NEW YORK STATE OFFICE FOR THE AGING

2 Empire State Plaza, Albany, NY 12223-1251

Andrew M. Cuomo, Governor Corinda Crossdale, Director

An Equal Opportunity Employer

PROGRAM INSTRUCTION	**Number 15-PI-08**
	Supersedes
	Expiration Date

DATE: May 21, 2015

TO: AAA Directors

SUBJECT: **2014-15 Appropriation for Direct Care Worker Program**

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ACTION REQUESTED: AAAs must certify that they will use the Direct Care Worker program funds to provide up to 2% salary and related fringe benefit increases to direct care staff and direct support professionals. AAAs must complete specific claim forms, as outlined below, to request reimbursement for these expenditures. AAAs must also ensure that contract agencies who wish to be reimbursed from Direct Care Worker Program funds provide the same certification and reimbursement documentation. Salary increases that took effect on or after 1/1/14 are eligible to use as a basis for claiming reimbursement under the Direct Care Worker Program. NGA's will be issued upon receipt of the signed "Certification Pursuant to Part I of Chapter 60 of the Laws of 2014" (see below).

RESPONSE DUE DATE: AAAs must submit completed certifications for the AAA and all appropriate contractors by July 31, 2015.

Final claims for reimbursement under the 2014-15 Direct Care Worker Program must be submitted for payment by October 31, 2015. Final claims for the Direct Care Worker Program for subsequent State Fiscal Years will follow NYSOFA Vouchering procedures for State funded programs, see 08-PI-03.

PURPOSE: To communicate requirements that govern the use of $930,000 appropriated in the 2014-15 Enacted Budget for the purpose of providing salary and salary-related fringe benefit increases for Direct Care Staff, Direct Support Professionals, Clinical Staff, Foster Parents and Adoptive Parents (hereinafter referred to as simply "direct care workers"). As described below in the background section of this Program Instruction, the 2014-15 Direct Care Worker Program will fund up to 2% of salary and salary related fringe benefit increases for direct care workers that became effective on or after 1/1/14. Attached to this PI is an allocation schedule for the 2014-15 Direct Care Worker Program and revised 2014-15 allocation schedules for the CSE, EISEP and WIN programs that do not reflect the funding awarded under the Direct Care Worker Program, previously listed as "COLA" funding.

The 2015-16 enacted budget includes $7,400,000 to continue to fund up to 2% of the salary increases also as described below in the background section of this Program Instruction. The allocation schedule for the 2015-16 Direct Care Worker Program will be included in the PI that transmits the final 2015-16 State Program allocations.

BACKGROUND: Part I of Chapter 60 of the New York State Laws of 2014 (copy is attached) requires the Director of the Office for the Aging to develop standards requiring that a local government or provider agency that receives funding under the Direct Care Worker Program develop a plan of implementation to ensure that AAA and contractor direct care workers, as appropriate, receive up to a 2% salary increase effective on 1/1/15 and a second salary increase, up to 2% effective on 4/1/15. For the 1/1/15 – 3/31/15 period, subject to the availability of funds, AAA's may be reimbursed for up to 2% of AAA and contractor direct care workers salary and salary-related fringe benefit increases that became effective on or after 1/1/14. For the 4/1/15 to 3/31/16 period, subject to the availability of funds, the 2% direct care worker raises or salary related fringe benefit increases paid out of 2014-15 funding during the period of 1/1/15 to 3/31/15 will continue to be funded through 3/31/16 and in addition, any direct care worker raises or salary related fringe benefit increases, up to 2%, that began on or after 1/1/15 and that are paid during the period 4/1/15 to 3/31/16 will also be reimbursed.

NYSOFA has previously allocated the $930,000 to the AAAs under the CSE, EISEP and WIN Programs under the "COLA" column. NYSOFA will be issuing revised NGA's for the CSE, EISEP and WIN Programs that do not reflect the Direct Care Worker Funding. AAA's may request reimbursement for up to 2% salary increases and the salary-related fringe benefits for the increases for all direct care staff and direct support professionals paid under ANY State or Federal funding stream. For example, salary increases for Case Managers funded under either Title III-B or EISEP are eligible for reimbursement under these funds. Attached to this PI is a schedule that breaks down the local awards and calculates out the value of direct care staff and direct support professionals salary and salary-related fringe benefits that each AAA's award can supplement by 2% for the period from 1/1/15 to 3/31/15. Upon review of the submissions called for in this Program Instruction, NYSOFA will be issuing NGA's to

each AAA for the Direct Care Worker Program.

Under the terms of the statute, each local government unit or direct contract provider receiving this funding must submit a written certification attesting that the funding received will be used solely to support salary and salary-related fringe benefit increases for direct care workers. NYSOFA is requiring each AAA and each AAA contractor that wishes to be reimbursed for direct care worker salary and salary-related fringe benefit increases to submit the attached "CERTIFICATION PURSUANT TO PART I OF CHAPTER 60 OF THE LAWS OF 2014" to NYSOFA. When claiming under this program, AAAs must compile appropriate documentation for themselves and from their contractors and submit the attached Direct Care Worker Program Claiming Addendum Form that will be supported by the AAA Direct Care Workers Claim Detail worksheet/form and all Contractor Claim Detail worksheet/forms in order for NYSOFA to release these funds (see "Application" and "Claiming" below). Note that the AAA Direct Care Workers Claim Detail worksheet/form and all Contractor Claim Detail worksheet/forms must be submitted in MS EXCEL format.

No precedence over local Labor/Management agreements: The laws governing this program are not intended to override, supersede or otherwise change any collective bargaining agreements and/or other Labor/Management agreements that are entered into by Aging Network Organizations. If workers were not or are not receiving raises effective on or after January 1, 2014 then the AAA or its contractors funded under the Direct Care Worker Program may not claim reimbursement for those staff.

Identifying Direct Care Workers: While the Aging Network may not utilize all of the types of staff mentioned in the statute, the NYS Division of the Budget has defined "Direct Care Staff, Direct Support Professionals, Clinical Staff, Foster Parents and Adoptive Parents**"** as any paid staff whose job can be accurately correlated to the 100, 200 or 300 series of jobs listed on the attached Appendix R from the New York State Consolidated Fiscal Claiming and Reporting Manual. A copy of Appendix R is attached to this PI and a listing of the same positions and position code numbers are included in the Excel file that is to be used for claiming under this program. AAAs and their contractors must look at the job descriptions of their staff to see if the duties performed are consistent with job titles for Direct Care Workers that are included in this list.

Certification: By statute, in order to access the funding, AAAs and their contractors must complete the attached "Certification Pursuant to Part 1 of Chapter 60 of the Laws of 2014." The certification requires that the County Legislature, Board of Supervisors, Board of Directors or other applicable governing bodies approve a resolution attesting that the funding received will be used solely to support salary and salary-related fringe benefit increases for direct care staff, direct support professionals, clinical staff, foster parents and adoptive parents.

Application: The application for these funds will consist of the Chief Executive Officer certification form ("CERTIFICATION PURSUANT TO PART I OF CHAPTER 60 OF THE LAWS OF 2014") and Board Resolution for the AAA as well as the Contractors that are claiming reimbursement for Direct Care Worker salary and salary-related fringe benefit increases. If any AAA has difficulty obtaining the CEO certification and Board resolution from any contractor, do not let that hold up your submission of the AAA's and other Contractor's Certifications and Board resolutions. NYSOFA will issue NGAs but will not reimburse for specific contractor costs until the requisite documentation is obtained from each specific contractor and submitted to NYSOFA.

Claiming: If the AAA or Contractor have staff who are considered direct care workers as defined in this PI and these staff received increases in salaries or salary-related fringe benefits, the amount of those increases not exceeding 2% may be claimed as expenses under the Direct Care Worker Program as follows:

- For payroll costs beginning January 1, 2015, AAA Contractors with eligible staff as defined in this PI who received an increase in salary and salary-related fringe benefits, Contractors must enter detailed information into the Contractor Claim Detail worksheet/forms and submit the same, in MS EXCEL format to the AAA. The MS Excel tool will be made available on the AAARIN site. Contractors must also complete the certification and obtain the requisite Board resolution and submit copies to the AAA for submission to NYSOFA.

- For payroll costs beginning January 1, 2015, AAA's with eligible staff as defined in this PI who received an increase in salaries or salary-related fringe benefits will compile the amounts of those increases, up to 2% over prior payroll costs, with similar amounts reimbursed to their Contractor's staff and break down those amounts by Personnel and Fringe Benefits on the attached AAA Claim Detail worksheet/form. AAAs must utilize this data to complete the attached "CLAIMING ADDENDUM Pay Raises for Direct Care Workers" and submit the above documentation to NYSOFA with a "CLAIM FOR PAYMENT" form. AAAs must also complete the certification and obtain the requisite Board resolution and include copies with similar documents obtained from their contractors.

Where allowable, AAA's are encouraged to provide up to 2% salary increases for direct care worker staff as well as to encourage contract agencies to provide similar increases to their direct care workers which may then be funded by this discrete funding stream.

(Continued)

ATTACHMENTS:

- Certification Pursuant to Part I of Chapter 60 of the Laws of 2014 (1 Page)
- Claiming Addendum – Pay Raises for Direct Care Workers (1 Page)
- Bill Language - Part I of Chapter 60 of the Laws of 2014 (2 Pages)
- Allocation Schedule – 2014-15 Direct Care Worker/Direct Support Professional Program (1 Page)
- Revised Allocation Schedule – 2014-15 CSE (1 Page)
- Revised Allocation Schedule – 2014-15 EISEP (1 Page)
- Revised Allocation Schedule – 2014-15 WIN (1 Page)
- NYS Consolidated Fiscal Reporting and Claiming Manual Appendix R (10 Pages)
- Print out of MS EXCEL Older Worker Program Claiming Detail Tool (15 Pages)

PROGRAMS AFFECTED:

		☒ Title III-B	☒ Title III-C-1	☒ Title III-C-2
☒ Title III-D	☒ Title III-E	☒ CSE	☒ WIN	☐ Energy
☒ EISEP	☐ NSIP	☐ Title V	☐ HIICAP	☐ LTCOP
☐ Other:				

CONTACT PERSON: Fiscal Team **TELEPHONE:** 518-473-4808

New York State Office for the Aging
CERTIFICATION PURSUANT TO PART I OF CHAPTER 60 OF THE LAWS OF 2014

Name of Organization: _____

Organization's Address: _____

Name of Responsible Official: _____

Title of Responsible Official: _____

Contact Phone Number/Email Address: _____

The undersigned hereby certifies and attests to the following pursuant to Part I of Chapter 60 of the Laws of 2014 ("Part I of Chapter 60"):

- The undersigned is the above named official for the above named organization and duly authorized by the organization to provide this attestation and certification on its behalf.
- The funding provided to the above named organization pursuant to Part I of Chapter 60 for the period beginning January 1, 2015 will be or was used solely to provide salary increases and salary-related fringe benefit increases for direct care staff and direct support professionals as defined by the Director of the NYS Office for the Aging (Director) and in accordance with standards prescribed by the Director.
- The funding provided to the above named organization pursuant to Part I of Chapter 60 for the period beginning April 1, 2015 will be or was used solely to provide salary increases and salary-related fringe benefit increases for direct care staff, direct support professional and clinical staff as defined by the Commissioner and in accordance with standards prescribed by the Commissioner.
- Such funding will not be and was not used for any other purpose or expense.
- The County Legislature, Board of Supervisors, Board of Directors or otherwise named Governing Body of the above named organization have approved a resolution attesting that the funding received will be used solely to support salary and salary-related fringe benefit increases for the staff described above.

I understand that my signature represents that I am signing and responding to all certifications and attestations listed above.

Officer's Signature: _____ Date: _____
Signature of Official Named above

New York State Office for the Aging
CLAIMING ADDENDUM
PAY RAISES FOR DIRECT CARE WORKERS

AAA: _____ Program: Direct Care Workers

Voucher Period Begin: _____ Voucher Period End: _____

A. Value of AAA Staff raises[1] included in this claim: $ _____ [3]

B. Value of Salary related Fringe Benefit cost increases[2] for eligible AAA Staff included in this claim: $ _____ [4]

C. Value of Contractor Staff raises[1] included in this claim: $ _____

D. Value of Salary related Fringe Benefit cost increases[2] for eligible Contractor Staff included in this claim: $ _____

E. Add items C. and D. $ _____ [5]

Footnotes:

1) Raises must be effective on or after January 1, 2014; they must be made within the constraints of standing Labor agreements; they must be given to eligible staff as defined in 15-PI-08; no more than a 2% increase over the prior salary costs for any individual may be included in the above amounts; and the raise portion of the salary costs may not be incurred prior to January 1, 2015.

2) Fringe Benefit cost increases must be effective on or after January 1, 2014; they must be made within the constraints of standing Labor agreements; they must be given to eligible staff as defined in 15-PI-08; no more than a 2% increase over the prior Fringe Benefit costs for any individual may be included in the above amounts; and the added Fringe Benefit costs may not be incurred prior to January 1, 2015.

3) Include this amount in the total Personnel costs on the Fiscal Reporting Form, see 08-PI-03.

4) Include this amount in the total Fringe Benefit costs on the Fiscal Reporting Form, see 08-PI-03.

5) Include this amount in the total Contractor costs on the Fiscal Reporting Form, see 08-PI-03.

IMPORTANT MANDATORY REQUIREMENT: On the first claim containing expenses for raises to salaries or increased salary related fringe benefits, the AAA must submit the "CERTIFICATION PURSUANT TO PART I OF CHAPTER 60 OF THE LAWS OF 2014" for the AAA and any contractors that are claiming these expenses.

text from the 2014-2015 Budget Health and Mental Health Article VII Bill (S.6914/A.9205) that authorizes the 2% increase for direct care staff and sets forth the process that the agencies, local governments and providers must follow when administering this increase.

PART I

24 Section 1. Subdivisions 3-b and 3-c of section 1 and section 4 of part
25 C of chapter 57 of the laws of 2006, relating to establishing a cost of
26 living adjustment for designated human services programs, as amended by
27 section 1 of part N of chapter 56 of the laws of 2013, are amended to
28 read as follows:
29 3-b. Notwithstanding any inconsistent provision of law, beginning
30 April 1, 2009 and ending March 31, [2014] 2016, the commissioners shall
31 not include a COLA for the purpose of establishing rates of payments,
32 contracts or any other form of reimbursement.
33 3-c. Notwithstanding any inconsistent provision of law, beginning
34 April 1, [2014] 2016 and ending March 31, [2017] 2019, the commissioners
35 shall develop the COLA under this section using the actual U.S. consumer
36 price index for all urban consumers (CPI-U) published by the United
37 States department of labor, bureau of labor statistics for the twelve
38 month period ending in July of the budget year prior to such state
39 fiscal year, for the purpose of establishing rates of payments,
40 contracts or any other form of reimbursement.
41 § 4. This act shall take effect immediately and shall be deemed to
42 have been in full force and effect on and after April 1, 2006; provided
43 section one of this act shall expire and be deemed repealed April 1,
44 [2017] 2019; provided, further, that sections two and three of this act
45 shall expire and be deemed repealed December 31, 2009.
46 § 2. Section 1 of part C of chapter 57 of the laws of 2006, relating
47 to establishing a cost of living adjustment for designated human
48 services programs, is amended by adding a new subdivision 3-d to read as
49 follows:
50 3-d. (i) Notwithstanding the provisions of subdivision 3-b of this
51 section, as amended by section one of a chapter of the laws of 2014
52 which added this subdivision, or any other inconsistent provision of
53 law, and subject to the availability of the appropriation therefor, for
54 the programs listed in paragraphs (i), (ii), (iii), (iv), (v) and (vi)

1 of subdivision 4 of this section, the commissioners shall provide fund-
2 ing to support (1) a two percent (2%) increase in annual salary and
3 salary-related fringe benefits for direct care staff and direct support
4 professionals, and in payment to foster parents and adoptive parents, as
5 defined by the commissioner of the applicable state agency subject to
6 the approval of the director of the budget beginning January 1, 2015,
7 and (2) a two percent (2%) increase in annual salary and salary-related
8 fringe benefits for direct care staff, direct support professionals and
9 clinical staff, and in payment to foster parents and adoptive parents,
10 as defined by the commissioner of the applicable state agency subject to
11 the approval of the director of the budget beginning April 1, 2015. Such
12 commissioners shall use the consolidated fiscal reporting manual as a

13 reference, to the extent that applicable job titles are listed therein.
14 Where applicable, the funding provided under this subdivision shall be
15 applied to reimbursable costs or contract amounts to support salary
16 increases and salary-related fringe benefits of eligible persons, that
17 took effect on or after January 1, 2014. The commissioners shall provide
18 funding for such salary and associated fringe benefit increases in a
19 manner which will result in a consistent methodology among programs and
20 provider types.
21 (ii) The commissioners shall develop standards, including but not
22 limited to, requiring that a local government unit or provider agency
23 develop a plan of implementation to ensure that such funding increases
24 shall be directed to direct care staff, direct support professionals,
25 clinical staff, foster parents and adoptive parents, as appropriate,
26 pursuant to paragraph (i) of this subdivision. Each local government
27 unit or direct contract provider receiving such funding shall submit a
28 written certification, in such form and at such time as each commission-
29 er shall prescribe, attesting to how such funding will be or was used
30 for purposes eligible under this section. Further, providers shall
31 submit a resolution from their governing body to the appropriate commis-
32 sioner, attesting that the funding received will be used solely to
33 support salary and salary-related fringe benefit increases for direct
34 care staff, direct support professionals, clinical staff, foster parents
35 and adoptive parents, pursuant to paragraph (i) of this subdivision and
36 the applicable standards issued by the appropriate commissioner pursuant
37 to this paragraph. Such commissioners shall be authorized to recoup any
38 funds as appropriated herein determined to have been used in a manner
39 inconsistent with such standards or inconsistent with the provisions of
40 this subdivision, and such commissioners shall be authorized to employ
41 any legal mechanism to recoup such funds, including an offset of other
42 funds that are owed to such local governmental unit or provider.
43 (iii) Where appropriate, transfers to the department of health shall
44 be made as reimbursement for the state share of medical assistance.
45 § 3. This act shall take effect immediately and shall be deemed to
46 have been in full force and effect on and after April 1, 2014; provided,
47 however, that the amendments to subdivisions 3-b and 3-c of section 1 of
48 part C of chapter 57 of the laws of 2006, relating to establishing a
49 cost of living adjustment for designated human services programs made by
50 section one of this act shall not affect the repeal of such subdivisions
51 and shall be deemed repealed therewith.
52 § 2. Severability clause. If any clause, sentence, paragraph, subdivi-
53 sion, section or part of this act shall be adjudged by any court of
54 competent jurisdiction to be invalid, such judgment shall not affect,
55 impair, or invalidate the remainder thereof, but shall be confined in
56 its operation to the clause, sentence, paragraph, subdivision, section

1 or part thereof directly involved in the controversy in which such judg-
2 ment shall have been rendered. It is hereby declared to be the intent of
3 the legislature that this act would have been enacted even if such
4 invalid provisions had not been included herein.
5 § 3. This act shall take effect immediately provided, however, that
6 the applicable effective date of Parts A through I of this act shall be

as specifically set forth in the last section of such Parts.

NEW YORK STATE OFFICE FOR THE AGING
DIRECT CARE WORKER/
DIRECT SUPPORT PROFESSIONAL

PI: 15-PI-08
Date: 5/21/2015

FINAL ALLOCATION SCHEDULE - STATE FISCAL YEAR 2014-15

County	2014-15 Allocation
Albany	$15,492
Allegany	4,432
Broome	10,276
Cattaraugus	5,260
Cayuga	5,396
Chautauqua	8,048
Chemung	5,810
Chenango	4,550
Clinton	5,112
Columbia	5,231
Cortland	4,315
Delaware	4,698
Dutchess	12,191
Erie	44,592
Essex	4,367
Franklin	4,370
Fulton	4,663
Genesee	4,684
Greene	4,570
Herkimer	5,094
Jefferson	5,640
Lewis	3,391
Livingston	3,874
Madison	4,916
Monroe	29,986
Montgomery	4,586
Nassau	57,060
Niagara	10,807
Oneida	14,232
Onondaga	20,517
Ontario	6,394
Orange	15,303
Orleans	4,244
Oswego	6,240
Otsego	4,931
Putnam	4,718
Rensselaer	8,077
Rockland	12,434
St Lawrence	6,234
Saratoga	9,551
Schenectady	8,181
Schoharie	3,403
Schuyler	3,358
Seneca	3,402
Steuben	6,207
Suffolk	56,270
Sullivan	5,337
Tioga	3,693
Tompkins	5,159
Ulster	9,328
Warren/Hamilton	6,680
Washington	4,799
Wayne	5,717
Westchester	43,086
Wyoming	3,433
Yates	3,388
New York City	357,408
Seneca Nation	2,432
St Regis Mohawk	2,433
Total	**$930,000**

NEW YORK STATE OFFICE FOR THE AGING
COMMUNITY SERVICES FOR THE ELDERLY PROGRAM
FINAL ALLOCATION SCHEDULE - STATE FISCAL YEAR 2014-15

PI: 15-PI-08
Date: 5/21/2015

County	2010 Population 60+	Planning Implementation	State Services Base Alloc.	Community Services Project Funding: Add'l $5 million	COLA	Local	Total Services	TOTAL State
ALBANY	60,195	$60,195	$293,139	$81,050	$0	$124,730	$498,919	$434,384
ALLEGANY	10,426	20,000	50,773	14,038	0	21,604	86,415	84,811
BROOME	44,485	44,485	216,634	59,897	0	92,177	368,708	321,016
CATTARAUGUS	15,918	20,000	77,518	21,433	0	32,984	131,935	118,951
CAYUGA	17,062	20,000	83,089	22,973	0	35,354	141,416	126,062
CHAUTAUQUA	30,565	30,565	148,846	41,154	0	63,334	253,334	220,565
CHEMUNG	19,339	20,000	94,178	26,039	0	40,073	160,290	140,217
CHENANGO	11,797	20,000	57,449	15,884	0	24,445	97,778	93,333
CLINTON	15,552	20,000	75,735	20,940	0	32,225	128,900	116,675
COLUMBIA	16,219	20,000	78,984	21,838	0	33,608	134,430	120,822
CORTLAND	9,246	20,000	45,026	12,449	0	19,159	76,634	77,475
DELAWARE	12,947	20,000	63,049	17,432	0	26,827	107,308	100,481
DUTCHESS	57,062	57,062	277,882	76,831	0	118,238	472,951	411,775
ERIE	197,246	75,000	960,554	265,583	0	408,713	1,634,850	1,301,137
ESSEX	9,835	20,000	47,895	13,242	0	20,379	81,516	81,137
FRANKLIN	9,358	20,000	45,572	12,600	0	19,391	77,563	78,172
FULTON	12,488	20,000	60,815	16,815	0	25,877	103,507	97,630
GENESEE	12,908	20,000	62,860	17,380	0	26,747	106,987	100,240
GREENE	11,971	20,000	58,296	16,118	0	24,805	99,219	94,414
HAMILTON	1,568	20,000	38,959	10,772	0	16,577	66,308	69,731
HERKIMER	15,022	20,000	73,154	20,226	0	31,127	124,507	113,380
JEFFERSON	18,408	20,000	89,644	24,786	0	38,144	152,574	134,430
LEWIS	5,557	20,000	38,959	10,772	0	16,577	66,308	69,731
LIVINGSTON	12,840	20,000	62,529	17,289	0	26,606	106,424	99,818
MADISON	14,426	20,000	70,252	19,424	0	29,892	119,568	109,676
MONROE	145,640	75,000	709,242	196,098	0	301,780	1,207,120	980,340
MONTGOMERY	11,394	20,000	55,487	15,342	0	23,610	94,439	90,829
NASSAU	283,610	75,000	1,381,132	381,869	0	587,667	2,350,668	1,838,001
NIAGARA	47,641	47,641	232,003	64,147	0	98,717	394,867	343,791
ONEIDA	52,282	52,282	254,604	70,395	0	108,333	433,332	377,281
ONONDAGA	91,166	75,000	443,963	122,751	0	188,905	755,619	641,714
ONTARIO	23,803	23,803	115,917	32,050	0	49,323	197,290	171,770
ORANGE	59,933	59,933	291,864	80,697	0	124,187	496,748	432,494
ORLEANS	8,698	20,000	42,358	11,712	0	18,024	72,094	74,070
OSWEGO	22,299	22,299	108,593	30,025	0	46,206	184,824	160,917
OTSEGO	14,323	20,000	69,751	19,285	0	29,679	118,715	109,036
PUTNAM	18,429	20,000	89,746	24,814	0	38,187	152,747	134,560
RENSSELAER	31,155	31,155	151,719	41,949	0	64,556	258,224	224,823
ROCKLAND	59,153	59,153	288,065	79,647	0	122,571	490,283	426,865
ST. LAWRENCE	21,907	21,907	106,683	29,497	0	45,394	181,574	158,087
SARATOGA	43,943	43,943	213,995	59,168	0	91,055	364,218	317,106
SCHENECTADY	31,758	31,758	154,656	42,761	0	65,806	263,223	229,175
SCHOHARIE	7,560	20,000	38,959	10,772	0	16,577	66,308	69,731
SCHUYLER	4,386	20,000	38,959	10,772	0	16,577	66,308	69,731
SENECA	7,717	20,000	38,959	10,772	0	16,577	66,308	69,731
STEUBEN	21,915	21,915	106,722	29,508	0	45,410	181,640	158,145
SUFFOLK	285,071	75,000	1,388,247	383,836	0	590,695	2,362,778	1,847,083
SULLIVAN	16,666	20,000	81,160	22,440	0	34,534	138,134	123,600
TIOGA	11,221	20,000	54,644	15,109	0	23,251	93,004	89,753
TOMPKINS	16,042	20,000	78,121	21,600	0	33,241	132,962	119,721
ULSTER	39,054	39,054	190,186	52,585	0	80,924	323,695	281,825
WARREN	15,913	20,000	77,494	21,426	0	32,974	131,894	118,920
WASHINGTON	13,633	20,000	66,391	18,356	0	28,249	112,996	104,747
WAYNE	19,328	20,000	94,124	26,024	0	40,050	160,198	140,148
WESTCHESTER	192,309	75,000	936,512	258,936	0	398,483	1,593,931	1,270,448
WYOMING	8,211	20,000	39,986	11,056	0	17,014	68,056	71,042
YATES	5,913	20,000	38,959	10,772	0	16,577	66,308	69,731
NYC	1,407,635	375,000	6,854,940	1,895,320	0	2,916,754	11,667,014	9,125,260
SEN. NATION	1,608	20,000	38,959	10,772	0	16,577	66,308	69,731
ST. REGIS	447	20,000	38,959	10,772	0	16,577	66,308	69,731
TOTAL	3,684,203	$2,212,150	$18,083,850	$5,000,000	$0	$7,694,634	$30,778,484	$25,296,000

NEW YORK STATE OFFICE FOR THE AGING
EXPANDED IN-HOME SERVICES FOR THE ELDERLY PROGRAM

PI: 15-PI-08
Date: 5/21/2015

FINAL ALLOCATION SCHEDULE - STATE FISCAL YEAR 2014-15

			Total Services Allocation				
County	Population	Implementation	State Services Base Alloc.	COLA	Local Share	Total	TOTAL STATE AID
Albany	60,195	$60,195	$762,747	$0	$254,249	$1,016,996	$822,942
Allegany	10,426	20,000	158,391	0	52,797	211,188	178,391
Broome	44,485	44,485	563,681	0	187,894	751,575	608,166
Cattaraugus	15,918	20,000	201,701	0	67,234	268,935	221,701
Cayuga	17,062	20,000	216,197	0	72,066	288,263	236,197
Chautauqua	30,565	30,565	387,297	0	129,099	516,396	417,862
Chemung	19,339	20,000	245,050	0	81,684	326,734	265,050
Chenango	11,797	20,000	158,391	0	52,797	211,188	178,391
Clinton	15,552	20,000	197,064	0	65,688	262,752	217,064
Columbia	16,219	20,000	205,515	0	68,505	274,020	225,515
Cortland	9,246	20,000	158,391	0	52,797	211,188	178,391
Delaware	12,947	20,000	164,055	0	54,685	218,740	184,055
Dutchess	57,062	57,062	723,048	0	241,016	964,064	780,110
Erie	197,246	75,000	2,499,357	0	833,119	3,332,476	2,574,357
Essex	9,835	20,000	158,391	0	52,797	211,188	178,391
Franklin	9,358	20,000	158,391	0	52,797	211,188	178,391
Fulton	12,488	20,000	158,391	0	52,797	211,188	178,391
Genesee	12,908	20,000	163,561	0	54,521	218,082	183,561
Greene	11,971	20,000	158,391	0	52,797	211,188	178,391
Hamilton	1,568	20,000	158,391	0	52,797	211,188	178,391
Herkimer	15,022	20,000	190,348	0	63,450	253,798	210,348
Jefferson	18,408	20,000	233,253	0	77,751	311,004	253,253
Lewis	5,557	20,000	158,391	0	52,797	211,188	178,391
Livingston	12,840	20,000	162,699	0	54,233	216,932	182,699
Madison	14,426	20,000	182,796	0	60,932	243,728	202,796
Monroe	145,640	75,000	1,845,443	0	615,148	2,460,591	1,920,443
Montgomery	11,394	20,000	158,391	0	52,797	211,188	178,391
Nassau	283,610	75,000	3,593,698	0	1,197,900	4,791,598	3,668,698
Niagara	47,641	47,641	603,672	0	201,224	804,896	651,313
Oneida	52,282	52,282	662,479	0	220,827	883,306	714,761
Onondaga	91,166	75,000	1,155,189	0	385,063	1,540,252	1,230,189
Ontario	23,803	23,803	301,614	0	100,538	402,152	325,417
Orange	59,933	59,933	759,427	0	253,143	1,012,570	819,360
Orleans	8,698	20,000	158,391	0	52,797	211,188	178,391
Oswego	22,299	22,299	282,557	0	94,186	376,743	304,856
Otsego	14,323	20,000	181,491	0	60,497	241,988	201,491
Putnam	18,429	20,000	233,519	0	77,840	311,359	253,519
Rensselaer	31,155	31,155	394,773	0	131,591	526,364	425,928
Rockland	59,153	59,153	749,544	0	249,848	999,392	808,697
St. Lawrence	21,907	21,907	277,589	0	92,530	370,119	299,496
Saratoga	43,943	43,943	556,814	0	185,605	742,419	600,757
Schenectady	31,758	31,758	402,414	0	134,138	536,552	434,172
Schoharie	7,560	20,000	158,391	0	52,797	211,188	178,391
Schuyler	4,386	20,000	158,391	0	52,797	211,188	178,391
Seneca	7,717	20,000	158,391	0	52,797	211,188	178,391
Steuben	21,915	21,915	277,691	0	92,564	370,255	299,606
Suffolk	285,071	75,000	3,612,211	0	1,204,071	4,816,282	3,687,211
Sullivan	16,666	20,000	211,179	0	70,393	281,572	231,179
Tioga	11,221	20,000	158,391	0	52,797	211,188	178,391
Tompkins	16,042	20,000	203,272	0	67,758	271,030	223,272
Ulster	39,054	39,054	494,864	0	164,955	659,819	533,918
Warren	15,913	20,000	201,638	0	67,213	268,851	221,638
Washington	13,633	20,000	172,747	0	57,583	230,330	192,747
Wayne	19,328	20,000	244,910	0	81,637	326,547	264,910
Westchester	192,309	75,000	2,436,799	0	812,267	3,249,066	2,511,799
Wyoming	8,211	20,000	158,391	0	52,797	211,188	178,391
Yates	5,913	20,000	158,391	0	52,797	211,188	178,391
New York City	1,407,635	375,000	17,836,518	0	5,945,506	23,782,024	18,211,518
Seneca Nation	1,608	20,000	158,391	0	52,797	211,188	178,391
St. Regis Mohawk	447	20,000	158,391	0	52,797	211,188	178,391
TOTAL	3,684,203	$2,212,150	$47,799,850	$0	$15,933,294	$63,733,144	$50,012,000

NEW YORK STATE OFFICE FOR THE AGING
WELLNESS IN NUTRITION
(formerly SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM)

PI: 15-PI-08
Date: 5/21/15

FINAL ALLOCATION SCHEDULE - STATE FISCAL YEAR 2014-15

County	State	COLA	Total
Albany	$475,664	$0	$475,664
Allegany	202,768	0	202,768
Broome	263,774	0	263,774
Cattaraugus	212,677	0	212,677
Cayuga	209,886	0	209,886
Chautauqua	255,071	0	255,071
Chemung	214,988	0	214,988
Chenango	202,811	0	202,811
Clinton	205,773	0	205,773
Columbia	207,143	0	207,143
Cortland	201,475	0	201,475
Delaware	204,383	0	204,383
Dutchess	264,382	0	264,382
Erie	1,097,257	0	1,097,257
Essex	201,596	0	201,596
Franklin	204,918	0	204,918
Fulton	206,847	0	206,847
Genesee	203,771	0	203,771
Greene	203,172	0	203,172
Herkimer	210,424	0	210,424
Jefferson	212,931	0	212,931
Lewis	140,373	0	140,373
Livingston	143,969	0	143,969
Madison	203,858	0	203,858
Monroe	590,477	0	590,477
Montgomery	208,028	0	208,028
Nassau	1,050,291	0	1,050,291
Niagara	267,783	0	267,783
Oneida	471,065	0	471,065
Onondaga	500,131	0	500,131
Ontario	208,031	0	208,031
Orange	464,433	0	464,433
Orleans	199,668	0	199,668
Oswego	213,585	0	213,585
Otsego	206,202	0	206,202
Putnam	143,780	0	143,780
Rensselaer	250,562	0	250,562
Rockland	258,836	0	258,836
St Lawrence	217,577	0	217,577
Saratoga	215,833	0	215,833
Schenectady	251,524	0	251,524
Schoharie	141,269	0	141,269
Schuyler	137,893	0	137,893
Seneca	141,161	0	141,161
Steuben	215,483	0	215,483
Suffolk	974,745	0	974,745
Sullivan	210,011	0	210,011
Tioga	142,405	0	142,405
Tompkins	203,762	0	203,762
Ulster	254,547	0	254,547
Warren/Hamilton	205,823	0	205,823
Washington	204,146	0	204,146
Wayne	208,165	0	208,165
Westchester	1,040,546	0	1,040,546
Wyoming	142,144	0	142,144
Yates	140,136	0	140,136
New York City	10,758,594	0	10,758,594
Seneca Nation	68,711	0	68,711
St Regis Mohawk	68,742	0	68,742
Total	**$27,126,000**	**$0**	**$27,126,000**

Below is a numeric list of position title codes:

CODE NUMBER	POSITION TITLE/ JOB TITLE(S)	DEFINITION
		SUPPORT STAFF
101	Food Service Worker	All individuals associated with the supervision, preparation or production of food Job titles may include: Baker, Butcher, Canteen Worker, Chef, Cook, Assistant Cook, Dietician, Dining Room Worker, Dishwasher, Food Manager, Assistant Food Manager, Kitchen Worker, Wait Staff **OASAS, OMH & OPWDD:** Use Code 336 for Dietician/Nutritionist
102	Housekeeping and Maintenance	All individuals associated with the maintenance, cleaning and repair of the physical environment of a building Job titles may include: Boiler Engineer, Carpenter, Chief Engineer, Cleaner, Custodian, Domestic Worker, Electrician, Engineer, Facility Related Workers, Foreman, Groundskeeper, Handyman, Housekeeper, Housekeeping Supervisor, Janitor, Maintenance Engineer, Maintenance Supervisor, Mason, Matron, Mechanic, Painter, Plumber, Porter, Supervisor of Physical Plant Operations.
104	Transportation Worker	All individuals engaged in maintaining the vehicles for or providing or supervising the transportation of program participants. Job titles may include: Attendant, Bus Monitor, Driver, Escort, Transportation Aide, Transportation Coordinator, Transportation Supervisor, Transportation Worker.
105	Security	All individuals engaged in providing or supervising the security of a building. Job titles may include: Caretaker, Security Officer, Watchman.
190	Other Support Staff	All individuals engaged in providing or supervising other support services not listed in the 100 series Job titles may include: Audio-Visual, Receiving Clerk, General Labor, etc.
		DIRECT CARE STAFF
201	Mental Hygiene Worker (not for OMH CR) (Does not apply to SED)	All individuals engaged in providing non-discipline specific services which involve the training of ADL skills; provide personal care to program participants; promote habilitation and/or rehabilitation Job titles may include Habilitation Specialist, Residence Counselor, House Parents, ADL Specialist, Instructor and Trainer, Residence Staff, Relief Staff, House Apartment Worker.
202	Residence Worker (Does not apply to SED)	All individuals engaged in supervising non-discipline specific services which involve the training of ADL skills; provide personal care to program participants; promote habilitation and/or rehabilitation Individuals in this position title do not perform any other administrative duties beyond the direct supervision of Direct Care staff If other administrative functions are performed, allocate that portion associated with these functions using position code 501 or 502 Job titles may include Residence Director, Residence Manager, Hostel Manager, Residence Coordinator.
203	Counselor (OMH CR Only)	All individuals who perform this role as defined in the OMH Community Residence Program Model.
204	Manager (OMH CR Only)	All individuals who perform this role as defined in the OMH Community Residence Program Model.

CODE NUMBER	POSITION TITLE/ JOB TITLE(S)	DEFINITION
236	Guidance Counselor (SED Only)	Self-explanatory Job titles may include: School Counselor, Vocational Counselor.
237	Curriculum Coordinator (SED Only)	A certified administrator or certified Special Education teacher with five years teaching experience who is knowledgeable about the New York State Learning Standards and responsible for ensuring that the program's curriculum is developed and aligned to such Standards Monitors implementation of the curriculum, oversees curriculum training, and any curriculum adaptations
238	IEP Coordinator (SED Only)	A certified or licensed individual in one of the job titles below who is responsible for ensuring that IEP recommendations are implemented and that each service provider responsible for implementation of a student's IEP is aware of his or her IEP responsibilities, including specific accommodations, program modifications, supports and/or services for the student, prior to implementation of such program Serves as a liaison to the school district Committee on Special Education Job Titles: Certified Special Education Teacher, School or Licensed Psychologist, Social Worker (Licensed or Master's Level), or Certified Administrator
243	Behavioral Support Staff (SED Only) Replaces Crisis Intervention Worker	An individual with less than a Master's degree who assists in the implementation of positive behavioral interventions, supports and services
254	Job Coach/Employment Specialist (OMH & OPWDD Only) (SED- See Codes 255 and 257)	An individual who is responsible for the provision of intensive or extended training related services and supports necessary to obtain employment in the community or for the development of employment opportunities with business and industry
255	Transition Coordinator (SED Only)	Conducts Level 1 Vocational Assessment, participates in development of transition plans, coordinates school and local resources to provide vocational opportunities, develops post-secondary linkages, and works with ACCES's Vocational Rehabilitation Offices to coordinate vocational assessments beyond Level 1.
257	Transition Specialist (SED Only)	Conducts and monitors implementation of transition services on a student's IEP, such as training, education, employment, and where appropriate, independent living skills May include direct assistance to persons in supported employment placements or other job experiences and to their employer, under the direction of a special education teacher, social worker or psychologist.
260	Teacher - Non-Disabled (SED Only)	Self-explanatory (For use in Preschool Integrated Programs)
263	Teacher - Blind and/or Deaf (SED Only)	Teacher who provides special education services to students with disabilities who are blind and/or deaf. Job titles include teachers certified as Teacher of the Blind and Partially Sighted, Teacher of the Visually Impaired, Teacher of the Deaf, Teacher of the Hard of Hearing, or Teacher of the Deaf/Blind.

CODE NUMBER	POSITION TITLE/ JOB TITLE(S)	DEFINITION
265	Paraprofessional - Non-Disabled (SED Only)	Self-explanatory. (For use in Preschool Integrated Programs) Includes Non-Disabled Teacher Aides and Assistants.
266	Peer Specialist (OMH Only)	Peer Specialists work with residents to facilitate the individual's recovery process.
267	Counselor - Alcoholism and Substance Abuse (CASAC)	An individual credentialed by the New York State Office of Alcoholism and Substance Abuse Services.
268	Counseling Aide/Assistant - Alcoholism and Substance Abuse (Does not apply to SED)	An individual functioning as defined for Alcoholism and Substance Abuse Counselor under supervision but who does not have a credential issued by the Office of Alcoholism and Substance Abuse Services
269	Teacher - Art	Teacher who is certified to provide art education to meet Part 100 program and units of credit requirements.
270	Teacher - Music	Teacher who is certified to provide music education to meet Part 100 program and units of credit requirements.
271	Teacher - Technology	Teacher who is certified by SED to provide technology studies to meet Part 100 program and units of credit requirements.
272	Teacher - Foreign	Teacher who is certified by SED to provide foreign language to meet Part 100 program and units of credit requirements.
273	Teacher - Resource Room	Certified special education teacher that provides resource room services consistent with a student's Individual Education Program (IEP).
274	Teacher - Reading	Teacher who is certified in reading by SED to provide reading instruction.
290	Other Direct Care Staff	Anyone not listed in the 200 series engaged in providing direct care services.
	CLINICAL STAFF	
301	Case Manager (Does not apply to SED)	Supervises the implementation of each individualized program, monitors services received, records progress and initiates required periodic reviews. Job title may include: Client Coordinator.
305	Counselor - Rehabilitation (Does not apply to SED)	All individuals who have a degree in rehabilitative counseling from a program approved by the State Education Department or with current certification by the Commission on Rehabilitation Counselor Certification.
309	Developmental Disabilities Specialist/Habilitation Specialist QIDP - Clinical (OPWDD Only)	All individuals not included in otherwise listed titles with at least a Bachelor's degree in an appropriate field from an accredited program and specialized training or one year experience working with developmentally disabled persons engaged in providing or supervising services to program participants and their families

CODE NUMBER	POSITION TITLE/ JOB TITLE(S)	DEFINITION
312	Emergency Medical Technician (Does not apply to SED)	An individual certified by the New York State Department of Health for a period of three years as being qualified in all phases of medical emergency technology including, but not limited to communications, first aid, equipment maintenance, emergency room techniques and procedures, patient handling and positioning, and knowledge of procedures and equipment used for obstetrics, respiratory and cardiac emergencies who has passed an examination in the regular and advanced American Red Cross first aid courses and other training as required by the Commissioner of Health.
313	Intensive Case Manager (OMH Only)	An individual who will engage clients through outreach, monitor and coordinate evaluations and assessments to identify client needs, coordinate and participate with clients in the development of a service plan, provide coordination and assistance in crisis intervention and stabilization, assist in achieving service plan objectives, independence and productivity through "on the street" support, training and assistance in use of personal and community resources, assist in developing community supports and networks and advocate for changes in the system.
314	Intensive Case Manager/Coordinator (OMH Only)	In addition to the duties of the Intensive Case Manager, the Coordinator is responsible for supervising the Intensive Case Manager, monitoring the service dollars plan and expenditures, and negotiating with provider agencies for the care of clients.
315	Nurse Practitioner/Nursing Supervisor	Licensed professional nurse who has advanced certification through the American Nurses Association in a clinical specialty area or who has completed a program registered by SED and received a certification of completion in a clinical specialty area relevant to the treatment of the disability being treated.
316	Nurse - Licensed Practical	Licensed as a practical nurse by SED Under the supervision of a supervisory nurse or registered nurse, the LPN administers prescribed medication and treatment to persons and assists in carrying out the planned health care program and maintenance of health records.
317	Nurse - Registered	Licensed as a registered nurse by SED. Under the supervision of a physician or a supervising nurse, this person provides direct treatment and dispenses prescribed medication.
318	Psychiatrist	Licensed as a physician by SED and certified or eligible to be certified by the American Board of Psychiatry and Neurology Responsible for providing psychiatric services, including diagnosis and prognosis for purposes of determining appropriate placement services Also counsels other appropriate staff regarding individual therapy. Use of this title for SED is limited to consulting psychiatric services and not for the direct provision of psychiatric services.
319	Physician's Assistant (SED - Allowed in 9190 Program Only)	Licensed and registered as such by SED and whose practice is in conformity with Section 3701 of the Public Health Law.
320	Physician - M D (SED – Allowed in 9190 Program Only)	Licensed by SED as a physician in general practice or specialized medicine.

CODE NUMBER	POSITION TITLE/ JOB TITLE(S)	DEFINITION
321	Psychologist (Licensed)	Licensed as a psychologist by SED. Performs duties associated with the diagnosis and treatment of persons, including administering and interpreting projective and other psychological tests.
322	Psychologist (Master's Level)/ Behavioral Specialist	Individuals who have at least a Master's degree in psychology working in accordance with the exemptions found in Article 153, Title 8 of the Education Law.
323	Psychology Worker/Other Behavioral Worker	Individuals with less than a Master's degree in psychology working in accordance with the exemptions found in Article 153, Title 8 of the Education Law who assist in the implementation of positive behavioral interventions, supports and services.
324	Social Worker - Licensed (LMSW, LCSW)	Individuals, who are licensed in this discipline by SED and who are engaged in the provision of routine social work. LCSW must meet the additional educational experience and examination requirements as mandated.
325	Social Worker - Master's Level (MSW)	Individuals with a Master's degree in social work who are not licensed by SED but who are engaged in the provision of routine social work.
327	Licensed Mental Health Counselor (OASAS & OMH Only)	Individuals licensed as a Licensed Mental Health Counselor by the NYS Education Department. These individuals use assessment instruments, provide mental health counseling and psychotherapy, clinical assessment and evaluation, treatment planning and case management, prevention, discharge and aftercare services.
328	Licensed Psychoanalyst (OMH Only)	Individuals licensed as a Licensed Psychoanalyst by the NYS Education Department. These individuals use assessment instruments and mental health counseling and psychotherapy to identify, evaluate and treat dysfunctions and disorders for the purpose of providing appropriate psychoanalytic services. Psychoanalysts use the relationship between the patient and the analyst as an essential tool to promote emotional growth and healthy functioning through changes in the patient's character.
330	Therapist - Recreation	Individuals who have a Bachelor's or Master's degree in therapeutic recreation from a program approved by SED or a registration in this discipline by the National Therapeutic Recreation Society.
332	Therapist - Activity/Creative Arts	Provide, supervise or direct professional activity or creative arts therapy services (music, art, dance, etc.) and hold at least a Bachelor's degree and, where applicable, are certified by SED or a recognized national professional organization.
333	Therapist - Occupational	Individuals licensed in this discipline by SED.
334	Therapist - Physical	Individuals licensed in this discipline by SED.
335	Therapist - Speech	Individuals licensed in this discipline by SED.
336	Dietician/Nutritionist (Does not apply to SED)	An individual responsible for the planning of nutritionally balanced meals or overseeing special diets as prescribed by a physician.
337	Therapy Assistant/Activity Assistant	An individual performing functions defined as teachers or therapists not otherwise coded.
339	Nurse's Aide/Medical Aide	Under the supervision of the professional staff, assists in performing routine duties.

CODE NUMBER	POSITION TITLE/ JOB TITLE(S)	DEFINITION
342	Clinical Coordinator (Does not apply to OPWDD)	Responsible for overseeing clinical aspects of the program, including staff supervision and case review
343	Intake/Screening (Does not apply to SED)	An individual who is responsible for initial assessment, screening and referral of persons presented for admission
344	Marriage and Family Counselor/Therapist (Does not apply to SED)	An individual responsible for providing assessment or counseling services to more than one member of the family in the same session or where applicable, licensed as a marriage and family therapist.
345	Prevention/Education (OASAS Only)	An individual providing alcohol information education, training and program technical assistance to the community, schools, parents, young people, special target populations and other health and human service prevention and treatment providers.
346	Identification/ Information Referral (OASAS Only)	An individual who identifies persons with problems that may be associated with alcohol use, provide screening and, when needed, information to accept a referral for assessment of appropriate treatment services.
347	Staff Training (Program/Site) (OPWDD & SED Only)	An individual responsible for training of program participant care staff in the areas of counseling, record keeping, case management, etc
349	Utilization Review/ Quality Assurance (Program/Site) (OPWDD Only)	An individual responsible for monitoring adequacy and/or appropriateness of program participant services and for compliance with all applicable federal, state and local laws, regulations and policies.
350	Pharmacist (Does not apply to SED)	Licensed by SED and responsible for dispensing medications
351	Service Coordinator Medicaid Service Coordination (OPWDD Only)	An individual who provides MSC services in accordance with participant's Service Coordination Agreement and Individualized Service Plan (ISP) MSC service coordinators must meet the qualifications identified in the Medicaid Service Coordination Vendor Manual.
352	Residential Treatment Facility (RTF) Transition Coordinator (OMH Only)	An individual responsible for providing case management services for a child within the RTF; linking the child to local treatment and support at the time of discharge from the RTF; and providing time limited support to the child and family following discharge from the RTF to ensure a successful transition to a community setting.
353	MD on call for OMH RTF Restraint Reviews (OMH Only)	OMH Residential Treatment Facilities are required to provide 24 hour coverage of a physician to review the need for Restraint of a child This code should only be used after the normal working hours of the RTF's physician(s), and should only be used on schedule CFR-4A.
354	Crisis Prevention Specialist (OMH RTF Only)	This individual will be responsible for the coordination of all aspects of training, mentoring and ongoing monitoring of crisis prevention activities The Crisis Prevention Specialist, in close collaboration with the RTF Director, will be charged with achieving a significant reduction in the number/duration of physical holds with the ultimate goal of the elimination of the use of restraint.

CODE NUMBER	POSITION TITLE/ JOB TITLE(S)	DEFINITION
355	Student (OMH Only)	Student who is participating in a program approved by the NYS Education Department that leads to a degree or license in one of the professional disciplines Students must be supervised and evaluated in accordance with a signed agreement between a provider and a NYS Education Department approved educational program, and pursuant to a provider's policies and procedures for student placements and clinical supervision.
356	Early Recognition Specialist (ERS) (OMH Only)	An individual who supports the early identification of childhood mental illness through the creation and maintenance of productive partnerships, community outreach, child and family engagement, active parental consent and carrying out a community-wide plan for early identification This position requires as minimum education requirement, a bachelor's degree in a major or concentration of social work, psychology, nursing, rehabilitation, education, occupational therapy, physical therapy, recreation or recreation therapy, counseling, community mental health, child and family studies, sociology, speech and hearing; or a NYS teacher's certificate for which a bachelor's degree is required; or NYS licensure and registration as a Registered Nurse and a bachelor's degree. It is also expected that the individual will have a minimum of two years (with a master's degree or higher) or four years (with a bachelor's degree) of experience providing direct services to children with emotional disturbance and their families.
357	Broker – Start-Up and Support	This title is used for all variants of Consolidated Supports and Services (CSS) The Broker assists the CSS participant to develop and maintain a complete and approvable CSS Plan/Budget taking into account the desired value outcomes.
390	Other Clinical Staff/Assistants	All individuals engaged in providing, supervising or specifically directing clinical services who are not included in the 300 series Includes Dentistry, Radiology, Lab, Central Medical Supply
	PRODUCTION STAFF	
400	Production Staff (Does not apply to SED)	An individual engaged in providing, supervising or specifically directing production services including, but not limited to such titles as Production Manager, Workshop Supervisor, Warehouse Worker, Production Worker, Floor Supervisor, Contract Procurement Specialist, etc Specify the title on Schedule CFR-4 and use this code number.
	PROGRAM ADMINISTRATION STAFF	
501	Program or Site Director	An individual responsible for the overall direct administration of: 1) a specific program type that operates at more than one site; or 2) multiple program types at a single site; or 3) a specific program type at a single site
502	Assistant Program or Assistant Site Director	Assists either the Program Director or the Site Director in the direct administration of a specific program type. Job title may include: Assistant Education Director.
505	Office Worker (Program Administration)	Responsible for record-keeping, billing, correspondence and general office duties Job titles may include Bookkeeper, Clerk, Receptionist, Secretary and Typist.

CODE NUMBER	POSITION TITLE/ JOB TITLE (S)	DEFINITION
506	Accountant (Program Administration)	Responsible for the establishment and maintenance of the program's systematic fiscal transactions for the agency. This position title does not include consultants
509	Marketing (Program Administration) (Does not apply to SED)	An individual responsible for promoting the program's services for the primary purpose of increasing facility utilization
510	Program Research/Evaluation (Does not apply to SED)	Responsible for conducting ongoing evaluation or research.
511	CSE/CPSE Chairperson (SED Only)	A certified or licensed individual in one of the job titles below who serves as the chairperson of the Committee on Special Education (CSE) or Committee on Preschool Special Education (CPSE). Individuals must be qualified to provide or supervise special education and be knowledgeable about the general education curriculum and the availability of special education resources. Job Titles: Certified Special Education Provider (e.g., teacher or related service provider), Certified School Psychologist, Licensed Psychologist, Certified Administrator.
513	Supervisor - Social Services (SED Only)	Staff who directly supervise or assist in the supervision of the provision of Clinical Services, Social Services, or Educational Related Services. May also include Supervising Teacher, Head Teacher.
514	Principal of School (SED Only)	Self-explanatory
515	Assistant Principal (SED Only)	Self-explanatory
516	Coordinator/Education Department Head (SED Only)	Self-explanatory. Job titles may include: Program Specialist, Director of Program Development, Program Coordinator/Manager.
518	Supervising Teacher (SED Only)	Provides for direct supervision of teachers. Certified administrator or supervisor of special education programs if serving more than 50 percent of his or her assignment in such capacity. Pursuant to Part 80 of the Regulations of the Commissioner of Education, a school administrator and supervisor serving greater than 25% (10 periods/week) of his or her assignment in any administrative or supervisory position must have valid administrative certification.
520	Staff Training (Program Administration)	An individual responsible for the training of program staff. **(OPWDD and SED**: Use Code 347).
521	Utilization Review/Quality Assurance (Program Administration)	An individual responsible for monitoring the adequacy and/or appropriateness of program participant services and for compliance with all applicable federal, state and local laws, regulations and policies. (**OPWDD**: Use Code 349)
590	Other Program Administration Staff	Any program administration staff not listed in the 500 series. Job title may include: Supported Employment Coordinator

AGENCY ADMINISTRATION STAFF		
CODE NUMBER	POSITION TITLE/ JOB TITLE (S)	DEFINITION
601	Executive Director/Chief Executive Officer	Responsible for the overall administration of the agency This position is usually appointed by and is under the general direction of the governing board of the agency.
602	Assistant Executive Director	Assists the Executive Director in the overall administration of the agency and acts on their behalf when necessary.
603	Comptroller/Controller	Responsible for overall fiscal management of the agency Also includes Business Official, Director of Finance.
604	Director of Division	Responsible for overseeing a major segment of functions for the agency Also includes Director of Admissions, Director of Purchasing, Director of Human Services, Director of Personnel, Director of Public Relations, Director of Data Processing
605	Office Worker (Agency Administration)	Responsible for agency-wide record-keeping, billing, correspondence and general office duties Job titles may include Bookkeeper, Clerk, Receptionist, Secretary and Typist.
606	Accountant (Agency Administration)	Responsible for the establishment and maintenance of the agency's systematic fiscal transactions and preparation of financial statements for the agency This position title does not include consultants.
609	Computer/Data/Statistical Specialist	Responsible for developing computer applications and/or provision of computer support.
610	Community Relations	Responsible for activities designed to present a positive public image of the agency/program.
612	Administrative Assistant	This position functions primarily as assistant to agency management in the performance of such activities as communications with internal or external parties, preparation of written work, liaison work, etc.
614	Marketing (Agency Administration)	An individual responsible for promoting the agency's services
620	Staff Training (Agency Administration)	An individual responsible for training of agency staff
621	Utilization Review/Quality Assurance (Agency Administration)	An individual responsible for monitoring the adequacy and/or appropriateness of the agency's services and for compliance with all applicable federal, state and local laws, regulations and policies
690	Other Agency Administration Staff	Includes all miscellaneous administration titles not included in the 600 series.
LOCAL GOVERNMENTAL UNIT ADMINISTRATION		
701	Mental Hygiene Director/ Commissioner of Mental Hygiene	The individual responsible for the overall direction of the mental hygiene activities/programs of the county
702	Assistant Mental Hygiene Director	The individual who assists the Director/Commissioner of Mental Hygiene and acts in his/her behalf when absent in the overall direction of mental hygiene activity of the county.
703	Accountant/ Bookkeeper (LGU Administration)	The individual responsible for recording and maintaining mental hygiene fiscal transactions of the county
704	Office Worker (LGU Administration)	The individual performing as secretary/clerk and/or billing mental hygiene programs of the county.

CODE NUMBER	POSITION TITLE/ JOB TITLE (S)	DEFINITION
790	Other LGU Administration Staff	Any LGU administration staff that are not listed in the 700 series

The following pages are contained in the EXCEL Workbook available on the AAARIN web site.

Instructions for Completing the AAA and Contractor Claim Detail Worksheet:

1. Please complete the AAA Claim Detail for your AAA for 1/1/15 - 3/31/15.

2. Please complete the Contractor Claim Detail for your Direct Care contractors for 1/1/15 - 3/31/15. AAAs may opt to combine all contractor claim detail into one worksheet or submit each Contractor Claim Detail Worksheet to NYSOFA.

3. If the AAA and/or its contractor(s) employ direct care workers and desire reimbursement for current and future raises, the impacted employee(s) **must** be listed and categorized.

4. The completed worksheet(s) must be submitted to your Fiscal Team by the due date referenced in the accompanying Program Instruction.

5. Organizations are not required to participate in this program. However, it is the AAA's responsibility to ensure that it's contracting organizations are offered the opportunity to participate and to submit documentation to the AAA for inclusion in its claims to NYSOFA.

Description of Fields in the AAA Detail spreadsheet:

Agency Name: In Column B, Row 5 - enter the Area Agency Name.

Employee Name: Column A, beginning in row 22 - Enter the AAA's employees names. Only the names of the Direct Care Workers who received raises and for whom the AAA is seeking reimbursement are required but AAAs may enter/submit the names of all staff.

Title: Column B, beginning in row 22 - Enter your agency's current position title/job title for each employee.

Code Number: Column C

o Compare your agency's current position title and job description for each employee to the job titles and job descriptions on the attached Position Code list **(Appendix R)**. As this is a listing of titles for workers across all of New York State's Human Services Networks, most of the titles will not be applicable for AAA and Contractor staff. NYSOFA has highlighted several titles in yellow that stand the highest probability of relating to AAA and Contract staff.

o Enter the Code Number from Appendix R that best represents the employee's current job title and job description. The job title associated with the Code Number may or may not be the same as to your "Agency's Position Title" listed in the spreadsheet. Please identify a code number for every employee paid under the program.

Annual Salary for every employee in effect on 12/31/13, 1/1/14 and 1/1/15 - Columns E, G and I: Statutory provisions call for reimbursement of salary increases implemented on or after 1/1/14. Up to 2% of the amount of those salary increases incurred between 1/1/15 and 3/31/15 is reimbursable. These amounts must be entered in column E, G and I respectively.

Fringe Benefits rates in effect on on 12/31/13, 1/1/14 and 1/1/15. Statutory provisions call for reimbursement of fringe benefit increases implemented on or after 1/1/14. Up to 2% of the amount of those increases incurred between 1/1/15 and 3/31/15 is reimbursable. These amounts must be entered in cells L4, L5 and L6 respectfully.

Composite data from All Contractor Detail: Cell L21 is provided so that AAAs can aggregate the amounts from all contractor detail worksheets, cell L19 and import the total amounts into the AAA Claim Detail Worksheet.

Columns and cells that should generally not be edited - Because this spreadsheet contains multiple formulas, the following cells are blocked from editing:

- All headings.
- All Examples (shaded yellow).
- Formulas in Columns D, F, H, K and L (shaded grey)

HOWEVER, NYSOFA realizes the complexities involved in calculating reimbursement under this program, staff come and go on a regular basis, replacements are paid different salaries, AAAs and contractors have different fringe benefit policies, etc. For this reason, cells containing formulae are not blocked and may be edited by the AAA.

Description of Fields in the CONTRACTOR Detail spreadsheet:

Agency Name: In Column B, Row 5 - enter the Contractor Name.

Employee Name: Column A, beginning in row 22 - Enter the Contractor's employees names. Only the names of the Direct Care Workers who received raises and for whom the Contractor is seeking reimbursement are required but Contractors may enter/submit the names of all staff.

Title: Column B, beginning in row 22 - Enter your agency's current position title/job title for each employee.

Code Number: Column C

o Compare your agency's current position title and job description for each employee to the job titles and job descriptions on the attached Position Code list **(Appendix R)**. As this is a listing of titles for workers across all of New York State's Human Services Networks, most of the titles will not be applicable for AAA and Contractor staff. NYSOFA has highlighted several titles in yellow that stand the highest probability of relating to AAA and Contract staff.

o Enter the Code Number from Appendix R that best represents the employee's current job title and job description. The job title associated with the Code Number may or may not be the same as to your "Agency's Position Title" listed in the spreadsheet. Please identify a code number for every employee paid under the program.

Annual Salary for every employee in effect on 12/31/13, 1/1/14 and 1/1/15 - Columns E, G and I: Statutory provisions call for reimbursement of salary increases implemented on or after 1/1/14. Up to 2% of the amount of those salary increases incurred between 1/1/15 and 3/31/15 is reimbursable. These amounts must be entered in column E, G and I respectively.

Fringe Benefits rates in effect on on 12/31/13, 1/1/14 and 1/1/15. Statutory provisions call for reimbursement of fringe benefit increases implemented on or after 1/1/14. Up to 2% of the amount of those increases incurred between 1/1/15 and 3/31/15 is reimbursable. These amounts must be entered in cells L4, L5 and L6 respectfully.

Columns and cells that should generally not be edited - Because this spreadsheet contains multiple formulas, the following cells are blocked from editing:

- All headings.
- All Examples (shaded yellow).
- Formulas in Columns D, F, H, K and L (shaded grey)

HOWEVER, NYSOFA realizes the complexities involved in calculating reimbursement under this program, staff come and go on a regular basis, replacements are paid different salaries, AAAs and contractors have different fringe benefit policies, etc. For this reason, cells containing formulae are not blocked and may be edited by the AAA.

New York State Office for the Aging

AAA CLAIM DETAIL - Direct Care Worker Program

Area Agency:

Enter the Fringe Benefit rate approved and in effect for 12/31/13	54.00%
Enter the Fringe Benefit rate approved and in effect on 1/1/14	60.00%
Enter the Fringe Benefit rate approved and in effect on 1/1/15	70.00%

Key for color coding:
Yellow shaded cells show example entries
Formulas are entered in blue/grey shaded cells (protected)
Unshaded cells are for data entry

				Amount on 12/31/13		Amount on 1/1/14		Amount on 1/1/15		Increased PS/FB Costs	
Name	Title	Code Number	Eligible (Y/N)	Salary (1)	Fringe Benefits (2)	Salary (3)	Fringe Benefits (4)	Salary (5)	Fringe Benefits (6)	Costs (7)	Reimbursable (8)
Mary B. Caring	PS Aide	290	Y	$25,000.00	$13,500.00	$26,000.00	$15,600.00	$26,000.00	$18,200.00	$5,700.00	$770.00
Di Rector	Director	601	N	60,000.00	32,400.00	65,000.00	39,000.00	65,000.00	45,500.00	18,100.00	0.00
Fred B. Driving	Transportation Driver	104	Y	20,000.00	10,800.00	20,000.00	12,000.00	20,000.00	14,000.00	3,200.00	616.00
Will Bringit	HDM Route Driver	190	Y	21,000.00	11,340.00	22,000.00	13,200.00	20,500.00	14,350.00	3,010.00	646.80
TOTALS - AAA and Contractors:		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	$0.00
Composite data from All Contractor Budgets:		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
			Y		$0.00		$0.00		$0.00	$0.00	$0.00
			Y		0.00		0.00		0.00	0.00	0.00
			Y		0.00		0.00		0.00	0.00	0.00
			Y		0.00		0.00		0.00	0.00	0.00
			Y		0.00		0.00		0.00	0.00	0.00
			Y		0.00		0.00		0.00	0.00	0.00
			Y		0.00		0.00		0.00	0.00	0.00
			Y		0.00		0.00		0.00	0.00	0.00
			Y		0.00		0.00		0.00	0.00	0.00

New York State Office for the Aging

CONTRACTOR CLAIM DETAIL - Direct Care Worker Program

CONTRACTOR:

Enter the Fringe Benefit rate approved and in effect for 12/31/13
Enter the Fringe Benefit rate approved and in effect on 1/1/14
Enter the Fringe Benefit rate approved and in effect on 1/1/15

Key for color coding:
Yellow shaded cells show example entries
Formulas are entered in blue/grey shaded cells (prote
Unshaded cells are for data entry

				Amount on 12/31/13		Amount on 1/1/14		Amount on 1/1/15		Increased PS/FB Costs	
Name	Title	Code Number	Eligible (Y/N)	Salary (1)	Fringe Benefits (2)	Salary (3)	Fringe Benefits (4)	Salary (5)	Fringe Benefits (6)	Costs (7)	Reimbursable (8)
Mary B. Caring	PS Aide	290	Y	$25,000.00	$0.00	$26,000.00	$0.00	$26,000.00	$0.00	$1,000.00	$500.00
Di Rector	Director	601	N	60,000.00	0.00	65,000.00	0.00	65,000.00	0.00	5,000.00	0.00
Fred B. Driving	Transportation Driver	104	Y	20,000.00	0.00	20,000.00	0.00	20,000.00	0.00	0.00	0.00
Will Bringit	HDM Route Driver	190	Y	21,000.00	0.00	22,000.00	0.00	20,500.00	0.00	0.00	0.00
Sum Total of All Rows Beneath This Row		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
			Y		$0.00		$0.00		$0.00	$0.00	$0.00
			Y		0.00		0.00		0.00	0.00	0.00
			Y		0.00		0.00		0.00	0.00	0.00
			Y		0.00		0.00		0.00	0.00	0.00
			Y		0.00		0.00		0.00	0.00	0.00
			Y		0.00		0.00		0.00	0.00	0.00
			Y		0.00		0.00		0.00	0.00	0.00
			Y		0.00		0.00		0.00	0.00	0.00
			Y		0.00		0.00		0.00	0.00	0.00
			Y		0.00		0.00		0.00	0.00	0.00
			Y		0.00		0.00		0.00	0.00	0.00
			Y		0.00		0.00		0.00	0.00	0.00

Position #	ELIGIBILITY DATE	CODE NUMBER	POSITION TITLE/ JOB TITLE(S)	DEFINITION
		SUPPORT STAFF		
1	1/1/15 and 4/1/15	101	Food Service Worker	All individuals associated with the supervision, preparation or production of food. Job titles may include: Baker, Butcher, Canteen Worker, Chef, Cook, Assistant Cook, Dietician, Dining Room Worker, Dishwasher, Food Manager, Assistant Food Manager, Kitchen Worker, Wait Staff. OASAS, OMH & OPWDD: Use Code 336 for Dietician/Nutritionist
2	1/1/15 and 4/1/15	102	Housekeeping and Maintenance	All individuals associated with the maintenance, cleaning and repair of the physical environment of a building. Job titles may include: Boiler Engineer, Carpenter, Chief Engineer, Cleaner, Custodian, Domestic Worker, Electrician, Engineer, Facility Related Workers, Foreman, Groundskeeper, Handyman, Housekeeper, Housekeeping Supervisor, Janitor, Maintenance Engineer, Maintenance Supervisor, Mason, Matron, Mechanic, Painter, Plumber, Porter, Supervisor of Physical Plant Operations.
3	1/1/15 and 4/1/15	104	Transportation Worker	All individuals engaged in maintaining the vehicles for or providing or supervising the transportation of program participants. Job titles may include: Attendant, Bus Monitor, Driver, Escort, Transportation Aide, Transportation Coordinator, Transportation Supervisor, Transportation Worker.
4	1/1/15 and 4/1/15	105	Security	All individuals engaged in providing or supervising the security of a building. Job titles may include: Caretaker, Security Officer, Watchman.
5	1/1/15 and 4/1/15	190	Other Support Staff	All individuals engaged in providing or supervising other support services not listed in the 100 series. Job titles may include: Audio-Visual, Receiving Clerk, General Labor, etc.
		DIRECT CARE STAFF		
6	1/1/15 and 4/1/15	201	Mental Hygiene Worker (not for OMH CR) (Does not apply to SED)	All individuals engaged in providing non-discipline specific services which involve the training of ADL skills; **provide personal care to program participants;** promote habilitation and/or rehabilitation. Job titles may include Habilitation Specialist, Residence Counselor, House Parents, ADL Specialist, Instructor and Trainer, Residence Staff, Relief Staff, House Apartment Worker.
7	1/1/15 and 4/1/15	202	Residence Worker (Does not apply to SED)	All individuals engaged in supervising non-discipline specific services which involve the training of ADL skills; **provide personal care to program participants**; promote habilitation and/or rehabilitation. Individuals in this position title do not perform any other administrative duties beyond the direct supervision of Direct Care staff. If other administrative functions are performed, allocate that portion associated with these functions using position code 501 or 502. Job titles may include Residence Director, Residence Manager, Hostel Manager, Residence Coordinator.
8	1/1/15 and 4/1/15	203	Counselor (OMH CR Only)	All individuals who perform this role as defined in the OMH Community Residence Program Model.

9	1/1/15 and 4/1/15	204	Manager (OMH CR Only)	All individuals who perform this role as defined in the OMH Community Residence Program Model.
10	1/1/15 and 4/1/15	205	Senior Counselor (OMH CR Only)	All individuals who perform this role as defined in the OMH Community Residence Program Mode.
11	1/1/15 and 4/1/15	206	Supervisor (OMH CR Only)	All individuals who perform this role as defined in the OMH Community Residence Program Model.
12	1/1/15 and 4/1/15	207	Developmental Disabilities Specialist QIDP -Direct Care (OPWDD Only)	All individuals not included within another listed title with at least a Bachelor's degree in an appropriate field or one year of experience working with developmentally disabled persons engaged in providing or supervising services to program participants and their families. Job titles may include: Habilitation Specialist, Residence Counselor.
13	1/1/15 and 4/1/15	213	Paraprofessional -Social Services (SED Only)	All individuals under the immediate supervision and direction of a supervisor or caseworker and performs various support activities of case work services. Job title may include: Case Aide, Group Worker, Intern-Social Services, Family Advocate/Therapist.
14	1/1/15 and 4/1/15	215	Supervising Teacher (SED Only)	Provides for direct supervision of teachers. Certified Special Education teacher serving as a teacher 50 percent or more of his or her assignment in such capacity. Pursuant to Part 80 of the Regulations of the Commissioner of Education, a school administrator and supervisor serving greater than 25% (10 periods/week) of his or her assignment in any administrative or supervisory position must have valid administrative certification. If supervising more than 50 percent of assignment, see Code 518.
15	1/1/15 and 4/1/15	218	Teacher -Special Education	A certified teacher who provides specialized instruction to students with disabilities.
16	1/1/15 and 4/1/15	220	Teacher -Physical Education	Self-explanatory.
17	1/1/15 and 4/1/15	222	Teacher -Other	A teacher performing functions not otherwise coded. Job titles may include teachers of: Drama, Home Economics, Industrial Arts, Keyboarding. See codes 263, 269, 270, 271, 272, 273 and 274 for other specialized teachers.
18	1/1/15 and 4/1/15	224	Teacher -Substitute (SED Only)	Self-explanatory. This is not a permanent position but is maintained on payroll records.
19	1/1/15 and 4/1/15	225	Teacher -Speech Certified (SED Only)	Certified as Teacher of Speech and Hearing Handicapped or Teacher of Deaf and Hearing Impaired.
20	1/1/15 and 4/1/15	227	Teacher -Coverage/Floating (SED Only)	An individual who covers sick days on a regular basis as a permanent position or as an extra teacher. The position is maintained on payroll records.
21	1/1/15 and 4/1/15	228	Teacher Aide	Assists teachers in non-teaching duties such as managing records, materials and equipment, attending to the physical needs of students and supervising students.
22	1/1/15 and 4/1/15	230	Teacher Aide/Assistant -Substitute	An individual who covers sick days of teacher aide or teacher assistant personnel. This is not a permanent position but it is maintained on payroll records.
23	1/1/15 and 4/1/15	232	Teacher Assistant	An individual who, under the supervision of a certified teacher, assists in such duties as working with individual students or groups of students on special instructional projects, providing teachers with information about students, assisting students in the use of instructional resources, assisting teachers in the development of instructional materials and assisting in instructional programs.
24	1/1/15 and 4/1/15	236	Guidance Counselor (SED Only)	Self-explanatory. Job titles may include: School Counselor, Vocational Counselor.

25	1/1/15 and 4/1/15	237	Curriculum Coordinator (SED Only)	A certified administrator or certified Special Education teacher with five years teaching experience who is knowledgeable about the New York State Learning Standards and responsible for ensuring that the program's curriculum is developed and aligned to such Standards. Monitors implementation of the curriculum, oversees curriculum training, and any curriculum adaptations.
26	1/1/15 and 4/1/15	238	IEP Coordinator (SED Only)	A certified or licensed individual in one of the job titles below who is responsible for ensuring that IEP recommendations are implemented and that each service provider responsible for implementation of a student's IEP is aware of his or her IEP responsibilities, including specific accommodations, program modifications, supports and/or services for the student, prior to implementation of such program. Serves as a liaison to the school district Committee on Special Education. Job Titles: Certified Special Education Teacher, School or Licensed Psychologist, Social Worker (Licensed or Master's Level), or Certified Administrator.
27	1/1/15 and 4/1/15	243	Behavioral Support Staff (SED Only) Replaces Crisis Intervention Worker	An individual with less than a Master's degree who assists in the implementation of positive behavioral interventions, supports and services.
28	1/1/15 and 4/1/15	254	Job Coach/Employment Specialist (OMH & OPWDD Only) (SED-See Codes 255 and 257)	An individual who is responsible for the provision of intensive or extended training related services and supports necessary to obtain employment in the community or for the development of employment opportunities with business and industry.
29	1/1/15 and 4/1/15	255	Transition Coordinator (SED Only)	Conducts Level 1 Vocational Assessment, participates in development of transition plans, coordinates school and local resources to provide vocational opportunities, develops post-secondary linkages, and works with ACCES's Vocational Rehabilitation Offices to coordinate vocational assessments beyond Level 1.
30	1/1/15 and 4/1/15	257	Transition Specialist (SED Only)	Conducts and monitors implementation of transition services on a student's IEP, such as training, education, employment, and where appropriate, independent living skills. May include direct assistance to persons in supported employment placements or other job experiences and to their employer, under the direction of a special education teacher, social worker or psychologist.
31	1/1/15 and 4/1/15	260	Teacher -Non-Disabled (SED Only)	Self-explanatory. (For use in Preschool Integrated Programs).
32	1/1/15 and 4/1/15	263	Teacher -Blind and/or Deaf (SED Only)	Teacher who provides special education services to students with disabilities who are blind and/or deaf. Job titles include teachers certified as Teacher of the Blind and Partially Sighted, Teacher of the Visually Impaired, Teacher of the Deaf, Teacher of the Hard of Hearing, or Teacher of the Deaf/Blind.
33	1/1/15 and 4/1/15	265	Paraprofessional -Non-Disabled (SED Only)	Self-explanatory. (For use in Preschool Integrated Programs). Includes Non-Disabled Teacher Aides and Assistants.
34	1/1/15 and 4/1/15	266	Peer Specialist (OMH Only)	Peer Specialists work with residents to facilitate the individual's recovery process.
35	1/1/15 and 4/1/15	267	Counselor -Alcoholism and Substance Abuse (CASAC)	An individual credentialed by the New York State Office of Alcoholism and Substance Abuse Services.
36	1/1/15 and 4/1/15	268	Counseling Aide/Assistant -Alcoholism and Substance Abuse (Does not apply to SED)	An individual functioning as defined for Alcoholism and Substance Abuse Counselor under supervision but who does not have a credential issued by the Office of Alcoholism and Substance Abuse Services.

37	1/1/15 and 4/1/15	269	Teacher -Art	Teacher who is certified to provide art education to meet Part 100 program and units of credit requirements.
38	1/1/15 and 4/1/15	270	Teacher -Music	Teacher who is certified to provide music education to meet Part 100 program and units of credit requirements.
39	1/1/15 and 4/1/15	271	Teacher -Technology	Teacher who is certified by SED to provide technology studies to meet Part 100 program and units of credit requirements.
40	1/1/15 and 4/1/15	272	Teacher -Foreign	Teacher who is certified by SED to provide foreign language to meet Part 100 program and units of credit requirements.
41	1/1/15 and 4/1/15	273	Teacher -Resource Room	Certified special education teacher that provides resource room services consistent with a student's Individual Education Program (IEP).
42	1/1/15 and 4/1/15	274	Teacher -Reading	Teacher who is certified in reading by SED to provide reading instruction.
43	1/1/15 and 4/1/15	290	Other Direct Care Staff	Anyone not listed in the 200 series engaged in providing direct care services.
		CLINICAL STAFF		
44	4/1/15 Only	301	Case Manager (Does not apply to SED)	Supervises the implementation of each individualized program, monitors services received, records progress and initiates required periodic reviews. Job title may include: Client Coordinator.
45	4/1/15 Only	305	Counselor -Rehabilitation (Does not apply to SED)	All individuals who have a degree in rehabilitative counseling from a program approved by the State Education Department or with current certification by the Commission on Rehabilitation Counselor Certification.
46	4/1/15 Only	309	Developmental Disabilities Specialist/Habilitation Specialist QIDP -Clinical (OPWDD Only)	All individuals not included in otherwise listed titles with at least a Bachelor's degree in an appropriate field from an accredited program and specialized training or one year experience working with developmentally disabled persons engaged in providing or supervising services to program participants and their families.
47	4/1/15 Only	312	Emergency Medical Technician (Does not apply to SED)	An individual certified by the New York State Department of Health for a period of three years as being qualified in all phases of medical emergency technology including, but not limited to communications, first aid, equipment maintenance, emergency room techniques and procedures, patient handling and positioning, and knowledge of procedures and equipment used for obstetrics, respiratory and cardiac emergencies who has passed an examination in the regular and advanced American Red Cross first aid courses and other training as required by the Commissioner of Health.
48	4/1/15 Only	313	Intensive Case Manager (OMH Only)	An individual who will engage clients through outreach, monitor and coordinate evaluations and assessments to identify client needs, coordinate and participate with clients in the development of a service plan, provide coordination and assistance in crisis intervention and stabilization, assist in achieving service plan objectives, independence and productivity through on the street" support
49	4/1/15 Only	314	Intensive Case Manager/Coordinator (OMH Only)	In addition to the duties of the Intensive Case Manager, the Coordinator is responsible for supervising the Intensive Case Manager, monitoring the service dollars plan and expenditures, and negotiating with provider agencies for the care of clients.

50	4/1/15 Only	315	Nurse Practitioner/Nursing Supervisor	Licensed professional nurse who has advanced certification through the American Nurses Association in a clinical specialty area or who has completed a program registered by SED and received a certification of completion in a clinical specialty area relevant to the treatment of the disability being treated.
51	4/1/15 Only	316	Nurse -Licensed Practical	Licensed as a practical nurse by SED. Under the supervision of a supervisory nurse or registered nurse, the LPN administers prescribed medication and treatment to persons and assists in carrying out the planned health care program and maintenance of health records.
52	4/1/15 Only	317	Nurse -Registered	Licensed as a registered nurse by SED. Under the supervision of a physician or a supervising nurse, this person provides direct treatment and dispenses prescribed medication.
53	4/1/15 Only	318	Psychiatrist	Licensed as a physician by SED and certified or eligible to be certified by the American Board of Psychiatry and Neurology. Responsible for providing psychiatric services, including diagnosis and prognosis for purposes of determining appropriate placement services. Also counsels other appropriate staff regarding individual therapy. Use of this title for SED is limited to consulting psychiatric services and not for the direct provision of psychiatric services.
54	4/1/15 Only	319	Physician's Assistant (SED -Allowed in 9190 Program Only)	Licensed and registered as such by SED and whose practice is in conformity with Section 3701 of the Public Health Law.
55	4/1/15 Only	320	Physician -M.D. (SED – Allowed in 9190 Program Only)	Licensed by SED as a physician in general practice or specialized medicine.
56	4/1/15 Only	321	Psychologist (Licensed)	Licensed as a psychologist by SED. Performs duties associated with the diagnosis and treatment of persons, including administering and interpreting projective and other psychological tests.
57	4/1/15 Only	322	Psychologist (Master's Level)/ Behavioral Specialist	Individuals who have at least a Master's degree in psychology working in accordance with the exemptions found in Article 153, Title 8 of the Education Law.
58	4/1/15 Only	323	Psychology Worker/Other Behavioral Worker	Individuals with less than a Master's degree in psychology working in accordance with the exemptions found in Article 153, Title 8 of the Education Law who assist in the implementation of positive behavioral interventions, supports and services.
59	4/1/15 Only	324	Social Worker -Licensed (LMSW, LCSW)	Individuals, who are licensed in this discipline by SED and who are engaged in the provision of routine social work. LCSW must meet the additional educational experience and examination requirements as mandated.
60	4/1/15 Only	325	Social Worker -Master's Level (MSW)	Individuals with a Master's degree in social work who are not licensed by SED but who are engaged in the provision of routine social work.
61	4/1/15 Only	327	Licensed Mental Health Counselor (OASAS & OMH Only)	Individuals licensed as a Licensed Mental Health Counselor by the NYS Education Department. These individuals use assessment instruments, provide mental health counseling and psychotherapy, clinical assessment and evaluation, treatment planning and case management, prevention, discharge and aftercare services.

62	4/1/15 Only	328	Licensed Psychoanalyst (OMH Only)	Individuals licensed as a Licensed Psychoanalyst by the NYS Education Department. These individuals use assessment instruments and mental health counseling and psychotherapy to identify, evaluate and treat dysfunctions and disorders for the purpose of providing appropriate psychoanalytic services. Psychoanalysts use the relationship between the patient and the analyst as an essential tool to promote emotional growth and healthy functioning through changes in the patient's character.
63	4/1/15 Only	330	Therapist -Recreation	Individuals who have a Bachelor's or Master's degree in therapeutic recreation from a program approved by SED or a registration in this discipline by the National Therapeutic Recreation Society.
64	4/1/15 Only	332	Therapist -Activity/Creative Arts	Provide, supervise or direct professional activity or creative arts therapy services (music, art, dance, etc.) and hold at least a Bachelor's degree and, where applicable, are certified by SED or a recognized national professional organization.
65	4/1/15 Only	333	Therapist -Occupational	Individuals licensed in this discipline by SED.
66	4/1/15 Only	334	Therapist -Physical	Individuals licensed in this discipline by SED.
67	4/1/15 Only	335	Therapist -Speech	Individuals licensed in this discipline by SED.
68	4/1/15 Only	336	Dietician/Nutritionist (Does not apply to SED)	An individual responsible for the planning of nutritionally balanced meals or overseeing special diets as prescribed by a physician.
69	4/1/15 Only	337	Therapy Assistant/Activity Assistant	An individual performing functions defined as teachers or therapists not otherwise coded.
70	4/1/15 Only	339	Nurse's Aide/Medical Aide	Under the supervision of the professional staff, assists in performing routine duties.
71	4/1/15 Only	342	Clinical Coordinator (Does not apply to OPWDD)	Responsible for overseeing clinical aspects of the program, including staff supervision and case review.
72	4/1/15 Only	343	Intake/Screening (Does not apply to SED)	An individual who is responsible for initial assessment, screening and referral of persons presented for admission
73	4/1/15 Only	344	Marriage and Family Counselor/Therapist (Does not apply to SED)	An individual responsible for providing assessment or counseling services to more than one member of the family in the same session or where applicable, licensed as a marriage and family therapist.
74	4/1/15 Only	345	Prevention/Education (OASAS Only)	An individual providing alcohol information education, training and program technical assistance to the community, schools, parents, young people, special target populations and other health and human service prevention and treatment providers.
75	4/1/15 Only	346	Identification/ Information Referral (OASAS Only)	An individual who identifies persons with problems that may be associated with alcohol use, provide screening and, when needed, information to accept a referral for assessment of appropriate treatment services.
76	4/1/15 Only	347	Staff Training (Program/Site) (OPWDD & SED Only)	An individual responsible for training of program participant care staff in the areas of counseling, record keeping, case management, etc.
77	4/1/15 Only	349	Utilization Review/ Quality Assurance (Program/Site) (OPWDD Only)	An individual responsible for monitoring adequacy and/or appropriateness of program participant services and for compliance with all applicable federal, state and local laws, regulations and policies.

78	4/1/15 Only	350	Pharmacist (Does not apply to SED)	Licensed by SED and responsible for dispensing medications.
79	4/1/15 Only	351	Service Coordinator Medicaid Service Coordination (OPWDD Only)	An individual who provides MSC services in accordance with participant's Service Coordination Agreement and Individualized Service Plan (ISP). MSC service coordinators must meet the qualifications identified in the Medicaid Service Coordination Vendor Manual
80	4/1/15 Only	352	Residential Treatment Facility (RTF) Transition Coordinator (OMH Only)	An individual responsible for providing case management services for a child within the RTF; linking the child to local treatment and support at the time of discharge from the RTF; and providing time limited support to the child and family following discharge from the RTF to ensure a successful transition to a community setting.
81	4/1/15 Only	353	MD on call for OMH RTF Restraint Reviews (OMH Only)	OMH Residential Treatment Facilities are required to provide 24 hour coverage of a physician to review the need for Restraint of a child. This code should only be used after the normal working hours of the RTF's physician(s), and should only be used on schedule CFR-4A
82	4/1/15 Only	354	Crisis Prevention Specialist (OMH RTF Only)	This individual will be responsible for the coordination of all aspects of training, mentoring and ongoing monitoring of crisis prevention activities. The Crisis Prevention Specialist, in close collaboration with the RTF Director, will be charged with achieving a significant reduction in the number/duration of physical holds with the ultimate goal of the elimination of the use of restraint.
83	4/1/15 Only	355	Student (OMH Only)	Student who is participating in a program approved by the NYS Education Department that leads to a degree or license in one of the professional disciplines. Students must be supervised and evaluated in accordance with a signed agreement between a provider and a NYS Education Department approved educational program, and pursuant to a provider's policies and procedures for student placements and clinical supervision.
84	4/1/15 Only	356	Early Recognition Specialist (ERS) (OMH Only)	An individual who supports the early identification of childhood mental illness through the creation and maintenance of productive partnerships, community outreach, child and family engagement, active parental consent and carrying out a community-wide plan for early identification. This position requires as minimum education requirement, a bachelor's degree in a major or concentration of social work, psychology, nursing, rehabilitation, education, occupational therapy, physical therapy, recreation or recreation therapy, counseling, community mental health, child and family studies, sociology, speech and hearing; or a NYS teacher's certificate for which a bachelor's degree is required; or NYS licensure and registration as a Registered Nurse and a bachelor's degree. It is also expected that the individual will have a minimum of two years (with a master's degree or higher) or four years (with a bachelor's degree) of experience providing direct services to children with emotional disturbance and their families.
85	4/1/15 Only	357	Broker – Start-Up and Support	This title is used for all variants of Consolidated Supports and Services (CSS). The Broker assists the CSS participant to develop and maintain a complete and approvable CSS Plan/Budget taking into account the desired value outcomes.
86	4/1/15 Only	390	Other Clinical Staff/Assistants	All individuals engaged in providing, supervising or specifically directing clinical services who are not included in the 300 series. Includes Dentistry, Radiology, Lab, Central Medical Supply

PRODUCTION STAFF

Ineligible	400	Production Staff (Does not apply to SED)	An individual engaged in providing, supervising or specifically directing production services including, but not limited to such titles as Production Manager, Workshop Supervisor, Warehouse Worker, Production Worker, Floor Supervisor, Contract Procurement Specialist, etc. Specify the title on Schedule CFR-4 and use this code number.
	PROGRAM ADMINISTRATION STAFF		
Ineligible	501	Program or Site Director	An individual responsible for the overall direct administration of: 1) a specific program type that operates at more than one site; or 2) multiple program types at a single site; or 3) a specific program type at a single site.
Ineligible	502	Assistant Program or Assistant Site Director	Assists either the Program Director or the Site Director in the direct administration of a specific program type. Job title may include: Assistant Education Director.
Ineligible	505	Office Worker (Program Administration)	Responsible for record-keeping, billing, correspondence and general office duties. Job titles may include Bookkeeper, Clerk, Receptionist, Secretary and Typist.
Ineligible	506	Accountant (Program Administration)	Responsible for the establishment and maintenance of the program's systematic fiscal transactions for the agency. This position title does not include consultants.
Ineligible	509	Marketing (Program Administration) (Does not apply to SED)	An individual responsible for promoting the program's services for the primary purpose of increasing facility utilization.
Ineligible	510	Program Research/Evaluation (Does not apply to SED)	Responsible for conducting ongoing evaluation or research.
Ineligible	511	CSE/CPSE Chairperson (SED Only)	A certified or licensed individual in one of the job titles below who serves as the chairperson of the Committee on Special Education (CSE) or Committee on Preschool Special Education (CPSE). Individuals must be qualified to provide or supervise special education and be knowledgeable about the general education curriculum and the availability of special education resources. Job Titles: Certified Special Education Provider (e.g., teacher or related service provider), Certified School Psychologist, Licensed Psychologist, Certified Administrator.
Ineligible	513	Supervisor -Social Services (SED Only)	Staff who directly supervise or assist in the supervision of the provision of Clinical Services, Social Services, or Educational Related Services. May also include Supervising Teacher, Head Teacher.
Ineligible	514	Principal of School (SED Only)	Self-explanatory.
Ineligible	515	Assistant Principal (SED Only)	Self-explanatory.
Ineligible	516	Coordinator/Education Department Head (SED Only)	Self-explanatory. Job titles may include: Program Specialist, Director of Program Development, Program Coordinator/Manager.
Ineligible	518	Supervising Teacher (SED Only)	Provides for direct supervision of teachers. Certified administrator or supervisor of special education programs if serving more than 50 percent of his or her assignment in such capacity. Pursuant to Part 80 of the Regulations of the Commissioner of Education, a school administrator and supervisor serving greater than 25% (10 periods/week) of his or her assignment in any administrative or supervisory position must have valid administrative certification.

Ineligible	520	Staff Training (Program Administration)	An individual responsible for the training of program staff. (OPWDD and SED: Use Code 347).
Ineligible	521	Utilization Review/Quality Assurance (Program Administration)	An individual responsible for monitoring the adequacy and/or appropriateness of program participant services and for compliance with all applicable federal, state and local laws, regulations and policies. (OPWDD: Use Code 349)
Ineligible	590	Other Program Administration Staff	Any program administration staff not listed in the 500 series. Job title may include: Supported Employment Coordinator.
	AGENCY ADMINISTRATION STAFF		
Ineligible	601	Executive Director/Chief Executive Officer	Responsible for the overall administration of the agency. This position is usually appointed by and is under the general direction of the governing board of the agency.
Ineligible	602	Assistant Executive Director	Assists the Executive Director in the overall administration of the agency and acts on their behalf when necessary.
Ineligible	603	Comptroller/Controller	Responsible for overall fiscal management of the agency. Also includes Business Official, Director of Finance.
Ineligible	604	Director of Division	Responsible for overseeing a major segment of functions for the agency. Also includes Director of Admissions, Director of Purchasing, Director of Human Services, Director of Personnel, Director of Public Relations, Director of Data Processing
Ineligible	605	Office Worker (Agency Administration)	Responsible for agency-wide record-keeping, billing, correspondence and general office duties. Job titles may include Bookkeeper, Clerk, Receptionist, Secretary and Typist.
Ineligible	606	Accountant (Agency Administration)	Responsible for the establishment and maintenance of the agency's systematic fiscal transactions and preparation of financial statements for the agency. This position title does not include consultants.
Ineligible	609	Computer/Data/Statistical Specialist	Responsible for developing computer applications and/or provision of computer support.
Ineligible	610	Community Relations	Responsible for activities designed to present a positive public image of the agency/program.
Ineligible	612	Administrative Assistant	This position functions primarily as assistant to agency management in the performance of such activities as communications with internal or external parties, preparation of written work, liaison work, etc.
Ineligible	614	Marketing (Agency Administration)	An individual responsible for promoting the agency's services.
Ineligible	620	Staff Training (Agency Administration)	An individual responsible for training of agency staff.
Ineligible	621	Utilization Review/Quality Assurance (Agency Administration)	An individual responsible for monitoring the adequacy and/or appropriateness of the agency's services and for compliance with all applicable federal, state and local laws, regulations and policies
Ineligible	690	Other Agency Administration Staff	Includes all miscellaneous administration titles not included in the 600 series.
	LOCAL GOVERNMENTAL UNIT ADMINISTRATION		