




**Freedom of Information Law Subject Matter List  
OMH Central Office  
Updated January 17, 2018**

Listed below by subject matter are records, as defined by the Public Officers Law, which are maintained at the Central Office for the Office of Mental Health as required by Public Officers Law §87(3)(c). This is not intended to be an exhaustive list, but rather a reasonably detailed list by subject matter of the records possessed by the Agency, whether subject to the Freedom of Information Law (FOIL) or not.

For more information about the Freedom of Information Law, visit the [NYS Committee on Open Government](#) .

**Audit**

External financial, management, operational or program audits. These reports have been prepared by OMH, the Office of the State Comptroller, the Commission on Quality of Care for the Mentally Disabled, Federal Health and Human Services, etc.

**Budget and Fiscal**

2013-2014 Office of Mental Health Budget Requests  
2014-2015 Office of Mental Health Budget Requests  
2015-2016 Office of Mental Health Budget Requests  
2016-2017 Office of Mental Health Budget Requests  
Aid to Localities Spending Plan Allocations: Guidelines and Instructions  
Annual State Psychiatric Center Non-Personal Service Spending Plan Allocations  
Comprehensive Outpatient Billing System Manual  
Consolidated Claims Reporting Manual  
Consolidated Financial Reporting and Claiming Manual  
Finance Information System User Guide  
Medicaid Rates Promulgated by OMH for Mental Health Ambulatory Programs  
OMH Shelter Plus Care Program Management Guide  
2014 – 2015 Enacted Budget  
2013 – 2014 Enacted Budget  
2012 – 2013 Enacted Budget  
2011 – 2012 Enacted Budget  
2010 – 2011 Executive Budget Recommendation and Enacted Budget Update  
2009 – 2010 Executive Budget Recommendation and Enacted Budget Update  
2008 – 2009 Executive Budget Recommendation and Enacted Budget Update  
2007 – 2008 Executive Budget Recommendation  
2006 – 2007 Executive Budget Recommendation

**General**

OMH Newsletter (monthly)  
OMH press releases  
OMH advisories  
Emergency Management Plan  
[OMH Official Policy Manual](#)  
OMH Quarterly  
PAR Application Process  
NY SAFE Act (Guidance for Mental Health Providers)  
Behavioral Health Organizations Implementation



**Human Resource Management**

Central Office Employee Handbook  
Employee Records-Central Office Employee Personal History Folders Exam Files-  
Canvasses, Eligible Lists, and Certifications  
HRMS User's Guide Recruitment Materials  
Subject Files  
Title Files – Classification and Exam Planning Folders  
Training Materials

**Diversity Planning and Compliance**

OMH Affirmative Action Plan  
All related policies  
Procedure for Investigating Complaint of Discrimination  
Resource Guide for AAA

**State Operations Financial Group**

Agency Policy and Procedure Manual  
Central Revenue Operations Manual  
Comprehensive Outpatient Billing System Manual  
Finance Information System (FIS) User Guide and FIS2 Help  
Medicare Cost Requests  
Numbered Resource Letters and Memoranda  
Senior Agent Manual  
Social Security Administration On-Site Reviews  
Support Staff Manual  
Senior Steno Manual  
Service Recording Manual

**Consolidated Business Office**

Contracts  
OMH Procurement Lobbying Act Guidelines and Forms  
Requests for Proposals/Requests for Information

**ISO**

MHARS User Guide  
OMH Web Site Content

**Legal**

Final Opinions and Orders made in adjudicatory proceedings and an index thereof  
Final Opinions and Orders made in site selection proceedings  
New York Codes, Rules and Regulations, Title 14  
[OMH Privacy Policy Manual](#)

**Minutes**

Interagency Geriatric Mental Health Planning Council Meeting Minutes  
Mental Health Services Council minutes (consolidated into Behavioral Health Services  
Advisory Council in 2012)  
Mental Hygiene Family Advisory minutes  
MHPAC minutes (consolidated into Behavioral Health Services Advisory Council in 2012)  
Minutes of Board of Visitors' meetings and public hearings  
Multicultural Advisory Committee minutes  
Recipient Advisory Committee minutes



### **Operations and Support Services**

ACT Institute Annual Reports  
ACT Certification Manual  
Administrative Support Procedure Manual  
Annual Reports to DOH on Medical Case Management Services Assertive  
Community Treatment (ACT) Guidelines and Training Material  
Assisted Outpatient Treatment Program  
Guidance for AOT Program Operation Reissued February 2014  
Guidelines for Initial Reporting by Local Governmental Units (LGUs) on Assisted Outpatient Treatment (AOT)  
AOT Guidance For Reporting Significant Events CPEP  
Annual Report (2012 is the last required report)  
Cultural Competence FACT sheets  
Cultural Competence Performance Measures for Managed Behavioral Healthcare Programs (1998 Evidence-Based Practice (EBP) Curriculum for MSW Programs and Guidelines for EBP Field Placements  
Geriatric Mental Health & Chemical Dependence: Annual Report: 2010 Report | 2009 Report | 2008 Report | 2007 Report | 2006 Report  
Housing Development Manual NYC  
Interim and Final Reports to the Legislature on Assisted Outpatient Treatment (AOT)  
Interstate Compact Manual for Mental Health and Mental Retardation/Developmental Disabilities  
OMH Family Care Policy and Procedure Manual  
OMH Home and Community Based Services Waiver for Children  
OMH Supported Housing Guidelines  
OMH Bed Chart  
New Directions in Social Work Masters Education: Evidence Based Practice in Mental Health Course & Field Placement  
Personal Care Manual  
Psychotherapeutic Drug Manual  
Rural Reports to the NYS Legislature  
Residential Program Indicators Report (issued quarterly)  
Targeted Case Management (TCM) to Health Homes (HH)  
Uniform Case Record Manual

### **Planning**

Center for Mental Health Services Block Grant Application and Compliance Report  
Chart book of Mental Health Information  
Statewide Comprehensive Plan for Mental Health Services  
Strategic Framework – October 2010  
2012 – 2016 Statewide Comprehensive Plan for Mental Health Services  
2014 Interim Report  
2013 Interim Report  
2012 Interim Report  
2011 – 2015 Statewide Comprehensive Plan for Mental Health Services  
2011 Interim Report  
2010– 2014 Statewide Comprehensive Plan for Mental Health Services  
2009 Interim Report  
2009 – 2013 Statewide Comprehensive Plan for Mental Health Services  
2008 Interim Report  
2008 October Update to the 2006 – 2010 Statewide Comprehensive Plan for Mental Health Services  
2007 Update and Interim Report to the 2006 – 2010 Statewide Comprehensive Plan



for Mental Health Services.

2006 Interim Report

2006 - 2010 Statewide Comprehensive Plan for Mental Health Services

2005 Interim Report

2005 – 2009 Statewide Comprehensive Plan for Mental Health Services

2004 Interim Report

2004 – 2008 Statewide Comprehensive Plan

### **Research and Evaluation**

Final reports of evaluation and research projects.

OMH developed survey and research instruments.

Patient Characteristics Survey Summary Tables

### **Quality Management**

ECT Guidelines

Inspection of Care Survey Reports

Licensing Reports (including Monitoring Outcome Report and License)

New York State Incident Management and Reporting System

OMH Management Reports

Prior Approval Review (PAR) Applications and Determinations

Tiered Certification Manuals

### **OMH Mandated Reports**

Annual Inter-Office Coordinating Council (IOCC) - Section 5.05 (2) of the Mental Hygiene Law (through 2007)

Statewide Comprehensive 5-year Plan - Section 5.07 of the Mental Hygiene

Law Three year Capital Plan - Section 5.07 (4) (c) of the Mental Hygiene Law

Annual Geriatric Mental Health Report - Chapter 568 of the Laws of 2005 (Note: Jointly prepared with State Office of the Aging)

Annual Kendra's Law (Data) Report - Chapter 158 of the Laws of 2005.

Annual Kendra's Law (Fiscal Report) - Chapter 158 of the Laws of 2005.

Children's Mental Health Plan - Section 483 (f) of the Social Services Law (Note: The report is prepared in collaboration with the Council on Children and Families (CCF) and submitted by the CCF).

Annual Report on Implementation of the Sex Offender Management Treatment (SOMTA) Act - Section 10.10 (i) of the Mental Hygiene Law.

Annual Report detailing how persons' federal benefits are being utilized (Representative Payee) - Section 33.07 (i) of the Mental Hygiene Law.

Annual Rural Report - Section 164-b of the Executive Law

### **Binders**

2009 Aid to Localities Funding Summary

2010 Aid to Localities Funding Summary

Briefing Involuntary River Search and Recovery Effort in Westchester Co.

Camp Get-A-Way

Communications Briefings

Data book for SPEAK Campaign

Emergency Management Resource Guide 2013

Evidence-Based Practices in Mental Health: Course and Field Placements

Family Support Services Report

Final Audit: Training of Direct Care Staff

Human Resources Management Briefing Material



In Their Own Words Families in Crisis (NKI)  
Land Book  
Medicaid Institute for State Mental Health Agencies  
Mental Health Medicaid Case Management  
Mental Health Weekly Issues  
New York State Standard Multi-Hazard Mitigation Plan (State Mitigation Plan) 2014  
Next Circle of Care: New York State Public School Region 10  
NYAPRS Training Collective: June 2003 - October 2004 Program  
Report Profiles of New York State Psychiatric Centers: January 2004  
Project Hope Regular Services Program – Final Report  
Rehabilitation Support Services Briefing Book  
Saving Lives in NY  
Staten Island Mental Health Society  
SPEAK Kits  
SPEAK Up, Save Lives pamphlets  
State Estimates of Substance Use from the 2002 - 2003 National Surveys on Drug Use and Health Suicide Statistics/New York vs. Other States  
Testimony - Adult Homes  
Timothy's Law Campaign  
TRAAY - Treatment Recommendations for the Use of Antipsychotic for Aggressive Youth  
Treatment of Bipolar Disorder 2004  
Turning Knowledge into Practice (EBP)  
Unmasked (Odyssey House Art Project)  
Using Medicaid to Support Working Age Adults with Serious Mental Illnesses in the Community: A Handbook  
Your Child's Mental Health

### **Health and Recovery Plans (HARPS)/Managed Care**

Adult Home and Community Based Services Manual

### **[Online Records and Publications](#)**

The Office of Mental Health (OMH) has a number of publications available. The listing below is the publications that can be downloaded and printed from the Internet. There are also some publications available for a fee. For a list, call the Design Center at (518) 473-3574.

### **Booklets/Illness Information**

- **Anxiety Disorders**  
A booklet to help you identify the symptoms and causes of anxiety disorders. It will also explain how to obtain treatment and suggest ways to make such treatment more effective.
- **Attention Deficit Hyperactivity Disorder**  
A variety of medications, behavior-changing therapies, and educational options are available to help people with ADHD focus their attention, build self-esteem, and function in new ways.
- **Bipolar Disorder**  
Bipolar disorder, also known as manic-depressive illness, is a brain disorder that causes unusual shifts in a person's mood, energy, and ability to function. Bipolar disorder can be treated, and people with this illness can lead full and productive lives.
- **Depression**  
Depressive illnesses often interfere with normal functioning and cause pain and



suffering not only to those who have the disorder, but also to those who care about them. There are now medications and psychosocial therapies that ease the pain of depression.

- **Eating Disorders**  
Facts about eating disorders and the search for solutions.
- **Medications**  
A booklet to help people with mental illness and their families understand how and why medications can be used as part of the treatment of mental health problems.
- **Post-Traumatic Stress Disorder**  
Post-Traumatic Stress Disorder is a normal reaction to seriously disturbing events. This booklet examines the signs, symptoms and steps you can take to treat PTSD.
- **Schizophrenia** Schizophrenia is a chronic, severe, and disabling brain disease. However, this is a time of hope for people with schizophrenia and their families. Research is gradually leading to new and safer medications and unraveling the complex causes of the disease.
- **Heat Illness** (Español | العربية | 中文 | P Y C C K И Ы | Kreyòl Ayisyen | Itàliànà | 한국어를)

### **Children**

- Adolescents with Co-occurring Disorders: Task Force Report
- A Primer on the NYS Children's Mental Health System for Local Education Leaders (May 2015)
- Pan Flu Resources Information for Children
- Violence Prevention: Creating Safer Schools in New York State (May 2015)
- Education 101 for Mental Health Leaders (May 2015)
- Improving School and Community Outcomes for Children and Adolescents with Emotional and Behavioral Challenges (May 2015)

### **Emergency Preparedness and Response**

- Emergency Evacuation & Fire Plan
- Emergency Planning Guide for Community Officials
- OMH Emergency Management Resource Guide
- New York State County Disaster Mental Health Planning and Response Guide

### **Financial Information**

#### **Guides**

- Dealing with Cognitive Dysfunction
- Grief Counseling Resource Guide

#### **Statewide Planning Documentation**

- 2014 - 2018 Statewide Comprehensive Plan for Mental Health Services
- OMH Transformation Plan



[Statistics and Reports](#)

**Link to [Archived Statistics and Reports](#)**

**Adult Housing - Residential**

**Assertive Community Treatment Reports** - Up-to-date statistical data on program operations, the demographic and diagnostic characteristics of ACT recipients, and recipient outcomes.

**Assisted Outpatient Treatment (AOT) Reports** - Up-to-date statistical data on AOT program operations, the demographic and diagnostic characteristics of AOT recipients, and outcomes for AOT recipients.

**BHO Performance Metrics Portal** - Tracked performance measures using Medicaid claim data from 2010 to 2014.

The **Children, Teens and Families Indicators Portal**

The **Consumer Assessment of Care Survey (CACs)** -

**County Profiles Portal** - Consolidated, at-a-glance, and comparative views of key county community characteristics, mental health services expenditures, and outcomes. The Portal enables users to identify service gaps and disparities and plan improved service delivery.

**NYS DSRIP Region and County Behavioral Health Planning Data** - Data intended for providers, researchers and others to better understand behavioral health care resources, planning efforts, and needs in New York State's communities.

The **New York Employment Services System (NYESS)**

**Patient Characteristics Survey (PCS) Portal** -

- OMH Appendix H- Appendix to Unified Statement Response to SED Report
- 2007-2013 Annual Reports on the Implementation of Mental Hygiene Law Article 10
- An OMH Assessment of Clinical Care, Professional Workforce, Research, and Local Government Opportunities (2007)
- Assisted Outpatient Treatment Program Evaluation
- Geriatric Mental Health & Chemical Dependence: Annual Report



- Kendra's Law: A Final Report on the Status of Assisted Outpatient Treatment (2005)
- Mental Health Outpatient Reimbursement Study
- New York State/New York City Mental Health– Criminal Justice Panel Report and Recommendations
- Unmet Needs Assessment Report

### [Clinical Advisories and Guidelines](#)

#### **Increased Risk of Heat Illness to Persons Taking Antipsychotic Medications**

May 8, 2017

#### **Illegal Synthetic Marijuana**

July 14, 2016

#### **Increased Risk of Heat Illness to Persons Taking Antipsychotic Medications**

May 19, 2016

#### **Clozapine: Managing Constipation and GI Hypomotility**

May 18, 2015

#### **Clinical Advisory Regarding Adult Homes**

August 8, 2012

#### **Guidance Memo on the Use of PRN Medications**

April 29, 2010

#### **Guidance on Electroconvulsive Therapy for Individuals under Age 18**

April 29, 2010

#### **Use of Antidepressants in Children and Adolescents**

February 23, 2009

#### **Antipsychotic Medication Use in Adults**

February 16, 2009

#### **Advisory on Antipsychotic Medications**

November 21, 2008

#### **Cautions Against the Use of Antipsychotic Medication for Treatment of Dementia**

June 24, 2008

#### **Guidance on Electroconvulsive Therapy**

September 22, 2007

#### **Use of Atypical Antipsychotic Medication in Children and Adolescents**

May 16, 2007

#### **Electroconvulsive Therapy Review Guidelines**

January 13, 2003

### [PROS Standards of Care and Survey Protocol](#)

- PROS Standards of Care





- Recertification Scoring
- Recertification Letter
- Employment Services Information Form
- Agency Self-Assessment
- Program Assessment by Participant

### [Guidance Documents](#)

The Office of Mental Health makes available, through this page, the full text of all guidance documents on which the agency currently relies. As defined in section 202-e of the State Administrative Procedure Act, a guidance document is any guideline, memorandum or similar document, prepared by an agency, that provides general information or guidance to assist regulated parties in complying with any statute, rule or other legal requirement. The term does not include documents that concern only the internal management of the agency, such as a policy that applies only to an OMH operated facility or program.

#### **Adult Services**

- Assertive Community Treatment (ACT) Certification Manual
- ACT - Health Home Transition: Interim Instruction - February 19, 2014
- ACT in Health Homes: Joining Health Home Networks
- ACT Program Guidelines
- Administrative Practices and Medicaid Requirements
- AOT Guidance for Reporting Significant Events (
- Assisted Outpatient Treatment Program - Guidance for AOT Program Operation
- Guidelines for Initial Reporting by Local Governmental Unit on Assisted Outpatient Treatment
- NYS Office of Mental Health (OMH) Policy Statement Regarding Electronic Signatures, September 2007
- OMH Approval of Disposition of Real Property Acquired through State Aid
- Prohibited Related-Party Transactions, Self-Dealing, and Waste of State Funds
- Serious & Persistent Mental Illness
- Supported Housing Program Implementation Guidelines
- Waiver of Competitive Bidding Requirements for General Contractors

#### **Behavioral Health Managed Care**

- Billing Guidance
- Implementation, Policy, and Utilization Management
- Information Technology
- Value-Based Payment Readiness

#### **Bureau of Criminal History Information**

- Criminal History Background Check

#### **Bureau of Cultural Competence**

- Agency Cultural Competence Plan Format

#### **Children and Family Services**

- Home and Community-Based Services (HCBS) Guidance Documents (Waiver Manual)

#### **Clinic and Ambulatory Restructuring**

- Part 599 Guidance
- Telepsychiatry Standards Guidance



- Clinic Restructuring Implementation Plan

### **Community Budget and Fiscal Management**

- Aid to Localities Spending Plan Guidelines
- Long Acting Atypical Anti-Psychotic Injections
- Medicaid Fraud and Abuse Notification
- New York State Consolidated Budget Reporting and Claiming Manual
- Office of Mental Health Finance Consolidated Fiscal Reporting
- OMH Procurement Lobbying Act Guidelines and Forms

### **Forensic Services**

- Mental Health Resources Handbook

### **Health Services**

- Important Information Regarding the Medicaid Pharmacy Benefit
- Medicaid Self-Disclosure Guidance
- Medicare Part D
- Medical Alert - Increased Risk of Heat Illness to Persons Taking Antipsychotic Medications

### **Inspection and Certification**

- Comfort Room Guide
- Electroconvulsive Therapy Review Guidelines
- Implementation Guidelines - 14 NYCRR Section 526.4 - Restraint and Seclusion
- Inpatient Safety Standards
- Standards of Care Anchor Elements
- Use of PRN Medications

### **Office of Performance Management and Evaluation**

- Mental Health Provider Data Exchange

### **Public Information Office**

- Communication Needs of Persons Who Are Non-English Speaking, Deaf or Hard of Hearing
- HIPAA Privacy Rules for the Protection of Health and Mental Health Information
- Inpatient Rights
- Outpatient Rights

### **[Office of Mental Health \(OMH\) Forms](#)**

#### **Application for Prior Approval Review**

- Form OMH 167 - Application for Prior Approval Review 14 NYCRR 551 Personalized Recovery Oriented Services (PROS) Program (Part 512)
- Prior Approval Review (PAR) Application Status

#### **[Health Insurance Portability and Accountability Act \(HIPAA\)](#)**

- Authorization for Patient Interview – OMH – 445
- Authorization for Patient Photograph – OMH – 446
- Notice of Privacy Practices - Standard
- OMH Sample Agreement – QA – 530
- Standard Authorization Form – OMH – 11



- Status of OMH as Covered Entity

### **Licensing**

- Request for Apartment Addition or Deletion and Waivers

### **OMH Procurement Lobbying Act Forms for Vendors**

- Offeror's Affirmation of Understanding Attachment J1
- OMH Offeror Disclosure of Prior Non-Responsibility Determinations Attachment J2
- Notification of Restricted Period Under Procurement Lobbying Act For Sole, Single or Preferred Vendors Attachment J4

### **Regulations**

- Part 501 of Title 14 NYCRR grants the Commissioner the ability to waive regulatory requirements for purposes of testing innovative programs that may increase the efficiency and effectiveness of operations or providing additional flexibility to better meet local service needs while maintaining program quality and integrity.  
Instructions | Waiver Request Form