

David A. Paterson
Governor

Karen M. Carpenter-Palumbo
Commissioner

NEW YORK STATE OFFICE OF ALCOHOLISM AND SUBSTANCE ABUSE SERVICES



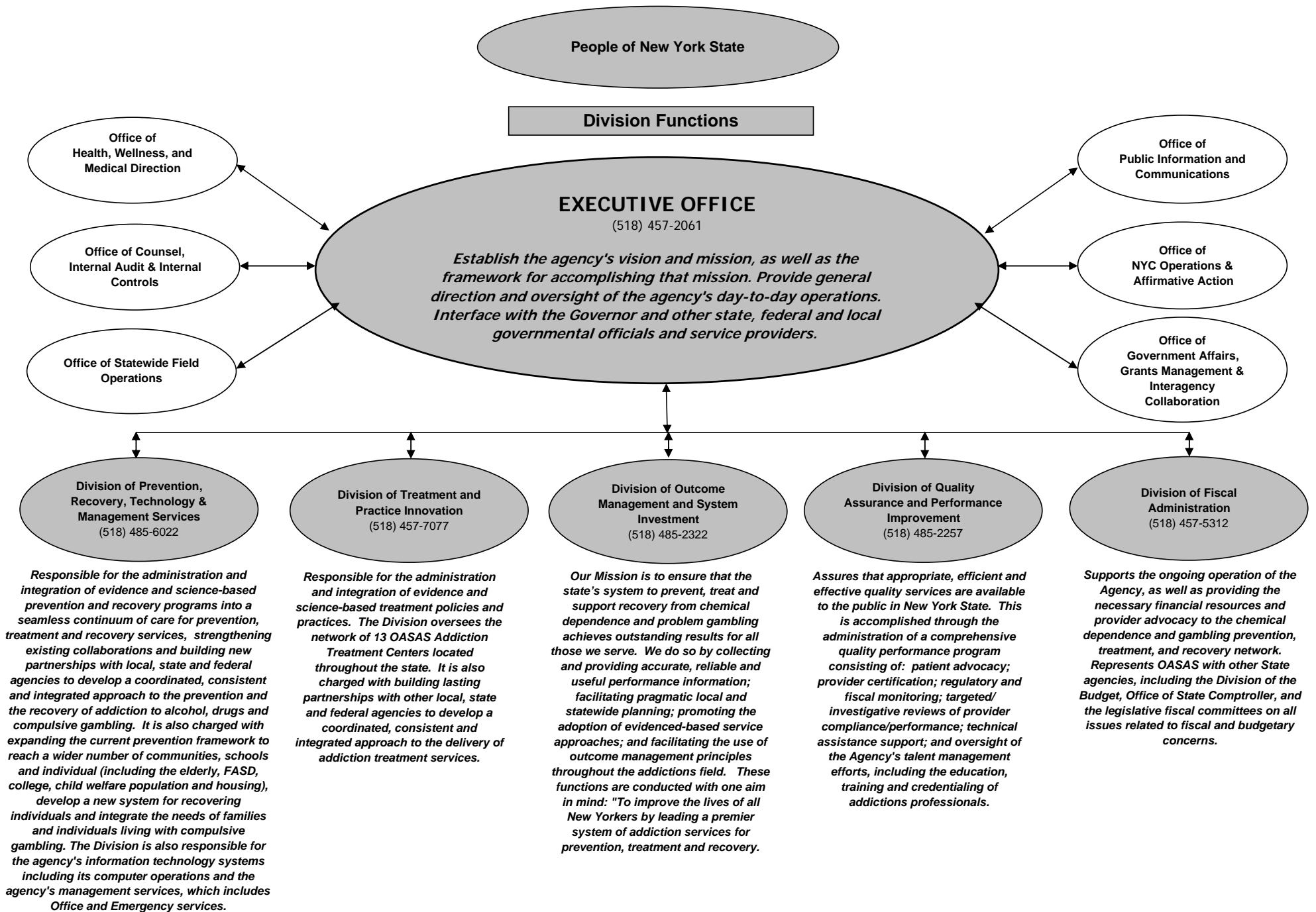
The mission of the OASAS system of care is to improve the lives of all New Yorkers by leading a premier system of addiction services through prevention, treatment, recovery.

***“We are one OASAS,
Improving the lives of New Yorkers
With the help of each and every employee.”***

ORGANIZATION CHARTS (Functional)

March 23, 2009

Office of Alcoholism and Substance Abuse Services

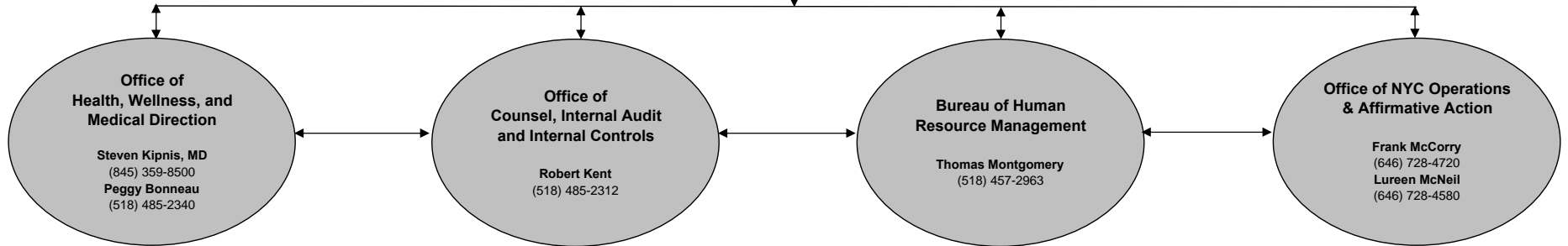


Office of Alcoholism and Substance Abuse Services

Office Functions

EXECUTIVE OFFICE

(518) 457-2061



Collaborate with Physicians, Their Associations, other Healthcare Providers and Sister Agencies around Medical Issues Pertaining to Healthcare and Wellness for Patients with Alcohol and Other Drug Dependencies

Build a Capacity Within OASAS to Work With the Provider Community Toward Integrating Addiction Medications in to Clinical Behavioral Treatment Protocols and Treating the Whole Person

Develop "Best Practices" for Medical Treatment for Substance Abuse Disorder Patient Needs

RFMH Board

Medical Advisory Panel Lead with Governmental Affairs as a Liaison

Coordination of Counselor Wellness and Advocacy (518-457-6321)

Interagency Collaboration on Wellness Activities to Enhance Health and Well-Being Focusing on Tobacco Free Information and Education

OASAS Employees Assistance Program

Wellness planning to support prevention, treatment, recovery activities.

Wellness planning and activities for OASAS staff.

Lead tobacco-free initiative, including training, resources, website, and NRT.

Collaborate with ASAP on monthly conference calls.

Lead the Office of Health, Wellness and Medical Direction's Advocates Group to support initiatives.

Assist Attorney General in Litigation Involving OASAS

Development, Promulgation, Interpretation and Waiver of OASAS Regulations

In-House Counsel to OASAS ATCs

In-House Counsel to OASAS Bureaus/Units, Including Advice to Commissioner and Senior Staff on Legal Aspects of Policy, Capital Support, Labor, Employment, ADA, and Contracts

SAPT Block Grant Review

Ethics Officer

Procurement Officer

Freedom of Information (FOIL) Officer

Confidentiality/HIPAA
-Supervise 42 CFR Part 2 HIPAA
Privacy and Security Officers

Administrative Adjudication and Hearings

Healthcare Financing/Third Party Reimbursement Legal Support

Information and Cyber Security Jointly with Information Technology Unit

Legal Support for Enforcement Bureau

Applicant Character Review Committee

Legislative Liaison and Bill Tracking

Development of OASAS Legislative Program

Management of Staff Planning and Recruitment

Personnel Transactions and Payroll Administration

Classification and Compensation Plan Administration

Employee Benefits Administration

Maintenance of Official Employee Records

Administration of Labor Relations Program

Worker's Compensation Plan Management

Time and Attendance Management

Management of Probationary Process, Performance Evaluations and Awards

Workplace Learning & Performance:

Assess individual and organizational learning requirements in support of OASAS goals

Develop learning and performance strategies to enhance organizational effectiveness

Administer and promote Labor/Management programs

Make available and announce learning opportunities

Research and provide general workplace skills training

Coordinate agency participation in state leadership programs

Partner with state agencies and professional associations for resource sharing

Pursue grant programs to finance agency initiatives

Provide facilitation services to meeting leaders and teams

Provide input and oversight on OASAS initiatives and policies in New York City

Liaison with key New York City stakeholders in New York City: city government; providers; trade associations; community leaders and borough presidents; and respond to city-based issues

Represent New York State in federal and national forums, and the Commissioner at meetings and public events

Represent the Commissioner to NYC staff, provide direction and oversight in areas of policy and agency responsiveness

Oversee Affirmative Action Responsibilities:

- Prepare the OASAS affirmative action plan;
- Monitor OASAS affirmative action efforts in meeting goals and timetables;
- Provide technical assistance, training and counsel pertaining to the achievement of diversity in the OASAS' workforce in accordance with Executive Order 6.
- Provide oversight in the coordination of the OASAS' equal employment opportunity/affirmative action programs.
- Address a broad spectrum of issues related to the employment, retention, advancement, reasonable accommodation and training of employees.
- Serve as primary contact with Civil Service, other NYS agency contacts, and other interested entities concerning select aspects of the equal employment opportunity/diversity management programs.

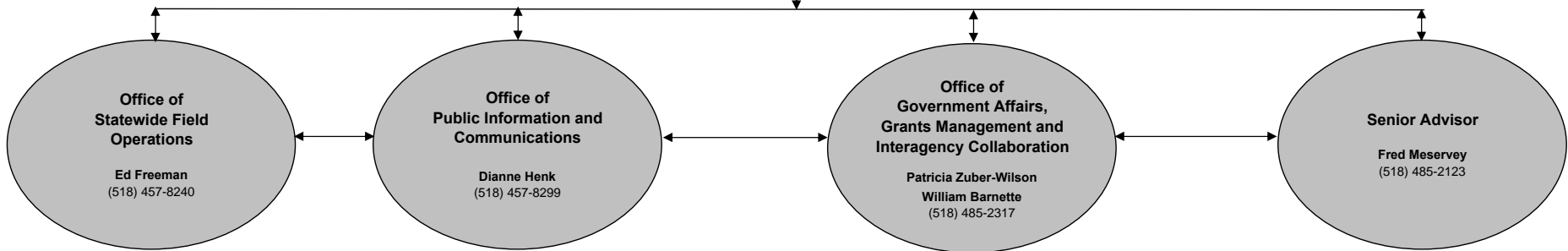
(continued on next page)

Office of Alcoholism and Substance Abuse Services

Office Functions

EXECUTIVE OFFICE

(continued)
(518) 457-2061



System and Program Development
- Work with counties, New York City and providers to identify and develop needed services and infrastructure.

Program Monitoring
- Conduct program site visits and monitor/improve annual workscopes and workplans and compliance with federal Block Grant requirements.

Fiscal Management
- Work closely with counties, New York City and OASAS' Division of Fiscal Management to approve and monitor provider spending plans

Program Improvement and Technical Assistance
- Work with counties, New York City and providers to improve services and patient outcomes
- Conduct annual program performance review

Followup of Corrective Action Plans
- Respond to regulatory compliance corrective action plans (jointly with Enforcement Bureau)

Cross-System Collaboration
- Work with counties, New York City and providers to promote cooperation with other health and human services systems

The Bureau of Communications provides marketing and information services to the public and media, industry providers, OASAS employees and government entities. The Bureau is responsible for content, design, and dissemination for print, electronic, media, Web Site management, and Web Site and Internet communications. The Bureau also plans and implements agency public awareness campaigns designed to advance OASAS as a national leader in the addiction services field.

The Office of Government Affairs, Grants Management and Interagency Collaboration works closely with all local, state and federal partners, advising the Commissioner and all Executive staff of important policy and funding initiatives, events and priorities, and is integral to our important legislative and executive branch relations, contacts and constituent relations. This Office manages and expands collaborations with other systems of care, fostering critical partnerships, joint efforts, and essential programs to better serve New Yorkers in fulfillment of our Agency's Mission.

Bureau of Grants Management and Federal/State Policy

Reba Architzel
(518) 485-2410

Additionally, this Bureau is responsible for:

- Federal SAPT Block Grant management, working with all OASAS divisions to prepare the required annual application and report on prior year accomplishments
- Coordination of preparation of required annual Synar Report, in concert with staff from OASAS' Evaluation, Data Analysis and Decision Support Bureau and the New York State Department of Health's Bureau of Tobacco Control
- Preparation, submission and subsequent actions to secure technical assistance from SAMHSA, including final reports
- Notification, by e-mail and on OASAS' internet web site, of all funding announcements (Federal, State and foundation), proposed Federal regulatory changes and other Federal notifications/news, including coordination of applicant requests for letters of support, required Federal Public Health Impact System and Plan Consistency reviews and OASAS/RFMH at OASAS grant applications or comments on Federal regulations
- Staff support to Commissioner or his/her designee for the National Association of State Alcohol and Drug Abuse Directors (NASADAD), National Treatment Network, National Prevention Network and National Women's Services Network
- Analysis and notification of Federal and State policy initiatives, including preparation of Federal Agenda for Governor's Office and participation in NASADAD's Public Policy Committee meetings

Coordinate the development of Ambulatory Patient Groups (APGs), in conjunction with provider group, for the chemical dependence ambulatory treatment system

Assist the Director of Interagency Relations on critical interagency issues, including disconnected youth, facility reuse, and other interagency policy/program issues focusing on the consequences of addiction.

Support OASAS' role with the Council on Returning Veterans.

Advise on specific policy issues pertaining to prevention, treatment and recovery, including supporting the policy analysis function of the Division of Outcome Management and Systems Investment.

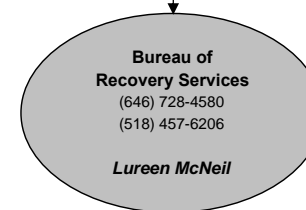
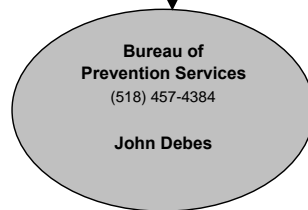
Office of Alcoholism and Substance Abuse Services

Division of Prevention, Recovery, Technology and Management Services

(518) 485-6022

Mary Ann DiChristopher, Acting Associate Commissioner

Responsible for the administration and integration of evidence and science-based prevention and recovery programs into a seamless continuum of care for prevention, treatment and recovery services, strengthening existing collaborations and building new partnerships with local, state and federal agencies to develop a coordinated, consistent and integrated approach to the prevention and the recovery of addiction to alcohol, drugs and compulsive gambling. It is also charged with expanding the current prevention framework to reach a wider number of communities, schools and individual (including the elderly, FASD, college, child welfare population and housing), develop a new system for recovering individuals and integrate the needs of families and individuals living with compulsive gambling. The Division is also responsible for the agency's information technology systems including its computer operations and the agency's management services, which includes Office and Emergency services.



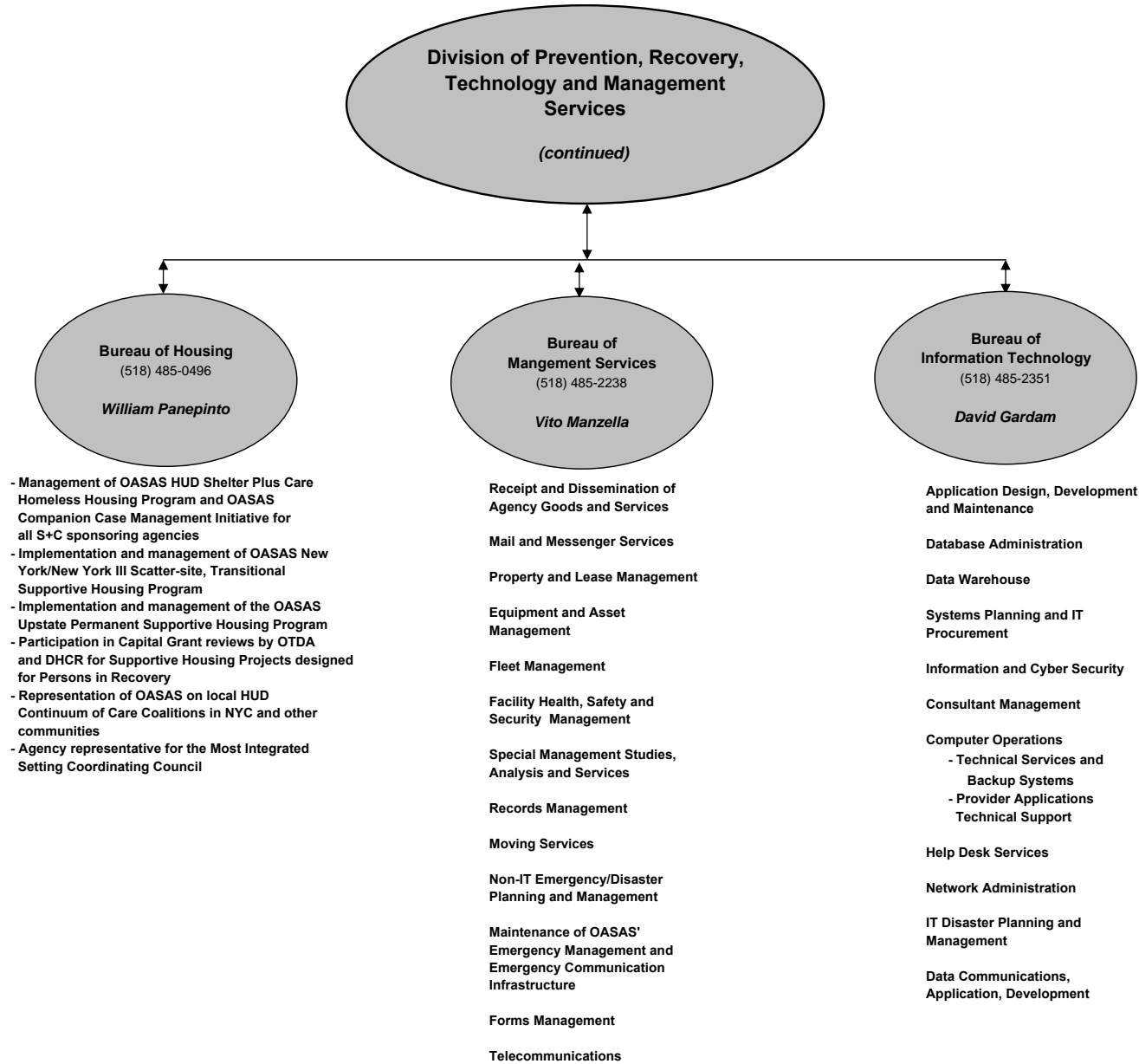
- Develop and Implement, based on the context and understanding of the most current prevention science:
 - ▶ addiction prevention services,
 - ▶ addiction prevention policies,
 - ▶ addiction prevention operating standards
- Develop collaborative relationships with a wide array of both, governmental and non-governmental systems in order to support the OASAS Prevention agenda (e.g., community coalitions, other State agencies, OASAS funded provider agencies, colleges, school systems, etc.).
- Maintain and expand:
 - ▶ Community Coalitions Development initiative
 - ▶ prevention and treatment services related to problem gambling
 - ▶ the Underage Drinking/College initiative (including Enforcing Underage Drinking Laws--EUDL),
 - ▶ prevention services for the aging/elderly population
 - ▶ Fetal Alcohol Spectrum Disorder (FASD) Initiative
 - ▶ College Prevention Programming

- Review research literature on prevention science to determine most current trends and applicability to OASAS policy development and application
- Prevention Activity and Results Information System (PARIS): Fully implement and on-going management of the automated prevention workplan and data collection and outcome management system.
- Provide current prevention science information for the development of prevention provider program operating standards and regulations. Ongoing review and recommended changes based on current changes in prevention science.
- Review of current federal standards for evidenced-based program and practices (NREPP, OJJDP model programs, US DOE Blueprint programs, etc.) and establish a list of OASAS approved programs.
- Integration of science from other disciplines into the OASAS prevention framework. (e.g. integration of gambling prevention into the OASAS framework and incorporation of current public health environmental models)
- On-going prevention provider and OASAS staff development on current prevention science, evidenced-based programs and practices and the integration with practice.
- Development of research/evaluation partnerships with college/universities.
- Management of the technical assistance agreement with the NE Center for the Application of Prevention Technology.
- Subject matter experts within OASAS and at national level. Bureau Director will serve as the National Prevention Network representative

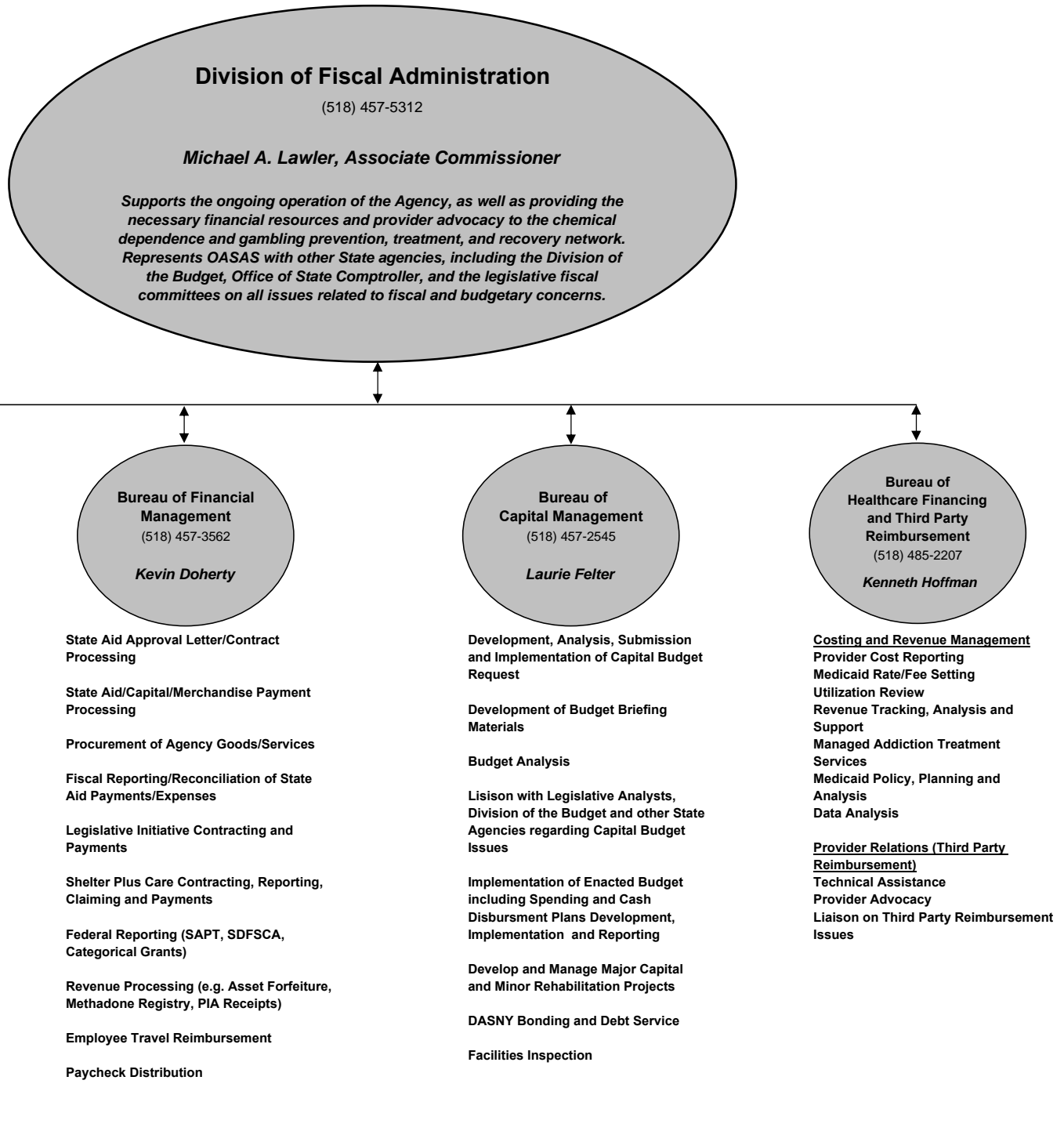
- The Bureau of Recovery Services will build and enhance a system of Recovery Services in New York State by conducting the following activities:
- Review other State's models of Recovery Services;
 - Develop a Best Practice Model for Recovery Services in NYS;
 - Conduct Focus Groups to identify issues related to recovery;
 - Develop and oversee a Recovery Implementation Team which includes OASAS Staff, Prevention and Treatment Providers and recovering persons who will assist in the development of the Recovery Services System in New York State;
 - Build and implement key Recovery Services supports for family/parenting and health;
 - Develop and deliver presentations on Recovery Services at conferences and public speaking events;
 - Enhance and develop content the OASAS Recovery Services website;
 - Conduct site visits to existing Recovery Service Centers and review Recovery Services Policies and Practices;
 - Identify Grant Opportunities and develop Grant Applications for Recovery Services;
 - Oversee Recovery Community Services RFP Process;
 - Advocate for OASAS funding for Recovery Services through State Aid process;
 - Develop collaborations with other systems related to Recovery Services;
 - Continue major collaborative efforts and seek opportunities to focus these collaborations on recovery services;
 - Develop OASAS faith based initiative with a major focus on Recovery Services;
 - Develop and enhance special events related to Recovery Services including the Fine Arts Festival and the Recovery Conference;
 - Develop and enhance statistical data systems and research related to Recovery Services.

(continued on next page)

Office of Alcoholism and Substance Abuse Services



Office of Alcoholism and Substance Abuse Services



Office of Alcoholism and Substance Abuse Services

Division of Quality Assurance and Performance Improvement

(518) 485-2257

Charles W. Monson, Associate Commissioner

Assures that appropriate, efficient and effective quality services are available to the public in New York State. This is accomplished through the administration of a comprehensive quality performance program consisting of: patient advocacy; provider certification; regulatory and fiscal monitoring; targeted/investigative reviews of provider compliance/performance; technical assistance support; and oversight of the Agency's talent management efforts, including the education, training and credentialing of addictions professionals.

Integrated Systems and Project Management

- Development of Integrated Quality System (IQS)
- Maintenance/Enhancement of Existing Database Systems
- Design/Implement New Division Database Systems
- Troubleshoot Division Software/ Hardware/ Network Problems/Issues
- Administration of Division Server
- Web Liaison
- Division Equipment Inventory Group Representative (EIGR)



Bureau of Certification
(518) 485-2250
Virginia Martin

- Issue All New, Renewed, Amended, Conditional and Emergency Operating Certificates
- Maintain Central Certification Database - Verify Provider Certification Status for Billing, Reimbursement and Other Purposes
- Review MHL Article 32 and PHL Article 28 Proposals re: Establishment and Changes to Chemical Dependence Services
- Manage Chemical Dependence Certification Application Process
- Review Incorporation Papers and Issue Consents to Filing with the Secretary of State
- Coordinate Operating Certificate Suspension and Revocation Actions
- Coordinate/Process All Provider Requests for Program/Service Terminations and Changes in Capacity

Bureau of Standards Compliance
(518) 485-2260
William Lachanski

- Regulatory Compliance Reviews Including:
 - Recertification Review and
 - Interim/Special Review (as needed)
- Review and Approval of Provider Corrective Action Plans
- Development and Maintenance of Recertification Regulatory Compliance Review Site Review Instruments
- Provide Guidance on Regulatory Application
- On-Site Regulatory Compliance Technical Assistance
- Provider Technical Assistance/ Compliance Workshops
- Development and Approval of Provider Patient Case Record Forms
- Assist Providers to Implement Regulatory Compliance and Best Practices

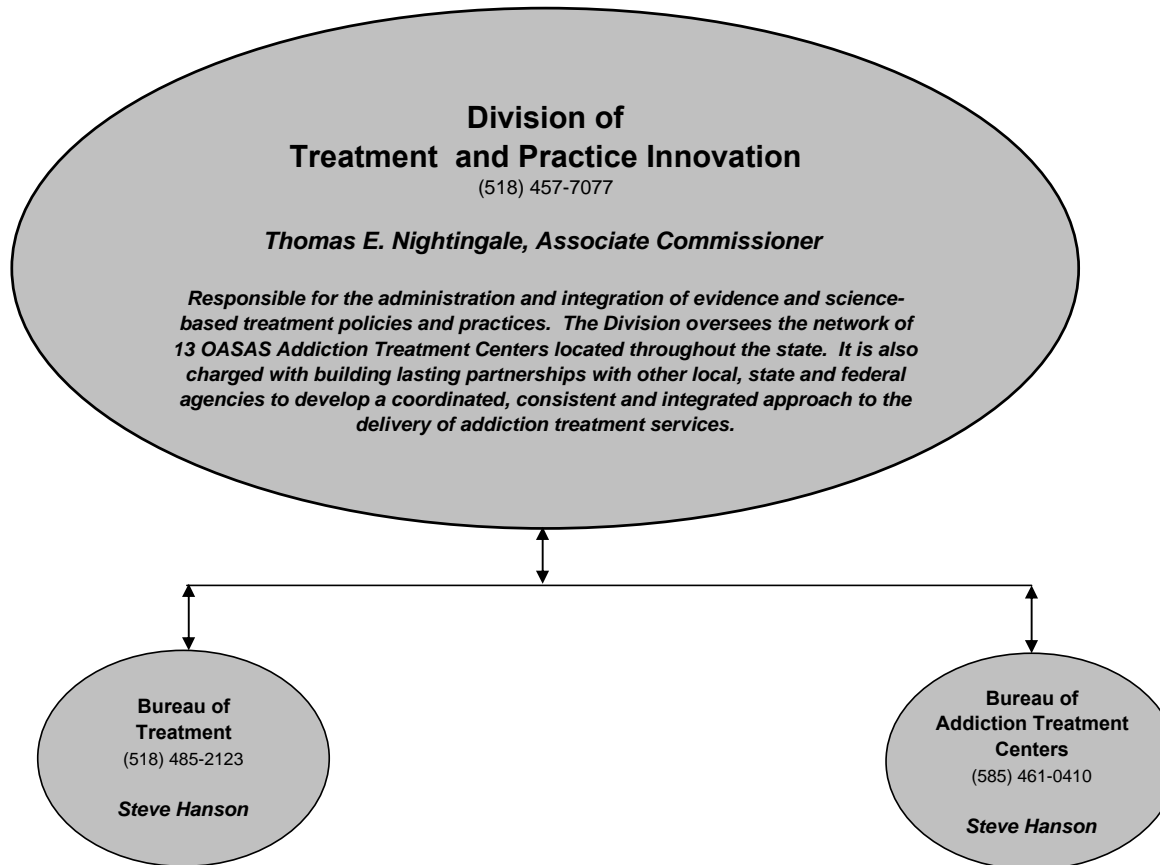
Bureau of Quality Analysis and Enforcement
(518) 485-2250
Joan Disare

- Central Intake Point for OASAS Provider Complaints
- Patient Inquiry and Complaint Follow-Up
- Targeted Investigation of Potential Waste, Fraud, Abuse and Gross Mismanagement
- Quality Services Review of Medicaid-Billed Services
- Critical Incident Review and Corrective Action Follow-Up (Jointly with Field Operations)
- Investigation of Credentialed Professional Complaints
- Patient Rights and Sexual Misconduct Guidance and Monitoring
- State Office of the Medicaid Inspector General and Attorney General Office-- Medicaid Fraud Liaison

Bureau of Workforce Development and Fiscal Evaluation
(518) 485-2033
Douglas Rosenberry

- Plan and Implement Talent Management Strategies for the Provider Community
- Development and Delivery of Direct Training to Provider Workforce
- Train-the-Trainer Program Faculty Certification
- Education and Training Provider Certification
- Management of Training Contracts and Specialized Training Initiatives
- Coordination/Maintenance of On-Line Training Catalog
- Gene Hester Video Library
- Liaison to Federal/State Organizations on Workforce Issues
- Liaison to Credentials Boards
- Process All Initial and Renewal Credentialing Applications
- Administration of Credentialing Examinations
- Coordination of Credentialed Professional Complaint Process
- Fiscal Audit and Review
- Fiscal Viability Review
- Federal Subrecipient Audit Compliance
- Investigative Audit and Review - Fiscal Irregularities
- Maintenance of DWI Provider List

Office of Alcoholism and Substance Abuse Services



Collaborate on interagency policy and program development with the criminal justice system.

Coordinate policy development, program services and procedures on welfare reform and vocational rehabilitation with the treatment system and other agency partners.

Promote integrated treatment experiences for addicted patients including those with other disabling conditions.

Promote integration of addiction medicine with other addiction treatment and manage compliance with federal methadone requirements.

Advance clinical practice throughout the chemical dependence treatment system.

Increase program service options for adolescents, women and children, veterans, and other special populations.

Office of Criminal Justice Services

Serves as the primary liaison to OASAS criminal justice partners, including but not limited to DCJS, DOCS, DOP, OCA, and DPCA.

In conjunction with criminal justice partners, designs and oversees reentry and specialized collocated treatment programs for criminal justice patients.

Coordinates program activities with DCJS on alternatives to incarceration activities – in particular, the Road to Recovery Initiative.

Works with the Office of Court Administration to enhance functional relationships between drug courts and chemical dependence treatment services.

Provides clinical and program support on OASAS responsibilities with respect to agency DWI responsibilities.

Oversight and Management of All Aspects of the 13 ATCs

- Service Provision
- Performance Improvement Programs
- Development of Promising Practices and share those practices with the field at large.
- Work together with all of OASAS and other community partners to ensure the best care for the patients and the community.

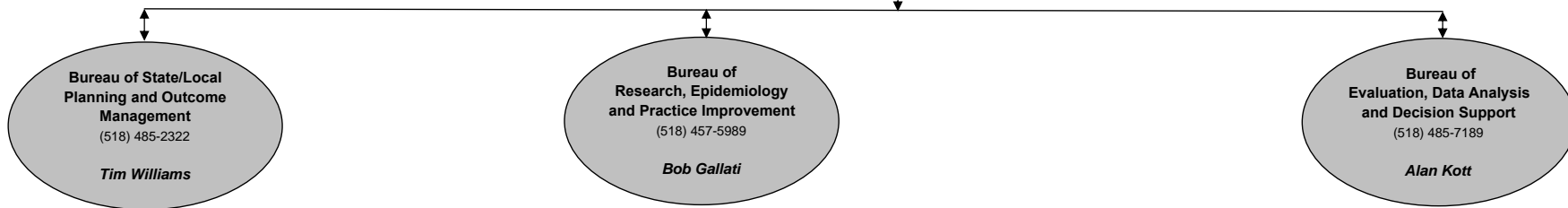
Office of Alcoholism and Substance Abuse Services

Division of Outcome Management and System Investment

(518) 485-2322

Bill Phillips, Associate Commissioner

Our Mission is to ensure that the state's system to prevent, treat and support recovery from chemical dependence and problem gambling achieves outstanding results for all those we serve. We do so by collecting and providing accurate, reliable and useful performance information; facilitating pragmatic local and statewide planning; promoting the adoption of evidenced-based service approaches; and facilitating the use of outcome management principles throughout the addictions field. These functions are conducted with one aim in mind: "To improve the lives of all New Yorkers by leading a premier system of addiction services for prevention, treatment and recovery."



Planning

- Coordinate long-range planning process including development of the comprehensive five-year plan and annual updates
- Coordinate local services planning process including development of plan guidelines and management of the on-line County Planning System
- Develop and maintain service need methodologies and semi-annual County Service Need Profiles supporting certification process and local needs assessment
- Coordinate development and distribution of Planning Supplements for special initiative funding
- Coordinate State Epidemiological Outcomes Workgroup (SEOW)

Outcome Management

- Provide internal technical assistance on Outcomes Management (OM) activities
- Support and promote OM activities among counties and providers
- Work with other state agencies on OM

Epidemiology and Needs Assessment

- Early identification, assessment and monitoring including annual State Epidemiological Profile
- Conduct and analyze household, school and special population surveys on substance use and gambling
- Develop and maintain community indicator systems including PRISMS Prevention Risk Profiles
- Develop official prevalence estimates for substance use and gambling problems and disorders
- Conduct studies and monitor community drug activity using Street Ethnography methods
- Monitor substance use-related problems in the vicinity of treatment programs and other sites
- Participate in Federal, State and local epidemiological programs (e.g., CEWG, NOMs, SEOW)
- Conduct special epidemiological studies relevant to emerging substance use phenomena using a variety of methods

Research and Development

- Build a research and development (R&D) agenda supporting OASAS' mission
- Collaborate with research and academic institutions to advance R&D agenda
- Develop, conduct and/or support targeted R&D projects

Practice and Performance Improvement

- Work with programs to adopt evidence-based practices and implementation strategies
- Conduct studies of evidence-based practice adoption
- Identify, test and evaluate best and promising practices
- Conduct Best Practices Studies
- Lead Metric 4 Team on the implementation of EBPs
- Administer the Independent Peer Review system and integrate with practice improvement efforts
- Lead the Whole System Change initiative to promote system-wide access to services
- Provide internal consultation on implementation frameworks for other agency projects

Program Performance Monitoring and Data Reporting

- Operate the IPMES/Workscape System
- Develop, and revise as needed, minimum standards for treatment program accountability
- Develop and operate gambling treatment performance measurement system
- Conduct analyses of program performance data
- Oversee the Client Data System (CDS)
- Oversee the Gambling Data System (GDS)
- Oversee the Prevention Activity Reporting and Information System (PARIS) Help Desk
- Prevention Activity Reporting and Information System (PARIS) training
- Monitor program CDS reporting (e.g., DIME, CVS) and provide TA
- Oversee reporting on the IPMES/Workscape System
- Train and provide technical assistance to OASAS and program staff in the use of IPMES/Workscopes
- Train and provide technical assistance to OASAS and program staff in CDS and GDS reporting

Program, Project and System Evaluation

- Conduct evaluations of individual programs and projects
- Conduct the evaluation of the MATS Project
- Coordinate and conduct analyses of OASAS' Annual Synar Survey
- Conduct outcome studies
- Evaluate gambling treatment programs
- Conduct the evaluation of the FASD project
- Tobacco Regulation Impact Analysis

Data Analysis and Use

- Develop and support Data Warehouse, including integration of data systems, standard reports and training
- Chair the inter-divisional Data Management Committee
- Respond to requests for information and data analysis
- Conduct studies matching data across systems and agencies
- Develop and maintain information systems supporting Strengthening Treatment Access and Retention (STAR-QI/NIATx)
- Develop and support statewide, countywide and program level profile reports and scorecards
- Prepare Fast Facts on special populations for OASAS and public use
- Develop and support national outcome measures and SAPT Block Grant measures

Program Improvement

- Clinical Supervision
- Best Practices Studies