency the individual wants services from will tell him or her how much will have to be paid for the services.

However, if an individual is not eligible for Medicaid because of a reason other than income or resource level, then that person or their family should ask the agency for assistance.

What if Medicaid finds that an individual is not eligible?

If Medicaid finds that an individual is not eligible for coverage, Medicaid will send a letter stating that Medicaid coverage has been denied. If an individual or family receives a denial letter, the letter must be saved and shown to the agency the individual wants services from to see if he or she should appeal the decision. The agency can help with the appeals process.

If an individual is not eligible due to income or resources, the individual may have to pay a spenddown to get Medicaid to pay for the desired services. If the individual or family does not take steps to pay the spenddown or to put the resources in a Medicaid qualifying trust, then they will have to pay the full cost of services.

What if an individual already gets Medicaid or HCBS Waiver-funded services?

If an individual is getting services right now and is not enrolled in the correct Medicaid coverage for those services, he or she must apply for the correct Medicaid coverage that will pay for those services.

What if an individual wants a new Medicaid or HCBS Waiver-funded service?

If an individual wants a new service, the person or their family should talk to the agency they want the service from. The agency will tell you if they can provide the service to the individual and will also explain if the individual has the right Medicaid coverage to pay for the service. If the individual does not have the right Medicaid coverage, he or she must enroll in the right coverage before new services will be provided.

If the individual or family does not apply for the Medicaid coverage needed, the agency can deny the request for service. However, in cases where the person's health or safety would be in danger without the service, the agency may choose to provide the service before the individual has enrolled in Medicaid.

I still need help! What do I do?

If you have more questions, our Revenue Support Field Offices can help. There are nine Revenue Support Field Offices (RSFOs) located throughout New York State. RSFO staff share their expertise with voluntary provider agencies, individuals with disabilities, their families, advocates, and other representatives.

* Talk to the provider you want services from if you have any questions.

OPWDD REVENUE SUPPORT FIELD OFFICES (RSFO)

There are nine RSFOs located throughout New York State. Each RSFO is associated with one or more Developmental Disabilities Services Offices (DDSOs). RSFO staff share their expertise with voluntary provider agencies, individuals with disabilities, their families, advocates, and other representatives.

BROOME RSFO

229-231 State Street—3rd Floor
Binghamton, NY 13901
Phone: (607) 771-7210
Fax: (607) 771-1098
Counties Served: Broome, Chenango,
Delaware, Otsego, Tioga, Tompkins

CAPITAL DISTRICT RSFO

O.D. Heck DC—Bldg #12
Balltown & Consaul Roads
Schenectady, NY 12304
Phone: (518) 370-2010
Fax: (518) 370-2297
Counties Served: Albany, Fulton,
Montgomery, Rensselaer, Saratoga,
Schenectady, Schoharie, Warren,
Washington

CENTRAL/SUNMOUNT RSFO

101 W. Liberty Street, P.O. Box 388
Rome, NY 13440
Phone: (315) 339-3440
Fax: (315) 336-0407
Counties Served: Cayuga, Clinton,
Cortland, Essex, Franklin, Hamilton,
Herkimer, Jefferson, Lewis, Madison,
Oneida, Onondaga, Oswego, St.
Lawrence

FINGER LAKES RSFO

509 Vienna Street
Newark, NY 14513
Phone: (315) 331-7141
Fax: (315) 331-0182
Counties Served: Chemung, Livingston,
Monroe, Ontario, Schuyler, Seneca,
Steuben, Wayne, Wyoming, Yates

HUDSON VALLEY RSFO

3 Wilbur Road, Room 45, P.O. Box 470
Thiells, NY 10984-0470
Phone: (845) 947-6250
Fax: (845) 947-6161
Counties Served: Orange, Rockland,
Sullivan, Westchester

LONG ISLAND RSFO

415A Oser Avenue
Hauppauge, NY 11788
Phone: (631) 434-6109
Fax: (631) 434-6511
Counties Served: Nassau, Suffolk

NEW YORK CITY RSFO

75 Morton Street, 5th Floor
New York, NY 10014-5798
Phone: (212) 229-3343
Fax: (212) 229-3095
Counties Served: Bronx, Kings,
Manhattan, Queens, Richmond

TACONIC RSFO

36 Firemen's Way
Poughkeepsie, NY 12603
Phone: (845) 473-8210
Fax: (845) 473-8204
Counties Served: Columbia, Dutchess,
Greene, Putnam, Ulster

WESTERN NY RSFO

West Seneca DC, Bldg #70, 2nd Floor
1200 East and West Road
West Seneca, NY 14224
Phone: (716) 675-8666
Fax: (716) 675-8919
Counties Served: Allegany,
Cattaraugus, Chautauqua, Erie,
Genesee, Niagara, Orleans

	<p>NYS Office For People With Developmental Disabilities</p> <h1>Putting People First</h1>	<p>For More Information</p> <p>www.opwdd.ny.gov TEL: 866-946-9733 TTY: 866-933-4889</p>
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Service Coordination

Introduction

Some people can identify and get supports and services on their own. Others have family members and friends who can help them. Some people need help to learn about and understand all the different supports and services that they can choose from that will meet their needs.

When you are choosing the supports and services that are the best ones to meet your needs, it helps to start by working with your family and friends to figure out the ways that they can help you. Then you should identify what other supports you need and get information about provider programs and community resources that will help you. You should look at: 1) what the program will offer you, 2) where the program is held, 3) who can attend the program, 4) whether the program has a spot for you, and 5) what you have to do to apply.

Your Service Coordinator can help you get this information and can help you and understand all of the different supports and services that you learned about. Then you can make a choice about what supports and services are the best ones to meet your needs.

Options

OPWDD offers two kinds of service coordination: Medicaid Service Coordination (MSC) and Plan of Care Support Services (PCSS). The difference is how much support you need from a service coordinator and how often you need that support. MSC is for people who need service coordination more often over a longer period of time and PCSS is for people who do not want or need the higher level of support MSC offers. Your support needs will help decide which option is best for you. With each option, your service coordinator will work with you to develop and maintain your Individualized Service Plan and help you keep your eligibility for OPWDD services and certain benefits.

Role of the Service Coordinator

Your Service Coordinator's job is to help you choose and get the supports that help you live in and be part of your community in the way that you think is best for you, and help you use your strengths and skills to work on your interests and goals.

Role of the Service Coordinator (continued)

Your Service Coordinator helps you put together your own Individualized Service Plan (ISP) that describes your goals, services and supports and other information. Service Coordinators do not provide direct services. They help you to look for and find the supports and services you need.

With direction from you and your advocate, your Service Coordinator will:

- Help you increase your choices and control in your life
 - Help you identify your personal goals
 - Help you identify the services and supports you need
 - Help you plan and manage your ISP
 - Help you identify service providers and assist with program enrollment
 - Help you put your plan into action by finding activities, supports, and services and connecting you to the ones you choose
 - Help you decide if your services and supports are working for you and make sure they are provided the way you want them
 - Help you to be a self-advocate for what you need and want
- Work together with you and the OPWDD Front Door staff to help you move through various processes

It's Your Choice

You have a choice in your service coordination provider. There are many OPWDD approved MSC and PCSS providers across New York State. You can get a list of available providers in your area by going to the OPWDD website at:

<http://providerdirectory.opwdd.ny.gov/>

or by asking your local OPWDD Service Coordination Liaison (below).

http://www.opwdd.ny.gov/opwdd_services_supports/service_coordination/medicaid_service_coordination/contacts

For More Information

For more information, please contact your local Service Coordination Liaison:

Theresa Christensen
Administrative Assistant
631-416-3863

Information about OPWDD supports and services in your area can be found at <http://www.opwdd.ny.gov/node/124>.

OPWDD's information line at (866) 946-9733 or TTY (866) 933-4889

Home and Community Based Services (HCBS)

Waivers in New York State

- HCBS Waivers provide services and supports to children and adults with long-term needs and their families to enable them to remain at home and in the community.
- Waiver services are designed for people who, but for these services, require the Level of Care provided in a long-term care facility.
- Waiver services allow Medicaid to pay for some services not provided through "regular" Medicaid, such as case management, respite and home adaptations.
- Under the HCBS Waivers, parental income and assets are not considered when determining the child's eligibility for Medicaid. Only the child's income and assets are counted.
- Although the Medicaid funding obtained only applies to the child, it can be used to defray the costs of caring for the child at home.
- Waiver funding is 50% Federal dollars and 50% State or in some cases partially funded by Counties.

NYS has several types of waivers that serve children with long-term care needs:

Care at Home Waiver for Children with Developmental Disabilities

Office for People with Developmental Disabilities (OPWDD)

Program Goal: To provide medical assistance to families with children living at home who have severe disabilities or medical conditions.

To be eligible a child must be under 18 years of age; have a developmental disability; demonstrate complex health care needs; be eligible for the level of care provided by an intermediate care facility; not be hospitalized; and be ineligible for Medicaid. Contact your local Developmental Disabilities Regional Office (DDRO), Care at Home Waiver Coordinator. Website: www.opwdd.ny.gov

Care at Home Programs for Children with Physical Disabilities

NYS Department of Health (DOH)

Program Goal: To assist families in caring for their physically disabled children in the home setting.

To be eligible a child must be under 18 years of age; be declared physically disabled according to standards in the Social Security Act; have been hospitalized or in a skilled nursing facility for 30 consecutive days; be able to be cared for at home safely, and at no greater cost than in the appropriate facility.

Contact your local County Department of Social Services, Care at Home Coordinator.

Home and Community Based Services (HCBS) Waiver

NYS Office For People with Developmental Disabilities (OPWDD)

Program Goal: To enable persons with developmental disabilities to obtain the supports and services needed to obtain his or her goals in life. A person's independence and inclusion in the community are the primary concern in designing this package of supports and services.

To be eligible a person must have a documented developmental disability; have needs comparable to a person residing in an Intermediate Care Facility; be enrolled in Medicaid*; and live in either a Family Care home, their own, an Individual Residential Alternative, or a Community Residence.

*Children under the age of 18 may not have Medicaid upon application for enrollment in the waiver. The local Developmental Disabilities Regional Office (DD RO) will provide guidance for how to apply.

Website: www.opwdd.ny.gov

HCBS Waiver for Children and Adolescents with Serious Emotional Disabilities

Program Goal: To provide services and support children and adolescents with serious emotional disturbances and their families to enable them to remain at home and in the community.

To be eligible a child must be under 18 years of age; have serious emotional disturbances; demonstrate complex health and mental health needs; require or be at imminent risk of needing psychiatric inpatient care; have service and support needs that cannot be met by one agency/system; have a consistent and viable living arrangement with family that is able and willing to participate in the waiver; and be eligible for Medicaid.

Contact the Bureau of Children and Families in the NYS Office of Mental Health at 518-474-8394.

Traumatic Brain Injury Waiver (TBI)

To be eligible for this program a person must be diagnosed with TBI or a related condition; be eligible for nursing facility level of care, enrolled in Medicaid, and be between 18 and 64 years of age, and injured after the age of 18.

Contact the NYS Department of Health at www.health.state.ny.us

Nassau County Dept of Social Services

60 Charles Lindbergh Blvd, Suite 160, Uniondale, NY
11553. Telephone: 516-227-8519

Suffolk County Dept of Social Services

Smithtown Center, 200 Wireless Blvd, Hauppauge, NY 11788.
Telephone: 631-853-8714

Riverhead Center, 893 E. Main Street, Riverhead, NY 11901-
2542. Telephone: 631-852-3500

Coram Center, 80 Middle Country Road, Coram, NY 11727.
Telephone: 631-854-2300

South West Center, 2 South 2nd Street, Deer Park, NY 11729.
Telephone: 631-854-6600

The following documentation should be presented when applying for Medicaid:

- Original birth certificate
- Proof of the family's income and assets (unless child is under 18, then only child's financial information)
- Copy of any other health insurance card
- If the applicant is a U. S. citizen, a Social Security card must be provided; or
- If the applicant is an immigrant, immigration documents that prove s/he is in satisfactory immigration status must be provided
- OPWDD eligibility letter from DDRO
- Copies of the most current psychological and physical exams
- Copy of the IEP if age 21 or less
- Completed application: go to New York Health Medicaid at
(<http://www.health.ny.gov/forms/doh-4220all.pdf>) and
(http://www.health.ny.gov/health_care/medicaid/publications/docs/adm/10adm-5att2suppa.pdf) for supplement A.

Please bring or mail the application and documentation information to the pertinent address above.
For OPWDD eligible people only, do NOT go through the NYS Health Exchange.

IF YOU LIVE IN NASSAU COUNTY YOU MUST SUBMIT YOUR APPLICATION TO THE NASSAU COUNTY DEPT OF SOCIAL SERVICES.

IF YOU LIVE IN SUFFOLK COUNTY YOU MUST SUBMIT YOUR APPLICATION TO SUFFOLK COUNTY DEPT OF SOCIAL SERVICES.

What is self-determination?

Self-determination for a person with a developmental disability means being able to have real control over one's life. It is not a particular program or service. Self-determined people have supports that are tailored uniquely and specifically to that individual.

Some people with developmental disabilities can clearly express their wishes and needs, and are able to make choices independently. Many others can become self-determined by having family, friends, and trusted professionals help them choose how they want to spend their time and with whom.

What does self-determination mean in day to day life?

- Having control over daily activities: paid or volunteer work, continuing education, recreation.
- Choosing support: family, coworkers, friends, support staff.
- Deciding where to live: an apartment with a roommate, a house with friends, alone.
- Being able to set the rhythms of your day: what time to eat, when to go to sleep.
- Letting people with developmental disabilities, and their circles of support (see below) control their budgets and choose the services and supports that best meet their needs, benefits both the people served and their communities.

What are self-directed services?

Self-Direction is a way of providing services that gives people with developmental disabilities increased choice and control over their lives.

Self-direction has two basic features:

- *Employer authority* enables individuals to hire, manage and dismiss workers.
- *Budget authority* provides participants with a flexible budget to purchase the supports and services they need to live in the community.

What does self-direction with budget and employer authority (formerly called CSS) look like in New York State?

Self-direction with employer and budget authority (hereafter called "self-direction") is the name of New York State's current self-determination program. It is funded by federal (Centers for Medicare and Medicaid Services, or CMS) and state Medicaid funds, and administered through Office for Persons with Developmental Disabilities (NYS OPWDD). Implementing a self-directed plan requires a broker, a planning team (formerly called a circle of support), and a fiscal intermediary (formerly, financial management service).

The planning team is the key decision-making group in self-direction: its members support and advise the individual getting services. Among other things, team members assist with:

- Identifying the person's strength and gifts
- Finding community opportunities
- Recruiting staff

Who makes up the Planning Team (Formerly called Circle of Support)?

The team is made up of family members, friends, and trusted professionals, and must include the Medicaid service coordinator and broker. Teams vary greatly; some circles have three people, some have a dozen. Don't let concern about finding people for your team stop you from using Self-Direction!

Who is the broker?

The broker may be an independent contractor, or may work for an agency. OPWDD pays the broker for working with you on your self-directed plan.

What does the start-up broker do?

- Further explains the process
- Guides person-centered planning
- Writes the actual plan, including all of the budget calculations
- Helps to identify community connections and resources
- Acts as the intermediary between the team and the DDSO and steers the plan through the acceptance process

How do you choose a start-up broker?

Usually, you will get a list of brokers in your area; or, the liaison may suggest someone. It is important that you interview the broker before you hire them, as this person will have an important role in translating your child's dreams into reality.

What is a Fiscal Intermediary (FI)?

The FI is a non-profit agency that you hire, who will:

- Perform background checks on staff
- Keep the books and pay staff
- Monitor and report on the yearly budget
- Maintain records needed for Medicaid compliance

My child has high support needs; she needs to have someone around all the time. Can she use self-direction?

Yes! Self-direction is not just for people who require minimal support. The amount of funding the person gets depends on the level of need.

How are Personal Resource Allocation (PRA) levels determined and what is the annual PRA for self-directed supports?

The annual PRA is based on the region in which the individual lives, whether the individual lives in a certified setting, and on the outcome of the assessment completed, currently the DDP2. Please speak with your regional self-direction liaison or Front Door liaison to get specific information. The number of hours that a self-hired staff can provide is dependent on the wage and fringe paid to the staff, the individual's PRA, and other items in the individual's self-direction budget.

My child's budget was not approved and I don't think he will have enough support to live a safe, integrated life in the community. What can I do?

First, discuss the issue with your broker; if it cannot be resolved, contact your local DDRO liaison who may be able to help. The next step is to contact the Statewide Self-Direction Coordinator, OPWDD Division of Person Centered Supports.

If you cannot resolve a significant problem informally you have the right to appeal.

CMS requires states to inform individuals of the option to request a Fair Hearing if an "adverse action" is taken against someone served. These actions include:

- Denying an individual the service(s) of their choice or the provider(s) of their choice
- Actions to deny, suspend, reduce or terminate services.

If any of these problems occur, contact your local DDRO and ask about your right to appeal.

My child has "continuity of care" funding. How long will it last?"

To our knowledge, there is still no answer to this question.

Why has OPWDD "redesigned" CSS? It was working for my child. Are these changes a sign that this program will end in a few years?

CMS is requiring to all states to redesign services for people with developmental disabilities to stress community integration and fiscal responsibility. However they continue to emphasize the importance of self-direction and choice. It is expected that although there will be changes with the adoption of managed care, people will still be able to self-direct.

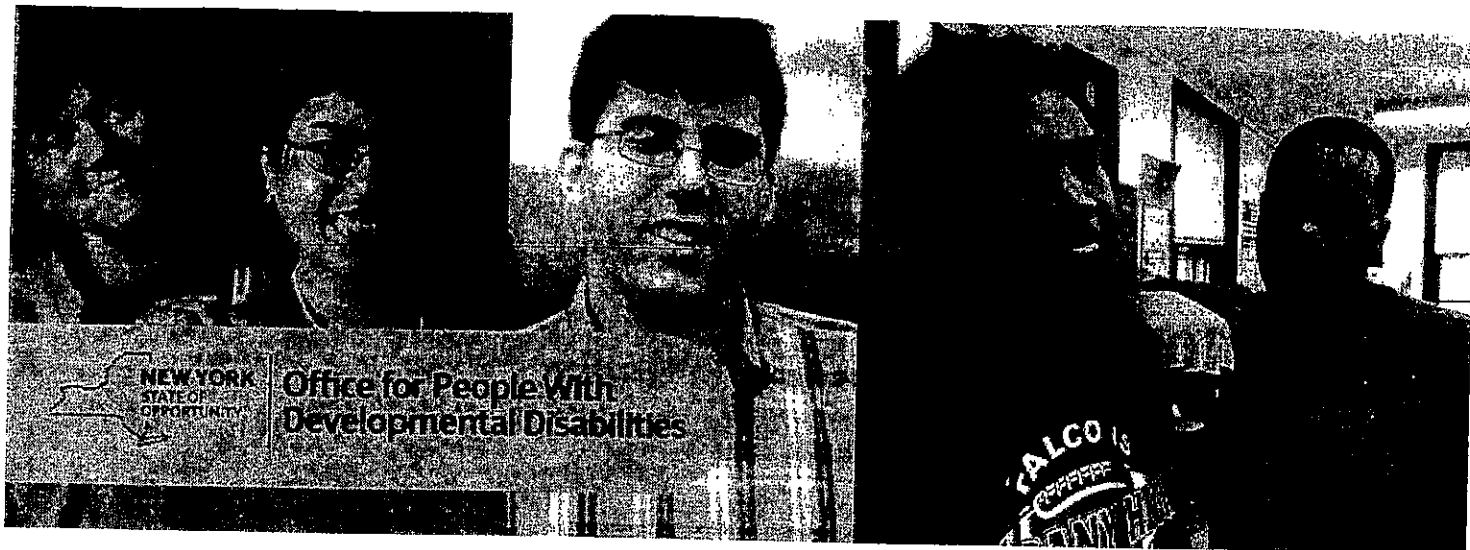
Want more detailed information about the changes in self-direction?

SEE: Self Direction and the Redesign of Consolidated Supports and Services

To begin the process of choosing self-direction and a self-determined life, visit OPWDD's Front Door.

http://www.opwdd.ny.gov/welcome-front-door/Front_Door_Contact_Numbers

More questions? Contact us at nysselfd@gmail.com



Transition Planning: from school to adult life

What is transition planning and why is it important?

All students wonder, "What am I going to do with my life after school?" Schools use the transition planning process to help students with disabilities and their families plan for life after high school. There are many supports and services available for young adults with developmental disabilities after high school. Students and families must apply for these supports as part of transition planning. School services are available to your child until the end of the school year in which he/she turns 21, or until your child graduates with a Regents or local diploma, however each student should have a transition plan in place by age 15 or earlier (8 NYCRR 200.4(d)(2)(ix)) to ensure that services will be available when they need them.

Who can help with transition planning?

People who will help you learn about your choices include your high school guidance counselor, teachers, other school staff, family, and friends. A strong circle of support can help with the transition planning process.

What is a circle of support?

A group of people that you have freely chosen who help you think about your interests and goals, put them into words and make them happen.

- With your interests and goals in mind, your circle of support helps you make choices and decisions that help you take charge of your life.
- You choose the members of your circle of support. Some people you may choose are:
 - Family members, friends, neighbors, and others in your community
 - School staff including your teachers, school counselor, transition specialist, and support staff such as speech, occupational or physical therapist, social worker, psychologist, mental health provider
 - Service coordinators/case managers
 - Other service providers, including staff from:
 - Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCES-VR)
 - Commission for the Blind (NYSCB)
 - Office for People With Developmental Disabilities (OPWDD)
 - Office of Mental Health (OMH)

The transition planning process can help you decide what you want to do after completing school. You may be interested in:

- Going to college or to a vocational or technical school
- Working in a community business
- Starting your own business
- Volunteering in your community
- Taking part in the creative arts, music, or dancing

For the phone number and e-mail address of the OPWDD Transition Coordinator in your area:

- Go to <http://www.opwdd.ny.gov/node/4785>
- E-mail student.transition@opwdd.ny.gov

Help with Finding a Job

ACCES-VR can work with you to explore job options and help you develop job skills. Usually, students start to work with ACCES-VR two years before they leave school. For more information, go to www.acces.nysed.gov/vr/do/transition.htm, or call 1-800-222-JOBS (5627).

How can OPWDD help?

Our mission is to help people with developmental disabilities lead richer lives. We will help you live as independently as possible and be a part of your community. We value the abilities and talents you have to contribute, and your right to make choices about your life. We offer supports and resources that help you to:

- Enjoy meaningful relationships
- Experience personal health and growth
- Live in the home of your choice
- Fully participate in your communities

If you don't already get OPWDD services, you will need to go through our Front Door process. A service coordinator will work with you and your circle of support to help you put together a plan for services that describes your strengths and abilities, and defines your goals and support needs. Our services include supports to help you develop job skills and get a job in the community, and to help you with daily living skills, to be more active in your community, and to be more independent.

Tips for parents and students

- Start early; it's never too early to investigate the possibilities
- Ask questions; find out what options exist in your community and how to apply for them
- Learn about the eligibility process for getting services. Find out what documents you need to provide so that supports are ready when needed

For more information about OPWDD's Front Door and supports and services in your area call the Regional Office for the county you live in:

OPWDD's Regional Offices

Region 1

800-487-6310 -

Allegany,
Cattaraugus,
Chautauqua, Erie,
Genesee, Niagara,
Orleans Counties

585-241-5700 -

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

Region 2

315-473-6978 -

Broome, Cayuga,
Chenango, Clinton,
Cortland, Delaware,
Essex, Franklin,
Hamilton, Herkimer,
Jefferson, Lewis,
Madison, Oneida,
Onondaga, Oswego,
Otsego, St.
Lawrence, Tioga,
Tompkins Counties

Region 3

518-388-0431 -

Albany, Fulton,
Montgomery,
Rensselaer,
Saratoga,
Schenectady,
Schoharie, Warren,
Washington Counties

845-947-6100 -

Orange, Rockland,
Sullivan, Westchester
Counties

845-473-5050 -

Columbia, Dutchess,
Green, Putnam,
Ulster Counties

Region 4

Bronx:

718-430-0885

Brooklyn (Kings):

718-642-6000

Manhattan

(New York):

646-766-3222

Queens:

718-217-5890

Staten Island

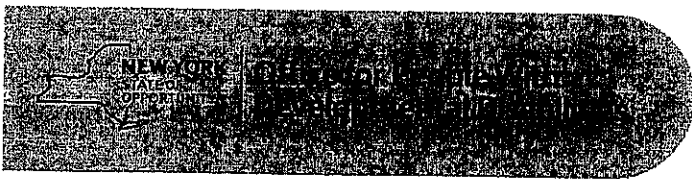
(Richmond):

718-983-5233

Region 5

631-434-6000 -

Nassau, Suffolk
Counties



Visit our website at www.opwdd.ny.gov or contact OPWDD's information line at (866) 946-9733.

For individuals with hearing impairment use NY Relay System 7-1-1



Employment Opportunities and Supports

At OPWDD, our motto is "Putting People First." With that in mind, we are committed to supporting the goals of individuals with developmental disabilities who want to work in integrated community settings, along side individuals who do not have disabilities. Our services are designed to help individuals to lead richer lives through employment in the community. - Courtney Burke, Commissioner

Employment Services

All individuals with disabilities who want to work should be supported to achieve their goals. Through work, people can earn wages, increase their independence, gain self-confidence and develop relationships in their community. Individuals with developmental disabilities work in all types of community businesses including, but not limited to: banking, education, technology, health care, hospitality, food service, retail, not-for-profit corporations and government.

OPWDD offers several employment programs to assist individuals with varying support needs. All employment services provide employment staff or "job coaches" to assist individuals with the goal of integrated community employment. Job coaches:

- Use person centered planning to help identify strengths, skills and interests
- Develop employment opportunities to match the right person with the right job
- Help with creating a resume and preparing for job interviews
- Assist with transportation needs
- Will often accompany applicants to the interview
- Help with learning the job duties and the work environment
- Provide ongoing assistance through periodic worksite visits
- Help out when job duties change
- Assist with social interactions on the job
- Can help individuals increase their hours or secure a new job

Enhanced Supported Employment Pilot Project (ESEMP)

ESEMP is a five year pilot project designed to demonstrate that motivated individuals who may need high levels of support can successfully work in regular jobs in the community. Enhanced services may include person-centered vocational planning, customized job development, individualized job coaching, travel training and transportation assistance, behavioral interventions and supports, personal assistance and other supports customized to the individual's needs. This pilot is currently funded through 2014.



Office for People With Developmental Disabilities

Employment Training Program (ETP)

ETP offers individuals an opportunity to work in an internship that will lead to permanent employment in a community business. During the internship, wages will be paid by through ETP while the individual learns the skills needed for the job. ETP participants also attend job readiness classes that present topics such as conflict resolution and how to dress for work. ETP services include increased job development and job coaching as well as assistance with other employability skills.

Supported Employment (SEMP)

SEMP provides the supports individuals need to obtain and maintain paid competitive jobs in the community. Individuals with developmental disabilities will typically transition to SEMP after they have received supported employment services funded by the NYS Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCES-VR) and require limited job coaching to successfully maintain their employment. Individuals also come to supported employment from programs that offer intensive training such as ESEMP and ETP.

Prevocational Services

Prevocational services provide the opportunity for individuals to participate in general training activities to build on their strengths and overcome barriers to employment. These services assist individuals who want to work, but who need extra help to develop the skills needed to be successful in the workplace.

For more information about employment opportunities for individuals with developmental disabilities, contact OPWDD's Division for Person Centered Supports at (518) 473-9697. Information is also available through OPWDD's toll free Information Line at (866) 946-9733 voice, or (866) 933-4889 TTY.



Pathway to Employment

Pathway to Employment is a person-centered employment planning and support service that provides assistance for individuals to obtain, maintain or advance in competitive employment or self-employment.

The *Pathway to Employment* service will be available to individuals expressing an interest in competitive employment or self-employment including (but not limited to) individuals who receive Day Habilitation, Pre-Vocational and Supported Employment services, as well as students leaving high school.

This service offers an individualized planning process that helps individuals identify a career or vocational direction. *Pathway to Employment* also provides instruction and training in job readiness skills and develops a plan for achieving competitive, integrated employment at or above the New York State minimum wage. Within 12 months the outcome of this service is documentation of the participant's stated career objective; a detailed career plan used to guide individual employment supports; and preparation for supported employment services. To be eligible for Pathway to Employment, an individual needs to be enrolled in the Home and Community Based Waiver (HCBS). To enroll, discuss Pathway to Employment with your Medicaid Services Coordinator (MSC) or contact your OPWDD Regional Office.

YOUR RESPONSIBILITIES

- Keep all appointments with my ACCES-VR counselor
- Let my counselor know if I change my address or phone number or email
- Follow medical and treatment recommendations
- Send my counselor my grades or progress reports
- Let my counselor know if I have any problems that will interfere with my plan
- Contact my counselor when I get a job!

Fill in this information at your first meeting with your VR counselor.

My counselor (VRC) is _____

Phone _____

Email address _____

Counselor's assistant (VRCA) is _____

Phone _____

Email address _____

THE ACCES-VR PROCESS

- Student makes an informed choice to apply for ACCES-VR
- Student completes application packet
- Counselor determines eligibility
- Counselor and student choose an appropriate employment goal
- Counselor and student develop an Individualized Plan for Employment (IPE)
- Student acquires skills and supports
- Student gets and keeps a job
- Counselor closes case as a SUCCESS!

KEEPING IN TOUCH WITH ACCES-VR

- **By Telephone to your VRC or VRCA**
Listen to the message - it is often customized to let the caller know the person's schedule and activities
Leave a clear message - your name, your phone number, what you are calling about, and times to call you back
- **By Mail** - note the counselor's name on the envelope
- **By email** - sometimes the quickest
- **By Appointment** - be responsible - arrive on time - call ahead to cancel if you can't make it

PLEASE SHARE SOME INFORMATION WITH US ABOUT YOU

I expect to graduate in _____ Month/year

The job/career I am interested in is: _____

To prepare for this, I have already (taken classes, volunteered, had a job): _____

When I leave school I am interested in: _____ finding a job right away

_____ job training

_____ college or business school

*****BRING THIS TO YOUR 1ST MEETING WITH YOUR ACCES-VR COUNSELOR*****

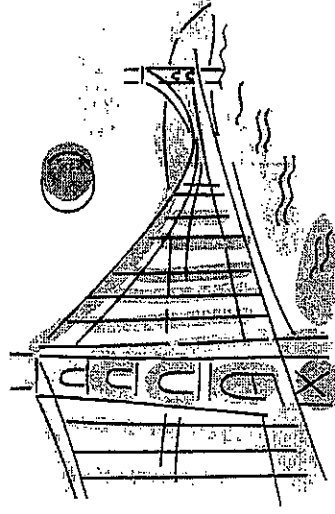
ACCES

VR

ADULT CAREER AND CONTINUING EDUCATION SERVICES - VOCATIONAL REHABILITATION

USER-FRIENDLY GUIDE TO TRANSITION SERVICES FOR HIGH SCHOOL STUDENTS AND THEIR PARENTS AND TEACHERS

a bridge to your future



The University of the State of New York
The State Education Department
Adult Career and Continuing Education Services
Vocational Rehabilitation
Albany, New York 12234



<http://www.acces.nysed.gov/vr>
1 800 222-JOBS (5627)

APPLYING FOR ACCES-VR SERVICES

IEP/CSE planning or other school discussions prior to junior year should include the consideration of a referral to ACCES-VR so that you can make an **informed choice** about applying. You don't need to have an IEP to apply!

Transition staff at your school will help you decide when you should apply, help you complete forms, send forms home for your parent or guardian to complete/sign, and send the entire packet to ACCES-VR once it's complete.

ACCES-VR is **Voluntary**. You choose if you want to apply for services or not.

ELIGIBILITY FOR ACCES-VR SERVICES

There are four things student and counselor must establish to determine eligibility for ACCES-VR services.

- o That the student has a *disability*
- o That the disability creates an *impediment* to employment
- o That the student can *benefit* from rehabilitation services
- o That *vocational rehabilitation services are required* to achieve employment

Having an IEP or a 504 plan does not guarantee eligibility for ACCES-VR. All of the above criteria must be met.

Timelines:

- o When you are determined eligible or ineligible you will get a letter.
- o If you are eligible, services will not begin until you have met with your counselor and developed a plan.

MEETING WITH YOUR ACCES-VR COUNSELOR

While you are still attending high school:

- o You may meet at your school.
- o Your parent or guardian will be invited
- o A transition staff person at the high school will help schedule these meetings.

At the first meeting:

- o Your ACCES-VR counselor will talk with you about your plans when you leave high school.
- o You will talk about your ideas about a job goal and the services you will need to become employed.

Once you leave high school:

- o Meetings will be at our district office or in a community location.
- o You will schedule these meetings directly with your ACCES-VR counselor.

DEVELOPMENT OF THE EMPLOYMENT GOAL

Everything ACCES-VR does is directed toward helping you to reach an employment goal.

You will meet with your ACCES-VR counselor as often as you need, to:

- o Choose a realistic and achievable goal.
- o Decide how you will gain the skills you will need to do the job.
- o Decide what help you need to find a job.
- o Figure out what supports you need to keep a job and who will be able to provide them.

SERVICES TO HELP YOU GET A JOB

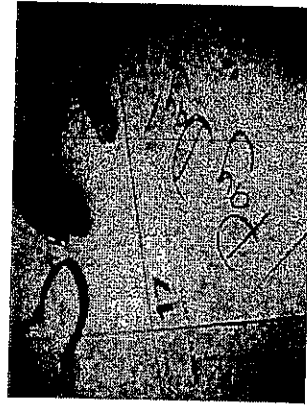
All services are directed toward helping you to reach an **employment goal** and are based on your **individual needs**.

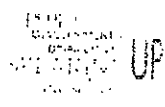
ACCES-VR is **NOT** a financial aid program.

- o But some services **ARE** based on your family income (*) - see below
- o You may need to provide your family tax return and records of expenses annually.

Examples of types of services include:

- o Vocational counseling
- o Assessment for career planning
- o Assessment for assistive technology needs
- o Purchase of assistive technology (*)
- o Funding toward the cost of education or training after high school (*)
- o Assistance with some transportation costs (*)
- o Funding for academic support services (note takers, tutors)
- o Job readiness and job placement services to help you get and keep a job (may include job coaching)





Website Resources for Self-Advocacy

www.sanys.org - the official website of the Self Advocacy Association of New York State. Register your group to become a member of SANYS and check out upcoming events, projects, and goals.

Contact info for the SANYS Long Island Office:

Bridget Cariello

Supervising Coordinator, SANYS Management Team

bcariello@sanys.org

Beverly Burke

SANYS LI Grassroots Organizer

bburke@sanys.org

415 Oser Avenue

Hauppauge, NY 11788

631-434-6936-Phone

631-434-6510-fax

www.selfadvocacy.com - the website for the state association of Michigan "Advocating for Change Together" (ACT). Find training materials and subscribe to their e-newsletter for tips for SA groups.

www.sabeusa.org - the official website for the National Self Advocacy Association, Self Advocates Becoming Empowered. Learn about what's happening on a national level and get info about the national self-advocacy conference.

www.hsri.org/leaders/theriot - the e-newsletter from the leaders of SABA. It is a great magazine to subscribe to.

www.theliac.org - The Long Island Advocacy Center, Inc. (THE LIAC) is a private non-for-profit agency dedicated to protecting the legal rights of students and individuals with disabilities. Get information for education help and support services.

www.lifssac.org - The Council's role is to provide a strong voice for individuals and families on the local level, working with and through the DDRO to plan, develop and monitor Family Support Services in the area. Check out upcoming events and get informed.

www.opwdd.ny.gov - the official website for the Office of People with Developmental Disabilities. Get information on the resources and services that are offered.

Contact info for the front door:

415 Oser Avenue

Hauppauge, NY 11788

631-434-6100 - Phone

www.nvselfd.org - the website for the New York Self-Determination Coalition when information on transitions and self-determination can be found.

www.ptopnys.org - the website Parent to Parent of NYS brings together family caregivers of those with developmental disabilities or special health care needs.



NOTES

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