Guidelines for Willowbrook Residential Notification
(Revised December 2021)

The following provides guidance on the form and format in which Community Placement Procedures (CPP) and other notifications are required to be made for all individuals of the Willowbrook class.

Situation	Who Must Be Notified	Who Makes Notification	How to Notify	When to Notify
Hospital Visit/Stay[i] observation/assessment/ emergency room/medical	– Correspondent/Consumer Advisory Board (CAB)* – Mental Hygiene Legal Service (MHLS) – Care Manager Supervisor (CMS) and/or Care Manger (CM) – OPWDD DDRO Willowbrook Liaison (DDRO WBL) – Willowbrook Statewide Liaison (WBSL), Angie Francis	Residential Staff	– Phone* (Residential Staff)	– Immediately
Hospital Stay Extended[ii] (7 Day Letter & 30 Day Letter)	- Correspondent/CAB* & cc: Roberta Mueller NYLPI Counsel, Antonia Ferguson CAB, MHLS, DDRO WBL, WBSL, residential provider	Care Manager	Letter** (care manager)	By the 7th day & 30th day a person is in the hospital /
Hospital Stay[i] Psychiatric	– Correspondent/CAB* – MHLS – CM and/or CMS – DDRO WBL – WBSL	Residential Staff	Phone* (Residential Staff)	Immediately
	- Correspondent/CAB* & cc: Roberta Mueller NYLPI Counsel, Antonia Ferguson CAB, MHLS, DDRO WBL, WBSL, residential provider, WBL, WBSL	Care Manager	Letter** (care manager)	Within 24 hours of admission
Emergency Move[iii] - Psychiatric Emergency - Time Limited Services *crisis intervention, intensive therapy, observation & assessment stabilization, respite, renovations* - Emergency Move-Permanent - Emergency Move-Transitional	– Correspondent/CAB* – MHLS – CM and/or CMS – DDRO WBL – WBSL	Residential Staff	Phone* (Residential Staff)	Immediately
	– Correspondent/CAB* & cc: Roberta Mueller NYLPI Counsel, Antonia Ferguson CAB, MHLS, DDRO WBL, WBSL, current & receiving residential program	CCO Care Manager	Letter** (care manager)	– As soon as possible after the move
Planned Permanent Placement[iii]	– Correspondent/CAB* & cc: Roberta Mueller NYLPI Counsel, Antonia Ferguson CAB, MHLS, DDRO WBL, WBSL, CM, current & receiving residential program	CCO/PHP Willowbrook Liaison	Letter*** *Include placement response form*	– At least 30 days prior to proposed placement date
Pandemic Quarantine, Exposure, and Positive cases	– Correspondent/CAB * – CM & CMS – DDRO WBL – WBSL	Residential Staff	Phone and email*	Immediately
Conversion of Residential or Day Services[iv]	– Correspondent/CAB* & cc: Roberta Mueller NYLPI Counsel, Antonia Ferguson CAB, MHLS, DDRO WBL, WBSL, current & receiving residential program, current & receiving Day Program	Care Manager	Letter** *Include conversion response form*	When conversion plans are initiated, but at least 30 days prior to proposed changes

Day Services Relocation of program site or program / program closures	– Correspondent/CAB* & cc: Roberta Mueller NYLPI Counsel, Antonia Ferguson CAB, MHLS, DDRO WBL, WBSL, residential provider, current & receiving Day Program	Care Manager	Letter**	At least 30 days prior to proposed changes
Requests to Move to Another Setting or to be Discharged[v]	– Correspondent/CAB* & cc: Roberta Mueller NYLPI Counsel, Antonia Ferguson CAB, MHLS, DDRO WBL, WBSL, residential provider	Care Manager	Letter**	At least 30 days prior to proposed discharge or move date
Facility Expansion[vi]	– OPWDD Regional Office – OPWDD Division of Quality Improvement – WBSL	Agency Administration or designee notifies OWPDD Regional Office, DQI & WBSL	**Form** *Request for Expansion of Community & Qualifying Facilities*	Prior to expansion – Expansion cannot happen until CAB and Plaintiffs Counsel approval is received

NOTE: It is the responsibility of the Willowbrook care manager to ensure all CPP are followed and for providing all required notification and official correspondence.

*****Consumer Advisory Board (CAB) Staten Island Office must be notified by phone (718) 477-8800 of any situation involving a Willowbrook class member regardless of representation status.

******CAB must be notified for all Willowbrook class members regardless of representation status and all notification letters must be directed to the CAB Staten Island Office secure email. OPWDD.sm.consumer.advisory.board@opwdd.ny.gov

*******Notification Letters for Planned Permanent Placement must be reviewed by the CCO Willowbrook Liaison, OPWDD DDRO Willowbrook Liaison and Willowbrook Statewide Liaison before issuing and signed by the CCO Willowbrook Liaison.

- For any Willowbrook class member on Attachment 1 monitoring status Ronnie Cohn, Independent Evaluator must be included on all correspondence and notifications.
- For any Willowbrook class member on Appendix C Margaret Hinton, Willowbrook Consultant must be included on all correspondence and notifications.
- OPWDD's *Community Placement Procedures,* which reflects all requirements and processes regarding community placements and due process notification requirements can be found on the OPWDD website at: https://opwdd.ny.gov/due-process

Contact Information:

- 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. Email: 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. Email: 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. Email: Antonia.Ferguson@opwdd.ny.gov
- Angie Francis, OPWDD, Statewide Willowbrook Liaison, 44 Holland Avenue, 5th Floor, Albany, NY 12229; phone (518) 473-6026. Email: Angie.x.Francis@opwdd.ny.gov
- Eileen Haynes, OPWDD Acting General Counsel, 44 Holland Avenue, Albany, NY 12229 phone (518)474-7700. Eileen.m.Haynes@opwdd.ny.gov
- Consumer Advisory Board, OPWDD.SM.Consumer.Advisory.Board@opwdd.ny.gov.
- Ronnie Cohn, Independent Evaluator, Email: Ronnie.Cohn@opwdd.ny.gov
- Margaret Hinton, Willowbrook Consultant, Email: mah.willowbrookconsultant@gmail.com

[i] Community Placement Procedures (CPP) CP9; 14 CRR-NY633.10(a)(4).
[ii] 14 CRR-NY633.10(a)(4).
[iii] CPP CP9.
[iv] 633.12 as appropriate.
[v] CPP-7.
[vi] Willowbrook Permanent Injunction.