



Transfer Process between DOH Health Home Serving Children and OPWDD Comprehensive Waiver for Care Management and Waiver Services Guidance

Purpose:

The purpose of this guidance is to outline the procedural steps necessary for when a child/youth receiving Health Home care management from the NYS Department of Health (DOH) wants to transfer care management/waiver services to the NYS Office for People With Developmental Disabilities (OPWDD).

Please Note: this guidance pertains to children/youth receiving Health Home Serving Children (HHSC) Care Management who are **not** enrolled in the Children's Waiver and who wish to receive OPWDD services.

The guidance for children/youth to transfer between the Children's 1915 Waiver and the OPWDD Comprehensive Waiver, or other Waivers, can be found in the following links:

- [CW0011: Transfer Process between Children's Waiver and OPWDD Comprehensive Waiver for Care Management and Waiver Services](#)
- [Transfer Process Between Health Homes and Waiver Programs for Care Management Services](#)

HHSC to OPWDD Waiver/Care Management Transfer Process:

Communication and coordination by all parties is necessary for the individual to have a smooth transition.

It is important that the current care manager has explained the various options, services, providers, and eligibility processes to the child/youth and/or family and that the child/youth and/or family has made an informed decision. Proper consent should be obtained from the child/youth and/or family while planning for transition to ensure that the current care manager can share all the necessary information with the parties outlined below to assist in the transition process.

The OPWDD Developmental Disabilities Regional Office (DDRO) Children's Liaison (CL) must be informed by the child's care manager and serve as liaison during the transfer process.

Please Note: Refer to the Appendix below for OPWDD Children's Liaisons contact information.

The following **Steps are required for a child/youth to transfer between DOH and OPWDD Care Management. More information on each step can be found at the following [link](#).**

1. Notification of Intent to Transfer
2. Opening Conference and Verification of Information
3. Selection of Care Coordination Organization (CCO)
4. Sharing Plan of Care
5. Application, Eligibility, and Documentation
6. Establishing an Effective Transfer Date
7. Transfer Process Confirmation



- 8. System Changes
- 9. Notice of Decision
- 10. Enrollment in CCO

Appendix:

Office for People With Developmental Disabilities DDRO Children’s Liaisons Contact List through Secure File Transfer	
<u>Counties Per Region</u>	Mailbox Email Address:
<u>Region 1:</u> Chemung, Livingston, Monroe, Ontario, Schuyler, Seneca, Steuben, Wayne, Wyoming, Yates, Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans	childrensliaisonregion1@opwdd.ny.gov
<u>Region 2:</u> Broome, Chenango, Delaware, Otsego, Tioga, Tompkins, Cayuga, Cortland, Onondaga, Oswego, Herkimer, Lewis, Madison, Oneida, Clinton, Essex, Franklin, Hamilton, Jefferson, St. Lawrence	childrensliaisonregion2@opwdd.ny.gov
<u>Region 3:</u> Fulton, Montgomery, Saratoga, Schenectady, Schoharie, Warren, Washington, Albany, Rensselaer, Orange, Sullivan, Rockland, Westchester, Columbia, Dutchess, Greene, Putnam, Ulster	childrensliaisonregion3@opwdd.ny.gov
<u>Region 4:</u> Queens, Kings, New York, Bronx, Richmond	childrensliaisonregion4@opwdd.ny.gov
<u>Region 5:</u> Nassau, Suffolk	childrensliaisonregion5@opwdd.ny.gov