



Office for People With Developmental Disabilities

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Acting Commissioner

TO: Voluntary Provider Executive Directors
Care Coordination Organization Directors
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FROM: Katherine Bishop
Director of Program Development
Division of Person Centered Supports

Sharon Devine
Deputy Commissioner
Division of Administration

DATE: November 20, 2018

SUBJECT: “The Staff Action Plan and Delivery of Habilitation Services” Training Webinar Sessions

SUGGESTED DISTRIBUTION

- Training Staff
- Agency Managers (Residential and Day programs)
- Care Managers and supervisors

These training sessions will provide an overview of the requirements for Staff Action Plans outlined in Administrative Memorandum # 2018-09 and go into more detail about writing and executing the Staff Action Plan in a way that achieves what is most meaningful to each person.

These training sessions are intended as a follow-up to the previous session from August 30th, 2018, titled “OPWDD Care Management, Life Planning and Service Delivery Process: Connecting the Dots.” It is recommended that participants review the August 30th webinar in the SLMS before attending the new session.

Training Objectives: Participants will develop a better understanding of:

- Why OPWDD shifted from habilitation plans to Staff Action Plans and the similarities and differences between the two plans;
- Where and how the Staff Action Plan fits into the Life Planning Process and how habilitation providers translate Life Plan goals into Staff Action Plans;

- Requirements and expectations for Staff Action Plan development and service delivery;
- Expectations for ongoing collaboration and coordination between persons served, habilitation service providers and the Care Manager; and,
- Examples of quality outcomes and indicators for service delivery based on Staff Action Plans and Life Plan Goals.

Target audience:

Staff responsible for developing and executing Staff Action Plans (formerly Habilitation Plans) and their Supervisors; Program Managers, Quality Improvement Staff; Training Staff.

This session may also be helpful information to Care Coordination Organizations (CCO) Care Managers and CCO Care Manager Supervisors and Provider Agency executive level staff.

When: You may attend either of the following webinars. The same information will be covered on both dates. In addition, a recording of the training will be made available after the training.

- December 10, 2018 2:00pm – 3:30pm
- January 15, 2019 9:30am – 12:30pm

How to register: Registration for all sessions will take place in the SLMS. If you need to create an account, instructions can be found on our website or by selecting the link below.

- Create [SLMS](#) Account

If you already have an account:

- **Review the August 30th webinar** by clicking [here](#) or by searching in the SLMS for *OPWDD-EL-LifePlan*
- **Register for one of the upcoming webinars** by clicking [here](#) or by searching SLMS for *Staff Action Plan*

If you have any questions, please contact Talent Development and Training at (518) 473-1190 or by email: talentdevelopment@opwdd.ny.gov .

Thank you for your attention to this important information.

Cc: Jill Pettinger, Psy.D
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OPWDD Training Directors