



Office for People With Developmental Disabilities

ANDREW M. CUOMO
Governor

THEODORE KASTNER, M.D., M.S.
Commissioner

ROGER BEARDEN, J.D.
Executive Deputy Commissioner

COVID-19 DDRO Service Authorization **Group Community Habilitation – Residential**

To: OPWDD Agencies operating Supervised Individual Residential Alternatives (IRAs) and Community Residences (CRs)

**From: Abiba Kindo, Deputy Commissioner
Service Delivery, Regional Offices**

Date: June 8, 2020

This memorandum authorizes your agency to deliver Group Community Habilitation- Residential (Group CH-R) services to the individuals who live in your agency's Supervised Individual Residential Alternatives (Supervised IRAs) or Community Residences (Supervised CRs) and participated in Day Habilitation or Prevocational Services operated by a different agency prior to the mandated closure of these services on March 18, 2020. The report identifying eligible individuals will be distributed via the NYS Department of Health (DOH) Office of Pool Administration (OPA) secure file delivery system. This action is being taken to address your agency's staffing costs associated with day-time service hours following the emergency closure of Day Habilitation and Prevocational Services on March 18, 2020. This report is available in OPA to providers eligible for participation in the Group CH-R program.

Update of Life Plans & Documentation of Life Plans

Your agency must provide a copy of the completed "Addendum to Life Plan and Staff Action Plan" to each individual's Care Manager, to ensure the individuals' Life Plans are updated to reflect the emergency need for Group CH-R services. A copy of the Addendum template and instruction for its completion is available at:

<https://opwdd.ny.gov/providers/home-and-community-based-services-waiver>.

For service billing from March 18, 2020 through July 3, 2020, given the retroactive approval of this service, your agency may bill eMedNY for services based on your agency maintaining a signed attestation that:

- The individual was in residence at the Supervised IRA or CR on any date for which Group CH-R services are billed
- Agency staff provided habilitation services during the hours billed
- Group CH-R units are only billed on days when the person would have previously attended Day Habilitation or Prevocational services delivered by a different agency.

For Group CH-R services delivered on or after July 3, 2020, your agency will be expected to deliver and document Group CH-R services in accordance with a Staff Action Plan and as described in Administrative Memorandum Community Habilitation.

Service Authorization & Billing

This Group CH-R authorization is effective retroactively to March 18, 2020. Your agency's monthly Group CH-R billing to Medicaid is limited to a total number of authorized units per month. DOH will post to OPA your agency's unit totals. For each individual that your agency bills Group CH-R services, these services are only billable on weekdays in accordance with the individual's schedule for participating in the other agency's Day Habilitation or Prevocational services program prior to the program closure. This service authorization will remain in effect until rescinded by OPWDD or until the person can resume participation in Day Habilitation or Prevocational Services delivered by the other agency.

Changes to Authorization

If your agency identifies individuals who attend another provider's Day Habilitation or Prevocational Services program that you feel should be added to the list of those authorized for Group CH-R, you may e-mail help.tabs@opwdd.ny.gov a copy of the individual's "Addendum to Life Plan and Staff Action Plan." OPWDD Central Operations will then add the person to your agency's CH-R Program Code in TABS. This will provide authorization for the additional person; however, the agency's allocation of monthly units is final and will not be adjusted.

Further Questions

For additional guidance, please review guidance documents at:

<https://opwdd.ny.gov/providers/home-and-community-based-services-waiver>.

In addition, the staff persons identified below can assist. Thank you for your continued support of individuals with I/DD.

People's First Waiver Liaisons				
Regional Office	Counties Served	Contact	Telephone	Email
Regional Office 1 Waiver Leads	Allegany, Cattaraugus, Chautauqua, Chemung, Erie, Genesee, Livingston, Monroe, Niagara, Ontario, Orleans, Schuyler, Seneca, Steuben, Wayne, Wyoming, Yates	Daniel Smith	(585) 241-2637	daniel.r.smith@opwdd.ny.gov
		Patricia Tedesco	(716) 608-2743	patricia.tedesco@opwdd.ny.gov
Finger Lakes	Chemung, Livingston, Monroe, Ontario, Schuyler, Seneca, Steuben, Wayne, Wyoming, Yates.	Kristine Snyder	(585) 241-5852	Kristine.snyder@opwdd.ny.gov
		Gina Butler	(585) 241-5845	gina.m.butler@opwdd.ny.gov
Western NY	Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans	Patricia Tedesco	(716) 608-2743	patricia.tedesco@opwdd.ny.gov

Regional Office 2 Broome	Broome, Chenango, Delaware, Otsego, Tioga, Tompkins	Enid Sage-Clark	(607) 771-7784 ext. 152	enid.sage@opwdd.ny.gov
		Jamie Kelly	(607) 771-7784 ext. 114	jamie.m.kelly@opwdd.ny.gov
Central NY	Cayuga, Cortland, Herkimer, Lewis, Madison, Oneida, Onondaga, Oswego	Maria Lemmerman	(315) 336-2300 ext. 249	Maria.B.Lemmerman@opwdd.ny.gov
		Karlene Marlowe	(315) 336-2300 ext. 218	Karlene.R.Marlowe@opwdd.ny.gov
Sunmount	Clinton, Essex, Franklin, Hamilton, Jefferson, St. Lawrence	Sarah Gallagher	(315) 274-3238 (518) 359-7734	sarah.gallagher@opwdd.ny.gov
		Carrie Latham	(518) 359-7732 (518) 536-3459	Carrie.Latham@opwdd.ny.gov
Regional Office 3 Capital District	Albany, Fulton, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, Washington	Katie Tittlemore	(518)-581-3012	Katie.I.tittlemore@owpdd.ny.gov

Hudson Valley	Orange, Rockland, Sullivan, Westchester	Debbie Newman	(845) 947-6060	Debbie.Newman@opwdd.ny.gov
	Orange and Sullivan Counties	Jennifer Kovacs-Ruggiero	(845) 695-7366	jennifer.a.kovacsruggiero@opwdd.ny.gov
	Rockland County	Beth Imperial-Rogers	(845) 947-6083	beth.imperial-rogers@opwdd.ny.gov
	Westchester County	Michelle Neustadt	(914) 332-8957	michelle.neustadt@opwdd.ny.gov
Taconic	Columbia, Dutchess, Greene, Putnam, Ulster	Eric Teller	(845) 473-5050 ext. 149	Eric.Teller@opwdd.ny.gov
		Ellen Serencsics	(845) 471-9226 ext. 139	ellen.serencsics@opwdd.ny.gov
		Elise Velez	(845) 473-5050 ext. 152	elise.x.velez@opwdd.ny.gov

Regional Office 4 – Waiver Lead		Lucy Omezi	(718) 642-5013	Lucy.Omezi@opwdd.ny.gov
Bernard M. Fineson	Queens	Eric Magwood	(718) 217-5396	Eric.Magwood@opwdd.ny.gov
Brooklyn	Kings (Brooklyn)	Elizabeth Joseph	(718) 642-6207	Elizabeth.X.Joseph@opwdd.ny.gov
Metro NY – Bronx	Bronx	Lisa Pesante	(718) 430-0474	Lisa.Pesante@opwdd.ny.gov
Metro NY- Manhattan	Manhattan	Mildred Prosper	(646) 766-3432	Mildred.Prospers@opwdd.ny.gov
		Samrawit Tadesse	(646)766-3213	Samrawit.Tadesse@opwdd.ny.gov
Staten Island	Richmond (Staten Island)	Augusta D’Amico	(718) 982-1949	Augusta.A.Damico@opwdd.ny.gov
		Christine Grova	(718) 982-1903	Christine.Grova@opwdd.ny.gov

Regional Office 5 Long Island	Nassau, Suffolk	Donna Garrone	(631) 416-3881	donna.m.garone@opwdd.ny.gov
		Devon Ferraro	(631) 416-3872	devon.x.ferraro@opwdd.ny.gov
		Rebecca Lengyel	(631) 952-6057	rebecca.x.lengyel@opwdd.ny.gov