Guidelines for Willowbrook "Other" Notifications (July 2020)

Other Notifications:

Situation	Whom to Notify	How to Notify	When to Notify
Medical Treatment Court Ordered; Treatment Over Objection	Correspondent * MHLS *** B. Haroules	> Written notification with application > " > "	> Following team review and upon court finding
CAB Informed Consent or Surrogate Decision Making Committee (SDMC) (633.11)	Appropriate Surrogate	> Appropriate Consent Protocol	> Following team review and as needed for "professional medical treatment."
Receipt of Any Court Order (as per WB Permanent Injunction)	Correspondent * SC, SC Supervisor MHLS *** B. Haroules DDRO WB Liaison Statewide: A. Francis	> Phone Call > " > " > " > "	> Within 24 hours
Guardianship (as per NYCRR 22)	B. Haroules DDRO Director	> Written notification with copies of the petition	> Upon receipt OR when filed by DDRO

* If CAB is the correspondent or co-correspondent for a class member, the Staten Island Office of CAB must receive written notification with application for Medical Treatment Court Ordered and/or Treatment Over Objection. This written notification should be received following the team review and upon court finding.
Agencies need to send written notification to CAB via secure email only to OPWDD.CAB@opwdd.ny.gov. **Only if you do not have secure mail** must you fax the notification or send it by mail to CAB. Notifications that go to Angie Francis, Beth Haroules, or Roberta Mueller, may also be sent electronically via secure email to the email addresses provided below.

***Per the Permanent Injunction, MHLS is provided notifications to the extent it represents the class member

SEND ALL OFFICIAL COMMUNICATION WITH CAB, BOTH VERBAL AND WRITTEN, TO THE CAB STATEN ISLAND OFFICE. OFFICAL COMMUNICATION INCLUDES NOTIFICATIONS REQUIRED BY THE INJUNCTION, POLICIES AND PROCEDURES, AND REGULATION.

Contact information for Notifications is as follows:

- Beth Haroules, Willowbrook Attorney, New York Civil Liberties Union, 125 Broad Street, 19th Floor, New York, NY 10004; phone (212)607-3300; fax (212)607-3318 or 3329. E-mail address: bharoules@nyclu.org
- Roberta Mueller, Willowbrook Attorney, New York Lawyers for Public Interest, 151 W. 30th Street, 11th Floor, New York, NY 10001-4007; phone (212)244-4664; fax (212)244-4570. E-mail address: rmueller@nylpi.org
- Antonia Ferguson, Executive Director, Consumer Advisory Board, 1050 Forest hill Road, Staten Island, NY 10314; phone (718)477-8800; fax (646)766-3488. E-mail address: OPWDD.CAB@opwdd.ny.gov
- Angie Francis, OPWDD Statewide Willowbrook Liaison, 44 Holland Avenue, 4th Floor, Albany, NY 12229; phone (518)473-6026. E-mail address: Angie.x.Francis@opwdd.ny.gov
- Josh Olsen, OPWDD Counsel, 44 Holland Avenue, 3rd Floor, Albany, NY 12229; phone (518)474-7700; E-mail address: Josh.D.Olsen@opwdd.ny.gov.
- For any class members on Attachment 1 during Attachment 1 monitoring status, Ronnie Cohn, Independent Evaluator, Hudson Valley DDRO, Westchester Office, 220 White Plains Road, Suite 675, Tarrytown, New York 10591. E-mail address: Ronnie.Cohn@opwdd.ny.gov.
- In addition, for any class member on Appendix C who are deemed "as if on Richmond Complex", Ronnie Cohn with a copy to Antonia Ferguson, Executive Director, Consumer Advisory Board.