



Office for People With Developmental Disabilities

ANDREW M. CUOMO
Governor

KERRY A. DELANEY
Acting Commissioner

July 3, 2015

Dear MSC Provider:

As you know, OPWDD is conducting a statewide review of its Residential Request List (RRL). Beginning in mid-July, we will be calling families of individuals currently on the Residential Request List, or in some instances the individual if he/she made the request to be on the list, to talk with them about their current situation and whether they continue to express a need for certified residential services now or in the future.

A copy of the survey that will be completed during each call is attached. Please feel free to share this survey with your MSC staff, and ask them to share and discuss it with the individuals and families whose names appear on the list. The information we collect will inform planning for development of a variety of residential supports for individuals with developmental disabilities.

As we discussed in the MSC Supervisors Videoconference on June 10, 2015, in order to successfully complete an outreach effort of this size OPWDD is asking for your help and partnership. You will find attached to this e-mail a list of the individuals who are on the Residential Request List and are receiving Medicaid Service Coordination from your agency. Please follow the directions below to provide updated information for these individuals.

1. Using the Survey Monkey tool found at <https://www.surveymonkey.com/r/RLLMSCSurvey> please:
 - a. Provide the individual's date of birth and the individual's unique identifier listed on the attached excel document (please note this is **not** the TABS ID),
 - b. Indicate if the person has a primary caregiver. If they do, provide the caregiver's contact information, their primary language and their relationship to the person, and
 - c. Provide accurate contact information for the individual, and indicate their primary language.

We are depending on you to provide us with the best and most up-to-date contact information for individuals and caregivers promptly so that we can contact as many individuals and families as possible. This will greatly contribute to the success of our outreach efforts. In order for us to analyze survey results and incorporate them into planning efforts in a timely way, we must start the survey by July 13, **so it is essential that all information be entered into the Survey Monkey tool by July 9, 2015**. This will allow us to have all data collected by early September.

Your assistance in providing OPWDD with accurate and timely contact information will help us to streamline the statewide RRL review and prevent delays in completing this effort. OPWDD looks forward to our partnership with you to complete this important project.

If you have any questions about the Residential Request List review, please contact Emilie Wright at opwdd.sm.residentialrequestlist@opwdd.ny.gov or (518) 473-6393.

Sincerely,

Abiba Kindo
Associate Deputy Commissioner, Regional Office

Executive Office

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