



Sharon E. Carpinello, RN, Ph.D.  
Commissioner

44 Holland Avenue  
Albany, New York 12229

February 17, 2005

Dear Colleague:

This letter is the third of our series of informational letters to the field regarding the Office of Mental Health's (OMH) implementation of Chapter 575 of the Laws of 2004. In the first letter, you were advised of this Law's approaching compliance date of April 1, 2005 and provided with general information about this new statute. The second letter was intended to provide more specific information about your responsibilities regarding the designation of 'Authorized Persons'. The purpose of this correspondence is to announce that a series of "OMH Information Meetings on Implementation of Chapter 575 - Criminal History Information Reporting Process" will be held in early March 2005 at various OMH Psychiatric Centers located throughout New York State, and to request that you, as a provider of mental health services, attend one of these sessions to learn more about the policies and procedures being put into place in order to implement this new initiative.

The dates, times and locations of the OMH Information Meetings are listed on the enclosed registration form. Directions to each of these locations are also enclosed. It is recommended that your Human Resource Director or other appropriate staff member responsible for hiring personnel for your organization, including the individual designated as your organization's "Authorized Person", attend one of these meetings.

Each individual who will be attending from your organization should complete a Registration Form, checking only one box to indicate the meeting that he/she wishes to attend. Please fax completed forms to the NYS OMH Bureau of Education and Workforce Development (BEWD) at 845-483-3596, **by Monday, February 28, 2005**. If your registration(s) cannot be automatically accepted due to space limitations, we will contact you to arrange a suitable alternative. Parking at some locations may be limited, so please plan to arrive early. Identification will be required to be admitted to meeting locations.

We will continue to post information regarding implementation of this initiative on the OMH Fingerprint Initiative website. You may access this site by logging onto [www.omh.state.ny.us](http://www.omh.state.ny.us) and clicking on "Fingerprint Initiative." We encourage all those attending these OMH Information Meetings to become familiar with the contents of this site, which includes such useful information as a copy of the law, draft regulations, letters to providers, and frequently asked questions (FAQ), in advance of these meetings. Questions and comments regarding the Fingerprint Initiative may be sent via email to [CH575@omh.state.ny.us](mailto:CH575@omh.state.ny.us). Please be sure to include your agency code and phone number with your questions/comments.

Once again, please fax completed Registration Forms to OMH BEWD at 845-483-3596 by **Monday, February 28, 2005**. Questions relating to registration for OMH Information Meetings only, may be directed to Dawn Lewis at 845-483-3550.

Thank you for your cooperation.

Sincerely,

Deborah M. Wagoner  
Deputy Director,  
Human Resources Management