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
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

Revised 9/13
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**
(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
# OPWDD Eligibility Coordinators

## Regional Office 1

**Finger Lakes Office:**
Chemung, Livingston, Monroe, Schuyler, Steuben, Wyoming, Yates  
Joanne Beardslee  
Joanne.Beardslee@opwdd.ny.gov  
Fax: (585) 241-5732

**Western New York Office:**
Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans  
Cecily Peinkofer  
Cecily.Peinkofer@opwdd.ny.gov  
Fax: (716) 517-3423

## Regional Office 2

**Central New York Office:**
Cayuga, Cortland, Herkimer, Lewis, Madison, Oneida, Onondaga, Oswego  
Victoria Wells  
Vicky.Wells@opwdd.ny.gov  
Kristine Prindle, LMSW  
Kristine.Prindle@opwdd.ny.gov  
Fax: (315) 473-6982

**Broome Office:**
Broome, Chenango, Delaware, Otsego, Tioga, Tompkins  
Stan Wanglund  
Stanley.Wanglund@opwdd.ny.gov  
Fax: (607) 770-0507

**Sunmount Office:**
Clinton, Essex, Franklin, Hamilton, Jefferson, St. Lawrence  
David J. Meeker  
David.Meeker@opwdd.ny.gov  
Fax: (518) 359-2465

## Regional Office 3

**Capital District Office:**
Susan Verzulli  
Susan.Verzulli.phd@opwdd.ny.gov  
Fax: (518) 370-7539

**Hudson Valley Office:**
Orange, Rockland, Sullivan, Westchester  
Vicki Tobar  
Vicki.Tobar@opwdd.ny.gov  
Fax: (845) 947-6011

**Taconic Office:**
Columbia, Dutchess, Greene, Putnam, Ulster  
Ronald Hobler  
Ronald.Hobler@opwdd.ny.gov  
Fax: (845) 471-9226

## Regional Office 4

**Metro Office:**
Bronx, New York  
Alan Filippi  
Alan.Filippi@opwdd.ny.gov  
Fax: (212) 229-3151

**Brooklyn Office:**
Kings  
Janet Strauss  
Janet.Strauss@opwdd.ny.gov  
Fax: (718) 642-8629

**Staten Island Office:**
Richmond  
Jack Lawrence  
John.Lawrence@opwdd.ny.gov  
Fax: (718) 982-1944

**Bernard Fineson Office:**
Queens  
Francina Branch  
Francina.Branch@opwdd.ny.gov  
Fax: (718) 217-6179

## Regional Office 5

**Long Island Office:**
Nassau, Suffolk  
Richard Rice  
Richard.Rice@opwdd.ny.gov  
Fax: (631) 493-1714
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
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
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: Richmond)

Region 5
631-434-6100
(Counties: Nassau, Suffolk)
### NOTIFICATION OF POTENTIAL ELIGIBILITY TO THE OFFICE FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES

<table>
<thead>
<tr>
<th>DATE OF NOTIFICATION TO OPWDD:</th>
<th>Date of Referral to the EIP:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child’s Name:</td>
<td>Child’s Date of Birth:</td>
</tr>
<tr>
<td>Last:</td>
<td></td>
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<tr>
<td>First:</td>
<td></td>
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<tr>
<td>Name of Parent/Legal Guardian:</td>
<td>Phone No.</td>
</tr>
<tr>
<td>Home Address:</td>
<td>OPWDD Region:</td>
</tr>
<tr>
<td>Early Intervention Service Coordinator:</td>
<td>Phone No.</td>
</tr>
<tr>
<td>Early Intervention Evaluator:</td>
<td>Phone No.</td>
</tr>
</tbody>
</table>

Dear OPWDD,

The child named above is potentially eligible for OPWDD services and programs.

________________________________________________________________________

Early Intervention Service Coordinator ____________________________ Date __________

☐ I have been informed of the notification requirement, and I agree that the Early Intervention Program Service Coordinator will send this written notification to the NYS OPWDD. I give my consent to my Early Intervention Service Coordinator to send this notification of the potential eligibility of my child for OPWDD services and programs. I understand that this is not a referral of my child to OPWDD and that a determination of eligibility for OPWDD services will not be established as a result of this notification.

I have been provided with information on OPWDD services and I understand I may contact the OPWDD regional office if I am interested in requesting an OPWDD eligibility determination.

________________________________________________________________________

Parent/Guardian Name ____________________________ Parent/Guardian Signature ____________________________ Date __________
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/lr.php?RCID=214c79b676df8e514a7374322eae29e0](https://nysdoh.webex.com/nysdoh/lr.php?RCID=214c79b676df8e514a7374322eae29e0)

- To Download this webinar:  
  [https://nysdoh.webex.com/nysdoh/ldr.php?RCID=e440fe6838a51aa0bfcbe383c0a647c2](https://nysdoh.webex.com/nysdoh/ldr.php?RCID=e440fe6838a51aa0bfcbe383c0a647c2)

- To Download the PPT presentation:  
  [https://nysdoh.webex.com/nysdoh/k2/e.php?RCID=15d5dddbe9a4c6387680e2976c36ab5](https://nysdoh.webex.com/nysdoh/k2/e.php?RCID=15d5dddbe9a4c6387680e2976c36ab5)