

# MSC E-VISORY

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State of New York Office for People With Developmental Disabilities  
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Distributed by: Division of Person-Centered Supports  
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The MSC E-Visory is an electronic advisory which provides pertinent and timely information about programs and services available to individuals receiving MSC. Announcements about MSC training, conferences and meetings appear regularly. **MSC Supervisors: Please share this issue with all MSC Service Coordinators and others as appropriate.** In order to receive an email notification when a new MSC E-Visory is posted, please sign up for our mailing list (listserv). Listserv information and past issues can be accessed via the following link:  
[http://www.opwdd.ny.gov/wt/publications/wt\\_publications\\_mscevisories\\_index.jsp](http://www.opwdd.ny.gov/wt/publications/wt_publications_mscevisories_index.jsp)

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### Procedure for Submitting “Special Incident Review Minutes” to CAB and Guidance Documents for “Willowbrook Residential Notification” and “Willowbrook Incident Reporting and Other Notifications”

The Consumer Advisory Board (CAB) has requested that both DDSOs and voluntary agencies (with secure e-mail accounts) send the “Special Incident Review Minutes” (SIRM) to the newly established electronic CAB mailbox at: [OPWDD.CABINCIDENTS@opwdd.ny.gov](mailto:OPWDD.CABINCIDENTS@opwdd.ny.gov). These minutes are not to be sent to the existing CAB mailbox (where notification letters are sent). A voluntary agency may only utilize this method of communication if they have a secure e-mail account. Questions regarding secure e-mail should be directed to the DDSO Willowbrook Liaison for your region. The ability to electronically send the SIRMs will both ensure that information is received in a timely manner and eliminate the need for paper copies.

The following guidance documents, effective 1/4/12, are being added to OPWDD’s Beyond Willowbrook web page at: <http://www.opwdd.ny.gov/willowbrook/index.jsp>.

- “Guidelines for Willowbrook Residential Notification” (“green cheat sheet”)
  - The updated “green cheat sheet” includes OPWDD Counsel Patricia Delorey-Pawlowski as a contact and to help clarify when and how letters are to be sent. Residential notification letters are to be transmitted to CAB via paper mail or by secure e-mail to [OPWDD.CAB@opwdd.ny.gov](mailto:OPWDD.CAB@opwdd.ny.gov)
- “Guidelines for Willowbrook Incident Reporting and Other Notifications”
  - The updated “gray cheat sheet” includes the change in OPWDD Counsel to Patricia Delorey-Pawlowski

### Fetal Alcohol Spectrum Disorders Brochure

The link below is for the main page of the NYS Office of Children & Family Services (OCFS) public website where there is an informational brochure on Fetal Alcohol Spectrum Disorders (FASD). FASD is a term that describes the birth defects that can occur when a pregnant woman drinks alcohol. These birth defects include physical, mental, behavioral, and/or learning disabilities with possible lifelong impacts. FASD is the leading cause of preventable intellectual disability. This brochure is available in five languages (English, Spanish, Chinese, Russian and Arabic) and offers basic information on FASD with links to additional websites.

<http://www.ocfs.state.ny.us/main/>

### Inclusive Recreation Resource Center – Online Database of Recreation Resources

Over the past two years many service coordinators state-wide participated in the “Recreation Inclusion Tips and Tools” training offered by SUNY Cortland’s Inclusive Recreation Resource Center (IRRC) in collaboration with OPWDD. This training focused on helping service coordinators facilitate inclusive recreation by assisting people with disabilities in developing meaningful leisure goals and identifying community resources via an online recreation database. This database has general information on recreation sites by New York State region, including social inclusion practices and physical accessibility. The data base can be accessed via the following link:

<http://acs7.cortland.edu/irrc/regions.asp>

The IRRC also offers “Inclusion U” training where the participant can become a Certified Inclusivity Assessor in order to learn about best practices in inclusion and accessibility, to assess recreation sites and facilities, and contribute to the database. For further information on upcoming “Inclusion U” trainings and IRRCs recent newsletter, go to:

<http://www.nysirrc.org/Fall%202011%20Newsletter.pdf>