Freedom of Information Law Subject Matter List  
OMH Central Office  
Updated March 10, 2021

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
- 2017-2018 Office of Mental Health Budget Requests
- 2018-2019 Office of Mental Health Budget Requests
- 2019-2020 Office of Mental Health Budget Requests
- 2020-2021 Office of Mental Health Budget Requests
- 2021-2022 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
- 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

Office of Diversity and Inclusion
Strategic Plan for Culturally Competent Accessible Mental Health Services (2019-2021)
Statewide Multicultural Advisory Committee Minutes
Statewide Multicultural Advisory Committee Bylaws
Facility Gender Identity and Gender Expression Nondiscrimination Policy and Protocols for Interaction with Transgender and Gender Non-Binary Patients
OMH Bi-Annual Language Access Plan(s)
OMH Bi-Annual Workforce Diversity and Inclusion Report(s)
Cultural Competence Diversity and Respect Committee - Operational Guidance
All related policies

State Operations Finance Group
Annual Representative Payee Report
Comprehensive Outpatient Billing System Manual
Finance Information System (FIS) User Guide and FIS2 Help
Medicaid Rates for State Operated Services (Inpatient, Outpatient, Residential)
Numbered Resource Letters, General
Information Statements and Memoranda
Patient Resource Agent Manual
Senior Agent Manual
Social Security Administration On-Site Reviews
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
Statewide 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
Licensing Reports (including Monitoring Outcome Report and License)

**Planning**
Center for Mental Health Services Block Grant Application and Compliance Report
Chart book of Mental Health Information
Monthly Reinvestment and Facility Performance Measure Reports
Statewide Comprehensive Plan for Mental Health Services
Strategic Framework – October 2010
2017 Interim Report to the Statewide Comprehensive Plan
Statewide Comprehensive Plan 2016-2020
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
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
Transformation Plan 2014 End of Year Report
Transformation Plan 2014-2015 End of State Fiscal Year Report
Transformation Plan 2015-2016 End of Year Report
Transformation Plan 2016-2017 End of Year Report

**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)
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
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
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 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 | 中文 | PУССИЙ | Kreyòl Ayisyen | Ìtàliànà | 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**

**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 Familied 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 improvements in 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 Data Portals

Adult Housing
Reports Residential Program Indicators (RPI): a performance measurement tool for adult housing programs in New York State. Users can evaluate agency residential programs based on county, regional, and statewide averages.

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.

Children, Teens and Families Indicators
Dynamic reporting using information that providers report into CAIRS, and information that youth and families submit to OMH through the NYS OMH Youth and Family Assessment of Care surveys.

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.

Personalized Recovery Oriented Services (PROS)
Up-to-date statistical data on the PROS program. Includes demographic and diagnostic characteristics of PROS recipients, and recipient outcomes.

Tableau Data Visualization

Assertive Community Treatment (ACT) Reports
Presents information about individuals served by the New York State ACT program. Comparisons shown between ACT teams, OMH regions and New York State.

Consumer Assessment of Care Survey (CACS)
Reports data collected annually from adults in state-operated outpatient, non-residential programs. These reports provide an assessment of consumer perceptions of various dimensions of care and quality of life.

County Planning Reports
Displays information about Medicaid-Funded Mental Health service use and expenditures. Reports
show average daily use and capacity of mental health inpatient and outpatient services. Statistics on readmission rates for psychiatric reasons are included.

**OMH Medicaid Population Characteristics and Service Utilization Trends**
Provides characteristics and service utilization trends for the New York State Medicaid Eligible Public Behavioral Health Population.

**Patient Characteristics Survey (PCS)**
Provides a snapshot of people served by New York State’s public mental health system. Reports show service trends in specific geographic areas compared to nearby areas and the rest of New York State.

**Profile of Children in NYS Medicaid with Behavioral Health Needs**
Provides reports on characteristics and service utilization patterns for NYS Medicaid enrolled children with Behavioral Health Needs.

**Youth and Family Assessment of Care Survey (YACS/FACS)**
Displays results from NYS OMH Youth and Family Assessment of Care satisfaction surveys. This visualization shows the percent positive of responses to various questions about a child’s service.

**OMH Reports**

**2020 Report on Suicide Prevention Activities**
Outlines the Suicide Prevention programs and activities OMH is overseeing and supporting across the State. The report provides detailed information on the findings and recommendations of Governor Cuomo’s Suicide Prevention Task Force and the steps OMH is taking to implement those recommendations.

**2020 Annual Representative Report**
This report is provided pursuant to Section 33.07 (i) of the Mental Hygiene Law (MHL) which requires the submission of an annual report by the Office of Mental Health (OMH) detailing the handling of funds received by a facility director as representative payee.

**Annual Report on the Implementation of Mental Hygiene Law Article 10**
Mental Hygiene Law Article 10, effective in April 2007, was enacted as part of New York’s Sex Offender Management and Treatment Act (SOMTA).

**Geriatric Mental Health & Chemical Dependence Annual Report**
The Report presents a long-term plan regarding the geriatric and chemical dependence needs of New Yorkers and recommendations to address those needs.

**2017 Interim Report to the Statewide Comprehensive Plan**
Also known as the “5.07 Plan” (after Section 5.07 of New York State mental hygiene law), the 2017 Interim Report to the Statewide Comprehensive Plan includes a review of consumers, services and programs, and gross expenditures within the New York State public mental health system.

- 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
• 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

**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
• 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 Measurement 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

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