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
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
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)
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
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
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) 473–574.

**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 know at 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 | بالعربية | 中文 | РУССКИЙ | Kreyòl Ayisyen | Italiaànà | 한국어)

**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.


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
- 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
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
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