

Guidelines for Willowbrook Residential Notification (3/27/2013)

<u>Situation</u>	<u>Reference</u>	<u>Notify Whom?</u>	<u>How?</u>	<u>When?</u>
<u>Hospital Stay [Medical] Residential Staff makes notification</u>	CP 9 Green Book	>Correspondent* >MHLS >SC and SC Supervisor >DDSO liaison >L Lehmkuhl	Phone or e-mail*	Immediately
Extended Hospital Stay [Medical] 7 Day Letter <u>SC makes notification</u>	633.10(a)(4)	>Correspondent* cc: R Mueller, A Ferguson, MHLS, DDSO Liaison, L Lehmkuhl	Letter** <i>DO NOT include placement response form</i>	By 7 th day in hospital
Hospital Stay [Psychiatric] Residential Staff makes phone notifications SC makes <u>written</u> notification	CP 9 Green Book	>Correspondent* >MHLS >SC and SC Supervisor >DDSO liaison > L Lehmkuhl	Phone or e-mail*	Immediately
		>Correspondent* cc: R Mueller, A Ferguson, MHLS, DDSO Liaison, L Lehmkuhl	Letter** <i>DO NOT include placement response form</i>	Within 24 hours of hospital admission
Emergency & time limited services, e.g., crisis intervention, intensive therapy, stabilization, unexpected respite OR Emergency Transitional Move; e.g., waiting for new home to open; closing of home due to fire, flooding, etc. <u>S C makes notification</u>	CP 9 Green Book	>Correspondent* >MHLS >SC Supervisor >DDSO liaison > L Lehmkuhl	Phone or e-mail*	Immediately
		>Correspondent* cc: R Mueller, A Ferguson, MHLS, DDSO Liaison, L Lehmkuhl	Letter** <i>DO NOT include placement response form</i>	Within 24 hours
Planned Permanent Placement <u>SC makes notification</u>	CP 2 Green Book	>Correspondent* >MHLS >cc: R Mueller, A Ferguson, MHLS, DDSO Liaison, L Lehmkuhl	Letter** <i>Include placement response form</i>	At least 30 days prior to proposed placement date
<i>When proposing placement from a smaller to larger home</i>	Willowbrook Permanent Injunction Para 6	>SC Supervisor >DDSO liaison >L Lehmkuhl	Phone or e-mail	When recommended by the team
Emergency Permanent Placement <u>SC makes notification</u>	CP 9 Green Book	>Correspondent* >SC Supervisor >DDSO liaison >L Lehmkuhl	Phone or e-mail*	Immediately
		>Correspondent* cc: R Mueller, A Ferguson, MHLS, DDSO Liaison, L Lehmkuhl	Letter** <i>Include placement response form</i>	Within 24 hours
Conversion of Residential & Day Services <u>SC makes notification</u>	633.12, as appropriate	>Correspondent* >SC Supervisor >DDSO Liaison >L Lehmkuhl	Meeting, phone, correspondence, as appropriate	When conversion plans are initiated
		>Correspondent* cc: R Mueller, A Ferguson, MHLS, DDSO Liaison, L Lehmkuhl	Letter** <i>Include conversion response form</i>	At least 30 days prior to proposed changes
Facility Expansion Residential Staff makes notification	Willowbrook Permanent Injunction	>SC Supervisor >DDSO Liaison >L Lehmkuhl, who facilitates submission of <i>Facility Expansion Request</i> with Willowbrook attorneys	Phone or email	Immediately – Expansion of homes with class members requires Willowbrook attorney approval

* The CAB Staten Island Office must be notified IMMEDIATELY by phone or **secure** email if CAB serves as correspondent or co-correspondent.
 ** WHEN SENDING LETTERS TO CAB, transmit via PAPER MAIL or **secure** email to OPWDD.CAB@OPWDD.NY.GOV
 For questions or assistance regarding secure email, contact the DDSO Willowbrook liaison
 Advise R Cohn of moves for class members on Attachment 1 on monitoring status OR D Blood of moves for class members on Appendix C & deemed as if at Richmond.