NEW YORK STATE OF OPPORTUNITY. Office for People With Developmental Disabilities

CRO ADM
Attachment 8: Implementation Phases

To align with the streamlining processes connected to the Capacity Management Application and functionality, the following is the implementation plan for the CRO ADM, these dates are subject to change based on availability of the Capacity Management Application. The effective date of the ADM will occur at the completion of Phase 3. At that time all parties will be held accountable to the ADM. Until that time OPWDD suggests that all parties initiate practices to align with the effective date of the CRO ADM.

If a section from the ADM is not live in the Capacity Management Application, we will need the PDF versions of the forms utilized until the form becomes effective in the system. For example, H007 will be live in Phase 2. This means the PDF version of H007 must be used until this functionality is live in the Capacity Management Application.

Definitions:
Issuance date – date ADM is issued to the field
Launch – date CMA functionality live
Roll Out – phased in compliance of ADM
Effective Date – all 3 phases operationalized
H002 –Request For Approval To Fill A Residential Opportunity OR Internal Move Notification
H003 –Residential Screening Report
H004 –Notification of Residential Support Category
H005 –Certified Residential Opportunities (CRO) Referral
H006 - Certified Residential Opportunities Vacancy Announcement
H007 –Certified Residential Opportunities Site Profile

Phase 1 – Launch Spring 2025 in the Capacity Management Application (H004, H005)

- Section 1 – Overview
- Section 2 – Residential Referral Process
- Section 3 – OPWDD Statewide Residential Support Category Criteria
- Section 4 – People Moving from HCBS Waiver Ineligible and Specialized Settings
- Section 6 – Changes, Updates, and Reporting to the Certified Housing Team
- Section 7 – Managing Residential Service Opportunities
    - IV. Review and Screening of People Designated Emergency Need
        - A. Notice
        - B. Review
    - VII. Individual Satisfaction and Choice in Living Arrangement
- Section 8 – Due Process Requirements
    - II. Need for Certified Housing
- Section 9 – Dispute Resolution

- Section 10 – Record Retention

Phase 1 Roll Out: Fall 2025 (6 months post launch)

Phase 2 – Launch Fall 2025 in the Capacity Management Application (H006, H007)

- Section 7 – Managing Residential Service Opportunities
    - I. Residential Site Profiles
    - II. Vacancy Announcement Forms

Phase 2 Roll Out: Winter 2025 (2-3 months post launch)

Phase 3 – Launch Winter 2025 in the Capacity Management Application (H002, H003)

- Section 5 – Out of District and Statewide Referrals
- Section 7 – Managing Residential Service Opportunities
    - III. Internal Moves in Residential Programs
    - IV. Review and Screening of People Designated Emergency Need
        - C. Screenings
        - D. Targeted Referrals
        - E. No Appropriate Opportunities for People on the Emergency Need List
    - V. Review and Screening of People Designated Substantial or Current Need
    - VI. Accepting People for Admission
- Section 8 – Due Process Requirements
    - I. Relocations, Inter-District Transfers (IDT) and Internal Moves

Phase 3 Effective and ADM Implementation Date: Spring 2026

All sections of the ADM will be live in the Capacity Management Application by the implementation date of Phase 3. Only at that time will OPWDD review information for compliance in the system since the effective date of the requirement.