Manhattan Transition Committee Meeting

Chair: Kathy Kelly Co-Chair: Lucy Kramer Minutes From: February 11th, 2015 Next Meeting: Wednesday March 11^h, 2015 Place and Time: AHRC, 83 Maiden Lane, 5th.fl @ 9:30

Opportunities:

AHRC, NYC:

(AKA: AHRC) See Attached Vacancy List Association For Metro Area:

(AKA: AMAC)

Openings are available in Day Habilitation With Walls for those diagnosed with Autism, transportation is provided to and from program for individuals that reside in the Bronx and Manhattan

AMAC has openings in their traditional 2 week sleep away program and one doesn't need to be Waiver enrolled or need to be OPWDD eligible. Campers need to be 8 years or older, ambulatory, and toilet trained.

Life Adjustment Center:

(AKA: LAC)

Openings are in our Day Habilitation Programs W/Walls in the following locations:

Northern Harlem: for those with Moderate to Severe MR

Lower East Side: for those with Moderate to Mild MR

Brooklyn: for those diagnosed with Autism or along the spectrum

All of LAC's Day Programs take those who aren't ready for work.

We focus primarily on Adaptive Daily Livings Skills, Self Help Skills, and Socialization Skills. Basic Functional Academics are also taught to the individuals that we serve. Our individuals go out into the Community on a consistent basis via Community Inclusion such as: walks or bus trips. We offer transportation to and from all programs

Young Adult Institute:

(AKA: YAI)

Has Supportive Employment Openings and one must be referred through Access V-R. However, one doesn't need to be referred through Access V-R if one is already working

Front Door Process:

The Front Door Staff are completing the EAA (AKA: the Eligibility Assessment Authorization Form) in order to determine an individual's eligibility and need for OPWDD services. This is done through conversation with parent, MSC, and any documentation

In total, there are 7 steps to the Front Door Process and they include:

- 1) Initial Contact
- 2) Eligibility
- 3) Assessment and Review of Service Needs
- 4) Quality Review and Approval of Services
- 5) Service Development and Waiver Application
- 6) Waiver Enrollment and Service Authorization
- 7) Enrollment in Services

The following are changes to the Front Door

Pre ISP's are being completed by The Front Door Staff.

Then, the Pre-ISP goes to the MSC.

Once the MSC has the Pre-ISP the MSC/Individual/Family identifies what services and supports they will access and identify the provider agency for these supports and services.

The Following steps to The Front Door have not changed:

All students transitioning out of the DOE need to engage in conversation, assessment with The Front Door to determine eligibility and which will help to identify supports needed after graduation.

If one only wants SEMP it is important to let the Front Door Staff know this as soon as possible. If they are only seeking SEMP, they are not mandated to attend a Front Door Information Session.

LOC's:

(Aka: Level of Care)

The initial LOC must be signed by the DDRO (Developmental Disability Regional Office) and is good for one year or 365 days. If an individual doesn't enroll in the Waver within a year a new LOC needs to be signed by the DDRO.

Graduates:

It appears as though most graduates have been through a Front Door session and are in the process of determining eligibility for services and/or have already found placement. There are still a few graduates that at each of the schools that need to start this process

See you all next Wednesday, 3/11/2015, at 83 Maiden Lane on the 5th fl

Front Door Process

Who goes through the Front Door?

Anyone who does not have OPWDD eligibility

Anyone who has eligibility and has never received waiver services

Anyone who has eligibility and has not received a waiver service in over 1 year All Department of Ed graduates regardless of their history of receiving wavier services

Front Door Sessions

Eligibility is not a prerequisite to attend a session.

Applicants/families can attend a session in any borough, but they must contact the front door in the borough where they reside.

Every person who must go through the front door must attend a Front Door sessions except:

- 1. If the applicant is requesting CSS/Self Directed Services, they do not have to attend a Front Door session. However, they must attend a CSS/Self Directed Service session.
- 2. If the applicant is only requesting family support services, they do not have to attend a session and a DDP2 is not required. However, eligibility must have been determined, and an EAA must be completed
- 3. Recent graduates with some services in place, who are only seeking SEMP/Pathway. An EAA must be completed and the DDP2 will have to be updated if completed over 2 years ago.

7 Steps of the Front Door process

Step 1 Initial contact

The Front Door must be contacted by the family (unless they attended a front Door session and specifically requested to be contacted). Phone calls are returned within 2 business days. Address and eligibility will be verified, and the need for the front door process will be assessed.

Step 2 Eligibility

Does the person have eligibility and have they consistently received services? If not, eligibility will have to be established. Eligibility may also be reevaluated if the person is requesting a higher level of care.

The following is required:

- a. Psychological with FSIQ and Adaptive Behavior Score with standard scores (that reflects current status)
- b. Psychosocial (can be within 3 years but if not done recently, needs statement that information is current)
- c. Medical (within 12 months and MD must note the DD)

d. Age of onset (if applicant is over the age of 22)

Step 3 Assessment and Review of Service Needs

When the front door has been contacted and it is determined that eligibility has been established and the person meets the criteria for the front door, the Front Door Team Leader will assign it to a Front Door Facilitator. The Front Door Facilitator will contact the family to schedule a time to complete the EAA, and to review the most recent DDP2 (less than 2 years) or complete a new one. The family will be invited to a Front Door Information Session if they have not attended one. If the applicant has an MSC, the MSC will be contacted in an effort to have the MSC participate in the conversation. The conversation will focus on the applicant's needs, household composition and family circumstances which should result in a plan to provide the appropriate services. At the close of the conversation, the MSC is instructed to prepare the waiver packet if waiver services are indicated. The Waiver packet consists of an LOC, Document of Choices, Waiver Application and the PISP. If an LOC has not been requested and waiver services are indicated, the MSC must request an LOC at this time

Step 4 Quality Review and approval of Services

The case is presented to the QRT. Staff take into consideration the household composition and family circumstances, the ISPM score, as well as services currently received, including services received from other systems. The QRT agrees on the type and amount of service needs.

Step 5 Service Development and Waiver Application

The QRT discussion results in a choices generated Front Door PISP. If a PISP is already in place, then it will serve as an addendum. A cover letter and copy of the Front Door PISP is mailed to the family. A cover letter, copy of the Front Door PISP, a blank Request for Service Authorization form, and a list of instructions are e mailed to the MSC. The Service Authorization form is to be completed by the MSC, and signed by the family and MSC. The completed Service Authorization form should reflect the amount of hours that are needed, which should coincide with the EAA discussion/PISP, and the identified provider of service. The MSC will not indicate the provider of service until the provider has verified their ability and commitment to provide the service. .. If the MSC is unable to locate a provider of a proposed service within the 10 days, the MSC will note that a provider has not been identified on the Service Authorization form by checking the box that indicates the same. However, the MSC must continue to look for a provider of the service. The form is to be returned to the Facilitator within 10 business days, accompanied by the wavier application. The preferred method for returning the signed Service Authorization form and Waiver packet in Choices, to be filed under Supporting Documents, titled, Waiver Application. However, the MSC must notify the Front Door facilitator that it has been uploaded into Choices via email. If Choices is not an option, then the packet must be mailed to the Front Door Facilitator.

Step 6 Waiver Enrollment and Service Authorization

Upon receipt of the completed Service Authorization form and Waiver packet, the Front Door Facilitator reviews the completed Service Authorization form to ensure that it coincides with the PISP. If it does not coincide, the FD Facilitator must contact the MSC to discuss the proposed changes. If there is continuity, the Service Authorization letter is generated by the FD Facilitator, which is forwarded to the enrollment unit. The waiver packet is then processed by the enrollment unit, and an NOD is issued. The letter and NOD are sent to the MSC, and family, as well as the providers of the approved services, if known.

Step 7 Enrollment In Service

Identified service providers complete and submit a DDP 1 and DDP1 addendum. The DDP1 addendum identifies the source of funding.

Non Front Door applicants

When a change in existing service is requested

- 1. Requesting new service(s)
- 2. Requesting a replacement of an existing service (s)
- 3. Requesting change in the quantity of existing service (s)
- 4. Requesting change in the provider of an existing service (s)

The Service Amendment form will be used for the above scenarios. The form must be submitted by the MSC, who has verified the family's request. It will replace the "justification, blurb" etc. that had been used to make the changes in existing services. The completed form is to be e mailed to one of the following DDRO mailboxes

Bernard Fineson

Fin.serviceamendment@opwdd.ny.gov

Brooklyn Brk.serviceamendment@opwdd.ny.gov

Staten Island Sid.serviceamendment@opwdd.ny.gov

Metro/Bronx

Bx.serviceamendment@opwdd.ny.gov

Metro/Manhattan Met.serviceamendement@opwdd.ny.gov

Approvals for the request will be made to the MSC via e mail, and the Service Amendment form will be attached. The provider and enrollment unit will be copied on the e mail.

MANHATTAN TRANSITION COMMITTEE SIGN IN SHEET FEBRUARY 11, 2015

	AGENCY/AFFILIATION	TELEPHONE	
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Stacy Anthony		(118-)392-7072	Santhony @goodwillny.org
, /		ext. 322	101-1-1

ADULT DAY SERVICES VACANCY ANNOUNCEMENT FEBRUARY 11, 2015

Life Adjustment cener AGENCY: TYPE OF PROGRAM: Day Progems SITE ADDRESS: Bienz - Itunem - Scho - Breeklup CONTACT PERSON: LUCY VON TELEPHONE #: 212 CL3G 1223 EX) 112 E-MAIL: I Wane O I Lead Wimen 10000 ELIGIBILITY CRITERIA: AGENCY: (Mulmhing) Pance Services TYPE OF PROGRAM: MY SITE ADDRESS: MATTAL PUMPTHELIN, MOUNDAHAM, M 6 MIOUR CONTACT PERSON: FIMA HUSQUHTELEPHONE #: 646 -21 E-MAIL: 1/1/1/1/Sacht 6) -Canur. na ELIGIBILITY ORITERIA: AGENCY: ESPeralliza ('enter TYPE OF PROGRAM: DAVI HA-bultation SITE ADDRESS: 56 West 181 Street, NV, NV 10033 CONTACT PERSON: THEZ B MOCH TELEPHONE #: 212-928-5510 55712 E-MAIL: **ELIGIBILITY CRITERIA:** AGENCY: ESDERWZA CONTER TYPE OF PROGRAM: Saturday Recreation Program SITE ADDRESS: Solliest is Street, NV, NV10033 CONTACT PERSON: Elizabeth Lividao TELEPHONE #: 212-928-58/C Ext 120 E-MAIL: ELIGIBILITY CRITERIA: AHRC AGENCY: TYPE OF PROGRAM: Sported Employment Drogram 10 29 St. New Licek, NY 100 SITE ADDRESS: 254 CONTACT PERSON: ISIS Clark TELEPHONE # SID CAY - 8673 E-MAIL: isis. Clark @ ahranyc. ord. ELIGIBILITY CRITERIA: 18 and over

ADULT DAY SERVICES VACANCY ANNOUNCEMENT FEBRUARY 11, 2015

toorea Autistic Chubren, Inc AGENCY: Association TYPE OF PROGRAM: man SITE ADDRESS: NB -17th O West CONTACT PERSON: Dr. Bobby Verene Phone #: 210-60 E-MAIL: bobby newman & amac org ELIGIBILITY CRITERIA: \mathcal{A} + Warvevez YAI AGENCY: TYPE OF PROGRAM: Supported Employment Kosram SITE ADDRESS: 460 W 34th St. gth floor CONTACT PERSON: Domingo Hernander TELEPHONE #: 212-273-6569 E-MAIL: domingo, nernander (? rai . org ELIGIBILITY CRITERIA: 21 and over access Beterral) otAGENCY: qm mina **TYPE OF PROGRAM:** ANCOTTOF SITE ADDRESS: m TUDIR CONTACT PERSON: Foreince Shome TELEPHONE #: E-MAIL: Shmer Osc Tribmon \mathcal{C} ELIGIBILITY CRITERIA: (1)Øt rivate schri AGENCY: TYPE OF PROGRAM: SITE ADDRESS: CONTACT PERSON: **TELEPHONE #:** E-MAIL: ELIGIBILITY CRITERIA: AGENCY: **TYPE OF PROGRAM:** SITE ADDRESS: **CONTACT PERSON: TELEPHONE #:** E-MAIL: **ELIGIBILITY CRITERIA:**

MEDICAID SERVICE COORDINATION VACANCY ANNOUNCEMENT FEBRUARY 11, 2015

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TYPE OF PROGRAM: / MS	(\mathcal{L})
SITE ADDRESS:	<u>Q</u>
CONTACT PERSON: AMA	<u>PLANSUTTELEPHONE #: 696 214 -1315</u>
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AGENCY: ESperawza	Cerula-
TYPE OF PROGRAM:	COTE
SITE ADDRESS: 561 Wes	±181 Street, NV, NY 10033
CONTACT PERSON: JOHN W	
E-MAIL:	<u>59 1974 TELEPHONE #: 217 - 928-5510 [x1 1]</u>
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AGENCY:	
TYPE OF PROGRAM:	
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CONTEMPORARY GUIDANCE SERVICES 52 BROADWAY 4TH FLOOR NEW YORK, N.Y. 10004 212-577-5512

February 2015

Contemporary guidance services is proud to announce we are *<u>now accepting applicants</u>* for our new program entitled

ENHANCED SUPPORTED SERVICES

This program will offer a variety of assistance which includes peer to peer counseling, personalized soft skills training, time management, social & interpersonal skill development, appropriate employee relations, and adjusting to workplace culture. Our Enhanced Supported Services will provide each individual with a Job Coach to oversee and encourage their journey and progress into employment.

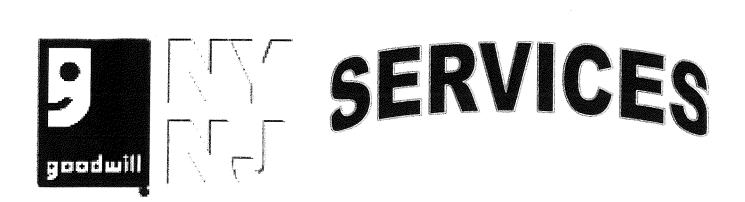
The Enhanced Support Services is also here to assist those already enrolled in SEMP-Intensive transition over to SEMP-Extended to maintain long-term support throughout their employment.

To be eligible for this program you must fit the following criteria:

- Medicaid & OPWDD eligible prior to enrollment
- High School graduates, SEMP-Intensive participants, or Day Habilitation individuals that have expressed an interest in employment *and* they are travel trained or currently employed individuals who are ready for the competitive employee market.
- > Residents of The Bronx, Manhattan, Brooklyn, Queens or Staten Island

If you have any individuals that may be a good fit for our *Enhanced Supported Services* please feel free to contact us so that we may set up an appointment and begin planning their job success story!!!!

Esther Piersaint Outreach Coordinator <u>MPiersaint@cgsnyc.org</u> 646-214-1315



Goodwill Industries is currently accepting referral applications for the following services:

- Day Habilitation Program (Brooklyn, Queens and Bronx)
- Prevocational Program (Queens Only)
- Community Habilitation (Brooklyn, Queens, Manhattan and Bronx)
- Supported Employment (Brooklyn, Queens, Manhattan and Bronx)
- Medicaid Service Coordination (Brooklyn, Queens, Manhattan and Bronx)



For more information please contact Felipe Flores of Stacy Anthony (718) 392-7072 Ext:3213 fflores@goodwillny.org 3221 Goodwill Industries



FEBRUARY 2015 AHRC PROGRAM VACANCIES www.ahrcnyc.org

Please look through this list of services offered by AHRC that have projected vacancies for February (or immediately) and contact the person indicated if you have someone who is in need of the service.

RECREATION OPPORTUNITIES:

Winter social events: for independent adult travelers! Openings in weekend trip programs and creative arts programs. Must have an ID or DD diagnosis and be able to program on their own (no transport provided). Contact Alice McGlynn at 212-780-2583 or the Referral and Information at 212-780-4491.

School holiday respite programs: Openings for the April school break. Must be in the HCBS waiver. All programming, staffing and door to door transport provided. Contact Referral and Information Center (RIC) at 212-780-4491.

Overnight School holiday respite openings: for residents of Brooklyn for both April and August. Contact Referral and Information Center (RIC) at 212-780-4491.

Overnight Weekend Respite Program: Available in all boroughs for independent travelers and individuals that are able to self-medicate. Enjoy trips to upstate New York from Friday through Sunday to discover area attractions and seasonal activities. All individuals must be in the HCBS waiver. No cost, transportation provided. Call Alice McGlynn at (212) 780-2583 or RIC to make a referral.

Teen Saturday program: opening in Queens, ages 13 - 19, must be in the HCBS waiver, transportation provided, contact Alice McGlynn at 212-780-2583.

SUMMER CAMP REGISTRATION is now open for Camp Anne and The Lodge! Please contact the RIC for new registrations at 212-780-4491.

OVERNIGHT/EMERGENCY In-Home Respite Hourly Waiver Services to families residing in the boroughs of **Queens** and **Manhattan**. Emergency respite is temporary care of an individual with developmental disabilities provided on an emergency basis due to a family situation of extreme urgency, such as the hospitalization of a family member or unexpected travel plans. Emergency respite may be provided in individual's home or a family care home. Overnight respite is a service that provides relief to a caregiver who is responsible for the primary care and support of an individual with a developmental disability. When a family member or Family Care provider has to deal with such things as illness, emergency, and caregiver vacation; emergency respite services can ensure that your loved ones are safe and their needs are met. A caregiver must reside with the individual in the same household and be a primary caregiver. An eligible person should be OPWDD eligible. Eligibility must be established before a referral can be made. An eligible person should have a current Level of Care (LOC) determined. LOCs are needed for all waiver services. An eligible person should be enrolled in a HCBS Waiver program. If you believe that your families or individual(s) might benefit from Overnight or Emergency In-Home Respite, please contact, Luba Zborovskaya at 212-780-2340 and/or Gillian David, Intake Field Supervisor at 212-780-4482.

IN-HOME RESPITE: Waiting list for people ages 3 and over in Brooklyn, Manhattan, Bronx, and immediate opportunities in Queens. Require proof developmental disability. Contact the Referral and Information Center at (212) 780-4491 or 4493. **COMMUNITY HABILITATION:** Waiting list for people from birth (with El Service Coordination) and up in all 5 boros. Person must meet eligibility for Medicaid Waiver. Contact the Referral and Information Center at (212) 780-4491 or 4493.

OVERNIGHT RESPITE (out of home): Guests must be age 4 and up, and must be weight bearing if non-ambulatory. Cannot be seriously medically involved where extra nursing staff would be necessary. Staten Island is the only wheelchair accessible respite facilities. *Families should apply for respite before the need arises; the application has to be approved beforehand.* Contact the Referral and Information Center at (212) 780-4491 or 4493.

EMPLOYMENT and BUSINESS SERVICES:

Brooklyn Day Hab: Some the of services and activities provided are: personal hygiene skills, self care, socialization skills, money management, mobility training, life skills training, reading and writing, anger management, relaxation techniques, proper nutrition, healthy exercise and recreational type activities. Additionally, individuals volunteer at different sites and participate in diverse community events. Contact 212-895-3370.

Senior Retirement Services: Day Hab Without Walls program for individuals over age 55, must be a Bronx resident. Contact Ana Kuharik at 718 944-5099.

Bronx Day Hab Without Walls: This program offers the opportunity for community activities including volunteering and social outings. The premise is to prepare people to move out of the DH and into employment. Contact Ana Kuharik, 718-944-5099.

Staten Island Day Hab Without Walls: This program offers the opportunity for community activities including volunteering and social outings. The primary premise is to prepare people to move out of the DH and into employment.

<u>Staten Island Janitorial Training program</u>: Pre-Vocational training program for S.I. residents with DD 18 years and older. 11 weeks of training combining classroom instruction with internship at S.I. institutions. Upon successful completion, graduates will be placed in janitorial careers with high earning potential. For all S.I., call Candi Genovese, 718-981-3452.

Continued

Job Connection Center-Psycho-social Clubhouse (Brooklyn): A small innovative program, with highly trained and experienced staff, specifically designed to support individuals who are dually diagnosed (IDD/MI) in obtaining and maintaining a job. Call 212-895-3370.

Youth Careers Training Programs: OSY Pre-Vocational training program for NYC residents with DD or LD and/or low income; 18–21 years old. 15 weeks of training combines classroom instruction with internship at major NYC institutions. Upon successful completion, graduates will be placed in Janitorial and Food Services careers. Enrollment is ongoing – there are openings for Janitorial and Food Services in Brooklyn, Janitorial Services in Queens and Staten Island. For Brooklyn, call Gohar Gharibyan at 212-895-3370 or Alexis Hines at 212-895-3380; for Queens, Derek Johnson at 646-210-0066 or Sonia Nieves at 347-723-1952 and for Staten Island, Anna Chakryan at 718-662-1432. HIRE - Supported Employment, placement in jobs dependent on applicant's skills and abilities

 Supported Employment, placement in jobs depen Brooklyn – Sofiya Nibelitskaya, 212-895-3325 Bronx – Wayne Thomas, 718-944-5099 Manhattan – Isis Clark - 212-634-8673

Queens – Derek Johnson, 646-210-0066 Staten Island – Candi Genovese, 718-981-3452

ADULT DAY SERVICES: A variety of programs where individuals become valued community members in different ways, including volunteering, shopping, visiting local attractions, etc. The programs offer many life enhancing experiences in the arts, travel training, and vocational services. There are also programs that operate solely in the community, and in higher education programs in cooperation with local colleges. For more details, call Central Intake at 212-780-4493/4491.

<u>Emergency Respite (Family Support Service)</u>: for Queens and Brooklyn residents - Emergency respite is temporary care of a person with a developmental disability provided on an emergency basis due to a family situation of extreme urgency, such as, but not limited to the hospitalization of a family member, unexpected travel plans or relief needed for the caregiver due to special circumstances. Emergency respite may be provided in the eligible person's home or an alternate location where the service of care can be provided. The person providing the service does not have to reside in the home of the person eligible for this service, nor does the service have to occur in the borough of the person's OPWDD registration.

<u>Nicosia Family Reimbursement</u>: The service provides the opportunity to be reimbursed for purchased services and goods, and the possibility of purchasing services and goods that are not funded through any other sources. The goods and services have been deemed appropriate to meet the needs of the person being served. Criteria for grant: Reside in the 5 Boroughs and Eligibility. Call Michael Wright, 212-895-3467.

Intensive Behavioral Services This is a newly offered program in the Bronx the purpose of which is to provide Intensive Behavioral Services for individuals who live in non-certified or Family Care Homes and present with substantial challenging behaviors that put them at risk of placement in a more restrictive living environment. The service involves in home behavior management evaluation and treatment by psychologists who specialize in Functional Behavioral Assessment and Intervention. For information about the application or questions, contact Lisa Adorno at 718-643-2566.

Queens Intensive Parent Training: This family support program serves ID/DD parents who reside in Queens, who are living in the community and raising their children. This service provides education, parent training, intensive case management, and advocacy to help the parent improve their parenting skills and help keep children in the home with the parent(s). Criteria: reside in Queens County; parent must be ID/DD. Call Annette Spallino 212-780-2592.

Non-Medicaid Service Coordination: The service includes information and referral services, outreach, parent networking and service access assistance for individuals and their families. Service Coordinator is able to make connections with diagnostic, residential, habilitative, educational, vocational, medical and recreational services. In addition, the Service Coordinator can assist with accessing benefits and entitlements, such as Medicaid and SSI. Criteria for program enrollment: - reside in the five boroughs, No Medicaid and Eligibility. Call Sharett Bood, 646-845-6020.

<u>Clinical Evaluation Reimbursement</u>: The service provides the opportunity for individuals to receive clinical evaluations (psychological or psychosocial), who do not have Medicaid or their health plans do not pay for such testing. The clinician or vendor is reimbursed for the completed and approved evaluation. Criteria for grant: Reside in Manhattan and Eligibility. Call Michael Wright, 212-895-3467.

<u>Article 16 Clinic Services:</u> Ongoing vacancies in Manhattan for psychological and psychosocial evaluations, individual and group counseling and nutrition services. Immediate vacancies in the Bronx for individual counseling, psychological, and psychosocial evaluations at our 2488 Grand Concourse Clinic. Anyone interested in these programs should contact Clara Cordero at (212) 780-2387.

<u>REHAB Services:</u> Immediate openings for physical, speech, and occupational therapy. Call Robin Phillips at (212) 780-2762 for more information on how to request services.

FREE Psychological/Psychosocial Evaluations: AHRC Article 16 Clinic is offering Psychological Evaluations and Psychosocial Evaluations for individuals who are developmentally disabled that <u>do not have Medicaid</u> and are residents of Manhattan, Brooklyn, Queens, Staten Island, or the Bronx. Services are available in English and Spanish. For more information or to make a referral call AHRC call Central Intake at 212-780-4493 or 212-780-4491.

RESIDENTIAL: Anticipated and immediate openings in all boroughs. Details vary depending on the setting. If you have any questions please contact: 212-780-4457. If you would like to make a referral, please contact 212-780-4491 or 212-780-4493.