

## Executive Order 38 – Information/Details



[Logout](#) | [Help](#)

# Executive Order #38

**Provider Name:** EO38 Organization 2  
**Federal Employer Identification Number:** 184936502

1. Information 2. Update Details 3. Submit Disclosure 4. Apply for Waiver

**Provider Information**

This section will familiarize the user with the methods used to navigate through the Information and Details section.

## [Information](#)

From the Executive Order 38 webpage <http://executiveorder38.ny.gov> , click the **Disclosure** link.

Log into the Disclosure section using your Username and Password, provided by Grants Gateway:



# Executive Order #38

[HOME](#) | [FAQ](#) | [GUIDANCE](#) | [DETERMINATION](#) | [TRAINING](#) | [CONTACT](#)

**LEGAL NOTICE:** Based upon the April 8, 2014 decision in Agencies for Children's Therapy Services, Inc. v. New York State Department of Health, et al. ("ACTS"), covered providers conducting business in Nassau County need not file Executive Order 38 disclosures. For purposes of this notice, "conducting business" means having a place of business within Nassau County, providing program services or administrative services involving the use or receipt of State funds or State-authorized payments within Nassau County, or otherwise conducting business within Nassau County in relation to which executive compensation is paid. Please note that the ACTS decision is under appeal. Those affected by the ACTS' decision should periodically check the EO 38 website for updates regarding any changes to this notice.

## Disclosure - Login

---

**Username \*** [Request a Grants Gateway Account](#)

Enter your Grants Gateway username.

**Password \***

Enter the password that accompanies your username.

Forgot your Grants Gateway Username? Contact the Grants Gateway Administrator in your organization or the [Grants Reform Team](#).  
Forgot your Grants Gateway [Password](#)?

For technical issues when making a Disclosure, contact the [Technical helpdesk](#).

After logging in, the next screen that is displayed is the Information screen:

Logout | Help

# Executive Order #38

Provider Name: EO38 Organization 2  
Federal Employer Identification Number: 184936502

1. Information 2. Update Details 3. Submit Disclosure 4. Apply for Waiver

## Provider Information

Provider Name	EO38 Organization 2 -- 52117
Provider Address	15-9 GRUMMAN RD WEST, BETHPAGE New York 11714
Provider Phone	(712) 495-0293
Provider Email	No Data
Organization's Fiscal Year End Date	09/30
State Agency With Most Contracts	Office For People with Developmental Disabilities <a href="#">Contact Info</a>

There are four tabs, **Information**, **Update Details**, **Submit Disclosure** and **Apply for Waiver**:

1. Information 2. Update Details 3. Submit Disclosure 4. Apply for Waiver

### The Information tab

The Information tab allows you to:

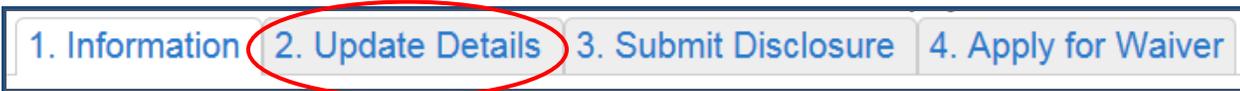
1. View your Provider information as well as the Contact Information of the **State Agency With Most Contracts**

Select the **Contact Info** link to view contact information:

State Agency With Most Contracts Office For People with Developmental Disabilities [Contact Info](#)

## The Update Details tab

Click the **Update Details** tab.



The **Update Details** section will open:

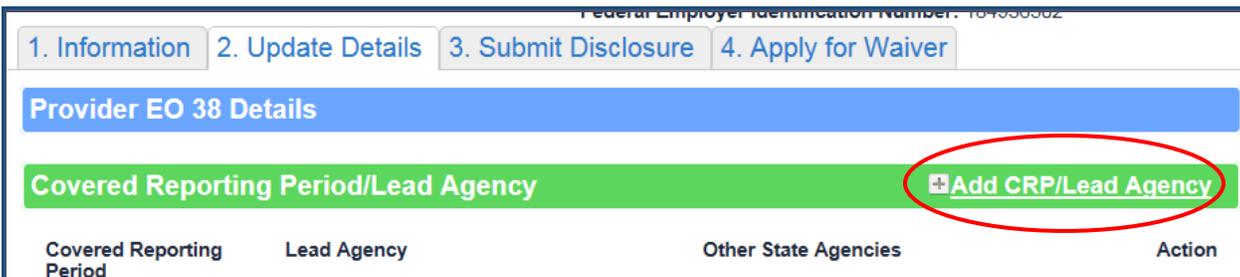


The **Update Details** tab allows you to:

1. Add your Covered Reporting Period, change the Lead Agency listed and select other State Agencies
2. Add, Edit or Delete a Preparer (you can also Deactivate or Activate a Preparer)
3. Add, Edit or Delete a Covered Executive (you can also Deactivate or Activate an Executive)

## Covered Reporting Period/Lead Agency

To access the **Add CRP/Lead Agency** screen, click the **Add CRP/Lead Agency** link.



The popup will open:

Select your EO 38 Lead Agency and Other State Agencies. [X]

Lead Agency:

- Department of Agriculture & Markets
- Department of Corrections and Community Supervision
- Department of Health
- Department of State
- Division of Criminal Justice Services
- Division of Housing & Community Renewal

Other State Agencies:

- Department of Agriculture & Markets
- Department of Corrections and Community Supervision
- Department of Health
- Department of State
- Division of Criminal Justice Services

CRP Start Date:  CRP End Date:

Division of Criminal Justice Services

P/Lead Agency	Action
unity	
unity	
unity	

To choose a **Lead Agency**, click the radio button of the Agency you wish to select.

Select your EO 38 Lead Agency and Other State Agencies. [X]

Lead Agency:

- Division of Criminal Justice Services
- Division of Housing & Community Renewal
- Office for People with Developmental Disabilities
- Office for the Aging
- Office of Alcoholism & Substance Abuse Services
- Office of Children & Family Services

To choose **Other State Agencies**, click the check box of the Agencies you wish to select.

Other State Agencies:

- Division of Housing & Community Renewal
- Office for People with Developmental Disabilities
- Office for the Aging
- Office of Alcoholism & Substance Abuse Services
- Office of Children & Family Services
- Office of Mental Health

To choose the **CRP Start** or **End Date**, click the field for the date you wish to select.

CRP Start Date:  CRP End Date:

To change the Month and Year, use the arrows at the top of the calendar to go back or forward.

CRP Start Date:  CRP End Date:

**December 2014**

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Once you have the correct Month and Year, click the correct day

CRP Start Date:  CRP End Date:

**June 2014**

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

CRP Start Date:

014 Office fo

Once you have made your changes in the **Lead Agency and Other State Agencies** popup, Click the Submit button.

Select your EO 38 Lead Agency and Other State Agencies. ✕

Lead Agency:

- Division of Criminal Justice Services
- Division of Housing & Community Renewal
- Office for People with Developmental Disabilities
- Office for the Aging
- Office of Alcoholism & Substance Abuse Services
- Office of Children & Family Services

Other State Agencies:

- Office for People with Developmental Disabilities
- Office for the Aging
- Office of Alcoholism & Substance Abuse Services
- Office of Children & Family Services
- Office of Mental Health
- Office of Temporary & Disability Assistance

CRP Start Date:  CRP End Date:

You will receive a message telling you that the Lead Agency, Other State Agencies and CRP Information have been Added/Updated successfully:

Logout | Help

## Executive Order #38

Provider Name: EO38 Organization 3  
Federal Employer Identification Number: 749232395

1. Information 2. Update Details 3. Submit Disclosure 4. Apply for Waiver

Provider EO 38 Details

Lead Agency, Other State Agencies and CRP Information Added/Updated successfully.

Covered Reporting Period/Lead Agency [+Add CRP/Lead Agency](#)

Under the **Action** column you will notice that there are some icons for the information you added to the Details section:

-  **Delete** – Allows you to delete the row of information associated with the Delete button.
-  **Edit** – Allows you to edit the row of information associated with the Edit button.
-  **Submitted** – This information has been used on a Submitted Disclosure and cannot be deleted or Edited...

### Preparer List

To add a **Preparer**, click the **Add Preparer** link.

Preparer List [Deactivate/Activate Preparer](#) [+Add Preparer](#)

Preparer Name	Business name	Relationship	Preparer Address	Preparer phone	Preparer email	Action
---------------	---------------	--------------	------------------	----------------	----------------	--------

The **Preparer Information** popup screen will open:

**Preparer Information** [X]

\* Required Fields

\*Preparer Name  MI  Last Name

Business Name

Relationship to Provider

Preparer Address

Address 1

Address2

City

State

Zip  -

\*Preparer Phone  (\_\_\_\_) \_\_\_\_ - \_\_\_\_ x \_\_\_\_

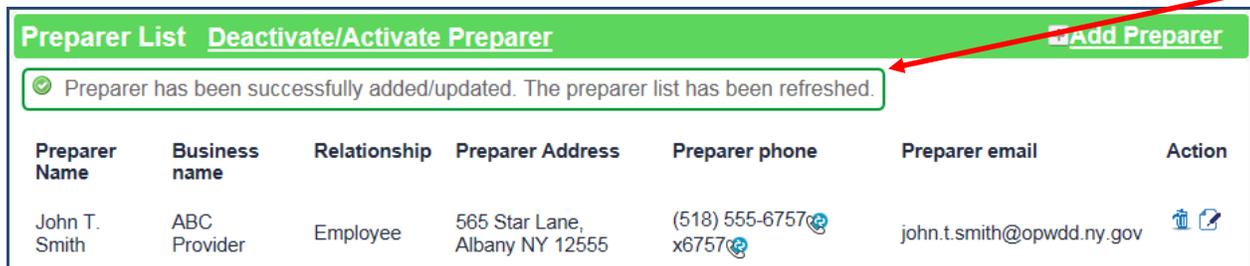
\*Preparer Email

**Note:** You must enter all Required Fields denoted by a red asterisk \*

Once you have entered all of the information for the Preparer; click the **Submit** button.

If you wish to clear all of the information from the Preparer information and start over; click the **Reset** button.

Once you Submit, you will receive a message telling you that the Preparer has been Added/Updated successfully:

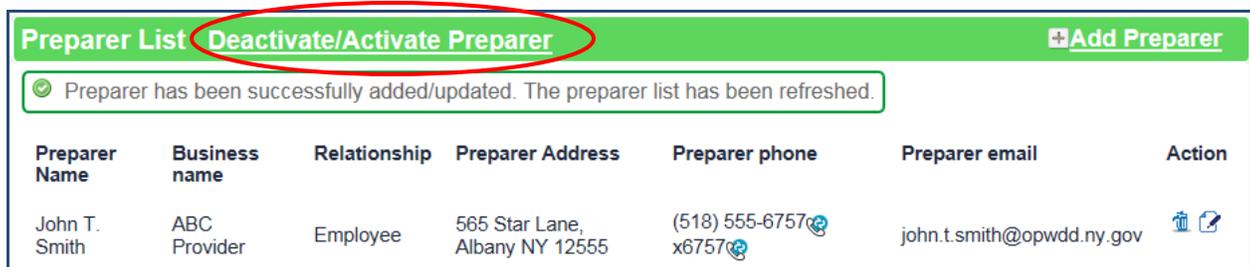


Preparer List [Deactivate/Activate Preparer](#) [Add Preparer](#)

Preparer has been successfully added/updated. The preparer list has been refreshed.

Preparer Name	Business name	Relationship	Preparer Address	Preparer phone	Preparer email	Action
John T. Smith	ABC Provider	Employee	565 Star Lane, Albany NY 12555	(518) 555-6757 x6757	john.t.smith@opwdd.ny.gov	

**Note:** You can Deactivate or Activate a Preparer or Covered Executive on your list, by clicking the **Deactivate/Activate** link. This feature would be used if this person was used in the past as a Preparer or Executive, maybe they left your Agency and you did not want them to show up on the list. If they were used in the past, you cannot delete them.



Preparer List [Deactivate/Activate Preparer](#) [Add Preparer](#)

Preparer has been successfully added/updated. The preparer list has been refreshed.

Preparer Name	Business name	Relationship	Preparer Address	Preparer phone	Preparer email	Action
John T. Smith	ABC Provider	Employee	565 Star Lane, Albany NY 12555	(518) 555-6757 x6757	john.t.smith@opwdd.ny.gov	

### Covered Executive List

To add a **Covered Executive**, click the **Add Covered Executive** link.

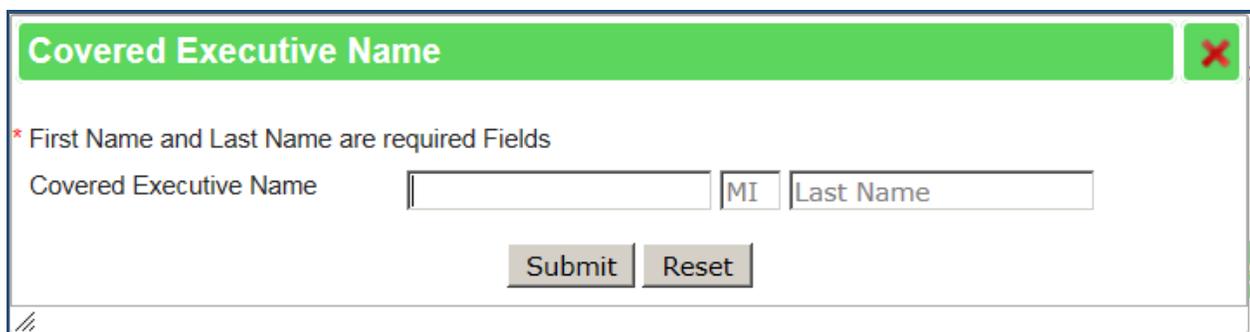


Covered Executive List [Deactivate/Activate Covered Executive](#) [Add Covered Executive](#)

Adding executives here doesn't mean that you have requested a Waiver or completed a Disclosure, you still need to complete the Disclosure and Apply for a Waiver if applicable.

Covered Executive Name	Action
------------------------	--------

The **Covered Executive Name** popup screen will open:



**Covered Executive Name**

\* First Name and Last Name are required Fields

Covered Executive Name  MI  Last Name

Once you have entered the Covered Executive's Name; click the **Submit** button.

If you wish to clear all of the information from the Covered Executive popup and start over; click the

**Reset** button.

Once you Submit, you will receive a message telling you that the Executive Name has been Added/Updated successfully:



Covered Executive List [Deactivate/Activate Covered Executive](#) [Add Covered Executive](#)

Executive Name has been successfully added/updated. The Executive list has been refreshed.

**Adding executives here doesn't mean that you have requested a Waiver or completed a Disclosure, you still need to complete the Disclosure and Apply for a Waiver if applicable.**

Covered Executive Name	Action
Harry P. Blue	 

**Note:** The red text in the Covered Executive section:

**Adding executives here doesn't mean that you have requested a Waiver or completed a Disclosure, you still need to complete the Disclosure and Apply for a Waiver if applicable.**

To move on to the Disclosure, click the **Submit Disclosure** tab.



[Logout](#) | [Help](#)

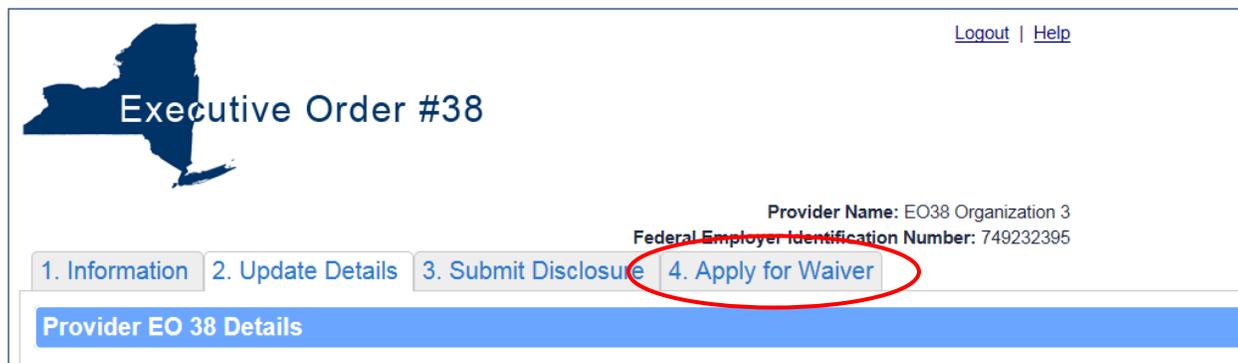
## Executive Order #38

Provider Name: EO38 Organization 3  
Federal Employer Identification Number: 749232395

1. Information 2. Update Details **3. Submit Disclosure** 4. Apply for Waiver

Provider EO 38 Details

If you want to apply for a Waiver, click the **Apply for Waiver** tab.



[Logout](#) | [Help](#)

## Executive Order #38

Provider Name: EO38 Organization 3  
Federal Employer Identification Number: 749232395

1. Information 2. Update Details 3. Submit Disclosure **4. Apply for Waiver**

Provider EO 38 Details