



**Office for People With
Developmental Disabilities**

KATHY HOCHUL
Governor

WILLOW BAER
Acting Commissioner

October 10, 2024

UNITY HOUSE OF CAYUGA COUNTY INC.
217 GENESEE STREET
SUITE 14
AUBURN, NY 13021

RE: Group Recertification

HCBS WAIVER SERVICES
Effective Date: 10/01/2024
Expiration Date: 09/30/2027

Dear Executive Director:

In accordance with Article 16 of the Mental Hygiene Law, this letter confirms the issuance of the operating certificates for Services for the period 10/01/2024 to 09/30/2027. Each service is still considered to be separately certified, but for administrative efficiency this one letter provides notice of the recertification for all the individual operating certificates listed in the attachment to this letter. Please review the attached list of certified services and keep this letter on file as proof of the certification status of each service. This letter shall be shown to anyone requesting to see it.

If a Statement of Deficiencies was issued for any service on the attached list, all deficiencies identified have been adequately addressed in the agency's Plan of Correction. These documents are a matter of public record and are available to individuals requesting them under the Freedom of Information Law.

Sincerely,

Brian O'Donnell
Statewide Director
Bureau of Program Certification
Division of Quality Improvement

ATTACHMENT

cc: Megan O'Connor-Hebert, Deputy Commissioner
Kenneth G. Knight, President of Governing Body
Vincent Schmidt, Regional Office 2 (Broome, Central, Sunmount)
Division of Fiscal Policy and Management

UNITY HOUSE OF CAYUGA COUNTY INC.

HCBS SERVICES

OC Number: 80910CH1

Service: Community Habilitation

Delegated Nursing Service: Not Providing

OC Number: 80910DH1

Service: Day Habilitation

Delegated Nursing Service: Not Providing

OC Number: 80910EM1

Service: Environmental Modification

OC Number: 80910FE1

Service: Family Education and Training

OC Number: 80910FI1

Service: Fiscal Intermediary

OC Number: 80910PE1

Service: Pathway to Employment

Delegated Nursing Service: Not Providing

OC Number: 80910PV1

Service: Prevocational Services

Delegated Nursing Service: Not Providing

OC Number: 80910RH1

Service: Residential Habilitation

OC Number: 80910RE1

Service: Respite

Delegated Nursing Service: Not Providing

OC Number: 80910SE1

Service: Supported Employment

Delegated Nursing Service: Not Providing

SECTION A: CONTRACT INFORMATION

CONTRACT WITH: County of Seneca CONTRACT # _____
DATE CONTRACT RECEIVED: PD 1/23, CEO 1/24, EA 1/29 NUMBER OF ORIGINALS: 1
PERIOD OF CONTRACT FROM: January 1, 2024 To: December 31, 2024
BRIEF SUMMARY OF CONTRACT PURPOSE: MH Services Agreement

TO BE SIGNED BY: BOARD PRESIDENT CEO NOTARY REQ? YES NO
FORWARD TO CHIEF FINANCIAL OFFICER BY: Ronald King DATE: 1/24/2024

SECTION B: CONTRACT REQUIREMENTS FOR FINANCE

RETURN TO EA IN 3 BUSINESS DAYS: 2/1/2024

TOTAL REVENUE OF CONTRACT: \$ 109,048
HOW BILLED: Quarterly

FINANCIAL REPORTING REQUIREMENTS: _____

CURRENT FUNDING AMOUNT: _____ PRIOR YEAR FUNDING AMOUNT: \$ 104,853

ANY SPECIFIC DATES: _____
CHIEF FINANCIAL OFFICER SIGNATURE: Jennifer Goyard, CPA DATE: 1/29/24

RETURN TO EA 1/24/24 EA FORWARD TO PROGRAM DIRECTOR: Amanda Memar DATE: 1/24/24

SECTION C: CONTRACT REQUIREMENTS FOR PROGRAM

RETURN TO EA IN 5 BUSINESS DAYS: 2/5/2024

INDIVIDUALS SERVED AND REQUIREMENTS: _____

PROGRAM COMPLIANCE: _____

CHANGE IN #SLOTS/#BEDS: YES NO IF YES, HOW MANY? _____ INCREASE DECREASE

PROVIDE DESCRIPTION OF SERVICES: _____

PROGRAM DIRECTOR SIGNATURE: _____ DATE: _____

RETURN TO EA: 1/30/2024 EA TO CEO FOR SIGNATURE: Ronald King DATE: _____

METHOD OF SUBMISSION: NYS GRANTS GATEWAY
 EMAIL ATTACHMENT
 VIA USPS

ATTACHMENTS: WORKMAN'S COMP FROM FINANCE
 DISABILITY INS FROM HR
 LIABILITY INS FROM FINANCE Requested 1/24/24 RAK
 VENDOR RESPONSIBILITY QUES FROM EA TO CEO
 CBR FROM FINANCE

DATE SUBMITTED: 01/31/2024 RAK

UNITY HOUSE OF CAYUGA COUNTY INC.

CONTRACT SUMMARY FORM

SECTION A: CONTRACT INFORMATION

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BRIEF SUMMARY OF CONTRACT PURPOSE: MH Services Agreement

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HOW BILLED: Quarterly

FINANCIAL REPORTING REQUIREMENTS: _____
CURRENT FUNDING AMOUNT: _____ PRIOR YEAR FUNDING AMOUNT: \$ 109,853

ANY SPECIFIC DATES: _____
CHIEF FINANCIAL OFFICER SIGNATURE: [Signature] DATE: 1/29/24
 RETURN TO EA 1/29/24 EA FORWARD TO PROGRAM DIRECTOR: Amanda Memara DATE: 1/29/24

SECTION C: CONTRACT REQUIREMENTS FOR PROGRAM

RETURN TO EA IN 5 BUSINESS DAYS: 2/5/2024

INDIVIDUALS SERVED AND REQUIREMENTS: 6 participants served - Must have mental health diagnosis & OMH extended funding

PROGRAM COMPLIANCE:
CHANGE IN SLOTS/#BEDS: YES NO IF YES, HOW MANY? _____ INCREASE DECREASE

PROVIDE DESCRIPTION OF SERVICES: Job development, job placement, job retention, coaching supports (on & off-site)
PROGRAM DIRECTOR SIGNATURE: [Signature] DATE: 1/30/2024

RETURN TO EA: _____ EA TO CEO FOR SIGNATURE: _____ DATE: _____

METHOD OF SUBMISSION: NYS GRANTS GATEWAY EMAIL ATTACHMENT VIA USPS

ATTACHMENTS: WORKMAN'S COMPENSATION LIABILITY INS FROM FINANCE LIABILITY INS FROM FINANCE Requested 1/24/24 RUK VENDOR RESPONSIBILITY QUES FROM EA TO CEO CBR YEAR FINANCE

DATE SUBMITTED: _____

COUNTY OF SENECA

Unity House of Cayuga County
Mental Health Services Agreement

2024 CONTRACT

AGREEMENT made on the 1st day of January, 2024 by and between the County of Seneca, a municipal corporation of the State of New York, having its principal office at Waterloo, New York, hereinafter referred to as "County", acting by and through its duly constituted Community Services Board, hereinafter referred to as the "Board" and Unity House of Cayuga County, a not-for-profit corporation duly organized and existing under the law of the State of New York, hereinafter referred to as "Agency", having its principal office at Auburn, New York.

WITNESSETH

WHEREAS, the County desires to obtain vocational support - a service designed to provide ongoing counseling, mentoring and advocacy for the purpose of sustaining an individual's role in competitive, integrated employment.

WHEREAS, the Agency is willing and able to provide such a program on the terms and conditions set forth;

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, the parties hereto agree as follows:

FIRST: The Agency represents that the budget marked B and annexed hereto and made a part hereof, show the "operating costs" and the "net operating costs" as defined in the subdivisions 10 and 11 of the Section 11.03 of the Mental Hygiene Law, which will be needed to maintain and furnish said Agency Services for the period beginning the first date of January, 2024 and terminating on the thirty-first day of December, 2024.

SECOND: The Agency shall provide services in accordance with the program description in Appendix X of the agreement.

THIRD: The Board agrees to include this contract in its Local Services Plan to be submitted for the approval of the Commissioner of the Office of Mental Health, hereinafter referred to as "COMMISSIONER", covering the period set forth in paragraph numbered "FIRST" herein.

FOURTH: The AGENCY and the Board agree that no persons shall be denied any of the Agency Services provided for by this agreement because of inability to pay;

and no persons shall be denied such services because of his race, color, creed or country of origin.

FIFTH: The AGENCY agrees to comply with the rules and regulations of the Board, the County and the Office of Mental Health.

SIXTH: In consideration of the Agency Services the County shall pay to the Agency the sum of \$109,048 in ongoing integrated Supportive Employment (FC 037); (38) OMH OISE slots at \$2,869.68.

SEVENTH: Notwithstanding anything to the contrary provided herein, this contract shall be deemed executory only to the extent of money available to the Board and the Office of Mental Health for the performance of the terms hereof and no liability on account thereof shall be incurred by the Board, The County, the Office of Mental Health or the State of New York beyond monies available of the purpose thereof.

EIGHTH: The sum to be paid to the Agency as hereinbefore provided shall be paid in four (4) quarterly installments of \$27,262 payable on or about February 17, April 16, July 16, and October 16, 2024.

NINTH: The AGENCY shall indemnify and hold harmless the Board and County from the claims, costs, damages or injuries to persons or property of whatsoever kind or nature arising out of the services to be rendered pursuant to the making of this agreement. In addition, the Agency shall take out and maintain liability insurance satisfactory to the County on all locations and facilities and in an amount not less than \$300,000. The Agency shall furnish the Board with copies of such insurance policies or memoranda of such insurance.

TENTH: The Agency's status shall be that of an independent principal and not as an agency or employee of the Board or County. The Agency agrees not to enter into any agreement or commitment on behalf of the Board.

ELEVENTH: Notwithstanding any of the provisions hereinbefore provided, this agreement shall not become effective unless the aforesaid Local Services Plan has been approved by the Commissioner of the Office of Mental Health, and only for the period that said Local Services Plan remains in full force and effect.

TWELFTH: The Agency shall abide by the guidelines herein, which specify fiscal, programmatic and reporting requirements.

- A. Fiscal Reporting Requirements:
 - 1. Agency will abide by the fiscal requirements as specified in the NYS Consolidated Budget Reporting and Claiming Manual and the NYS Consolidated Fiscal Report Manual.
 - 2. Fiscal reports are due to the Local Government Unit not later than

one month after the close of the Second and Third Quarters of each contract year.

3. The audited Consolidated Fiscal Report for the prior calendar year is due to the Local Government Unit not later than April 30 of the following year.

B. Programmatic Requirements:

All programming must be provided as specified in the program description approved for funding by the Seneca County Community Services Board (LGU).

C. Reporting Requirements:

1. In order to evaluate the effectiveness of each funding program, quarterly reports of activities, outcome studies and annual consumer satisfaction surveys are to be provided to the LGU.
2. Additional specific reports may be required from time to time at the discretion of the Board.

THIRTEENTH: Any equipment, furniture, supplies or other property purchased pursuant to this agreement is deemed to the property of the County or will be returned to the County in the event of termination of this contract agreement.

FOURTEENTH: The Agreement may be terminated without cause by any of the parties upon giving sixty days written notice to the other parties.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first written above.

SENECA COUNTY

Date

BY: _____
Kyle Lovell, County Manager

01/30/2024
Date

Unity House of Cayuga County

BY: Elizabeth Smith
Executive Director

Chief Executive Officer

Unity House of Cayuga County

Appendix B

2024 Budget

Unity House of Cayuga County			37,965,965S funding
On- integrated Supported Employment Services	4340		\$109,048
38 OMH OISE Slots at \$2,869.68			

Appendix X

**4340 – Ongoing Integrated Supported Employment Services
(Non-Licensed Program)**

These services are allocated for specific individuals who have achieved job stabilization through ACCES-VR intensive employment services and are designed to provide ongoing supports to overcome mental health challenges in order to sustain integrated, competitive employment, or support for promotion or to find new employment.

Note: In a county where a Personalized Recovery Oriented Services program (PROS) is located, no OISE slots may be backfilled when an individual leaves OISE; ongoing supports should instead be offered via the ORS component of PROS.

The goal of supported employment is for individuals to work a minimum of 10 hours per week in an integrated, competitive job, with leeway for absence due to illness, vacation, or temporary work stoppages. See Glossary for definitions of “Competitive Employment” and “Integrated Employment”. To be considered employed part time, participants should be scheduled to work a minimum of 10 hours each week.

Units of Service: Count the total number of staff hours.

DIGITAL SIGNATURE PAGE

**Smith Elizabeth-
Executive Director**

Digitally signed by Smith Elizabeth-Executive
Director
Date: 2024.02.01 11:06:14 EST
Reason: Review/Sign contract and upload
insurance
Location: Auburn, NY 13021

Approved for Form by Nacca, Lea on 03/14/2024

**DeBolt Christopher-
County Administrator**

Digitally signed by DeBolt Christopher-
County Administrator
Date: 2024.03.18 11:37:40 EDT
Reason: County Administrator signature
Location: Canandaigua, NY 14424

SCHEDULE A

UNITY HOUSE OF CAYUGA COUNTY, INC.
UNITY EMPLOYMENT SERVICES
217 Genesee Street
Suite 14
AUBURN, NY 13021

EXTENDED FOLLOW-ALONG SERVICES

4340 – Ongoing Integrated Supported Employment Services (Non-Licensed Program)

These funds are intended for ongoing job maintenance services including job coaching, employer consultation, and other relevant supports needed to assist an individual in maintaining a job placement. These services are intended to complement VESID* time-limited supported employment services.

Units of Service: Count the total number of staff hours.

***ACCES-VR**

In December 2010, the Board of Regents of the New York State Education Department reorganized the division formerly known as the Office of Vocational and Educational Services for Individuals with Disabilities, (VESID), and changed its name to the Office of Adult Career and Continuing Education Services (ACCES). This restructuring was done to better align similar employment and workforce development programs within the State Education Department. ACCES now includes vocational rehabilitation and independent living, adult education, GED preparation and proprietary school supervision. Within the new ACCES, New York State's designated vocational rehabilitation agency for individuals with disabilities (other than those who are legally blind) is now known as ACCES-VR. In accordance with the Rehabilitation Act, as amended, the mission, goals, priorities and performance in providing vocational rehabilitation and supported employment services to individuals with disabilities in New York State remain the same.

Reporting Requirements

In addition to any reporting requirements contained in the contract, the following reporting requirements shall be included in this Agreement:

- A. The Agency shall furnish, at such reasonable times during the term of this Agreement, any and all information and records concerning the contract

IN WITNESS WHEREOF, the parties have executed this agreement on the date first written above.

COUNTY OF WAYNE

By: Philip W. Eygnor
Philip W. Eygnor, Chairman
Board of Supervisors

APPROVED AS TO CONTENT

By: James Haitz
James Haitz, LCSW-R, Director

UNITY HOUSE OF CAYUGA COUNTY, INC.

By: Elizabeth Smith
Elizabeth Smith, Chief Executive Officer

State of New York)

ss.:

County of Wayne)

On this 8th day of November, 2022, before me personally came PHILIP W. EYGNOR to me known, who, being by me duly sworn, did depose and say that he resides in the Town of Huron, Wayne County, New York; that he/she is the Chairman of the Board of Supervisors for the County of Wayne, the municipal corporation described in and which executed the foregoing instrument; and that he signed his name thereto by authority of the Board of Supervisors of the County of Wayne.

Jennifer C. Helfer
Notary Public

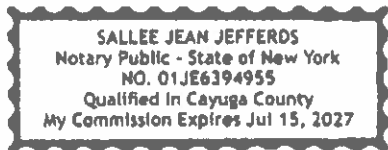
State of New York)

ss.:

County of Cayuga)

JENEFER C. HELFER
NOTARY PUBLIC, State of New York
15525060J
Qualified in N.Y. on June
Commission Expires October 31, 2021

On this 2nd day of NOVEMBER, 2023, before me personally came ELIZABETH SMITH, to me known, who, being by me duly sworn, did depose and say that she resides in the City of AUBURN, CAYUGA County, New York; that she is the Chief Executive Officer of the _____ of UNITY HOUSE OF CAYUGA COUNTY, INC., the corporation described in and which executed the foregoing instrument; and that she signed her name thereto by authority of the Board of Directors of said corporation.



Sallee Jean Jefferds
Notary Public