



Office for People With Developmental Disabilities

ANDREW M. CUOMO
Governor

THEODORE KASTNER, MD, MS
Commissioner

To: Executive Directors, Voluntary Providers,
DDSOO and DDRO Directors

From: Abiba Kindo, Deputy Commissioner
Jill A. Pettinger, Psy.D., Deputy Commissioner

Date: February 21, 2020

Subject: Ready to Go Form

Please be advised that this memorandum supersedes the previous memorandum sent out by Megan O'Connor-Hebert on October 17, 2013.

As you know, the *Ready to Go* form is used to provide necessary medical and contact information for individuals in the Office for People With Developmental Disabilities (OPWDD) operated and/or certified programs brought to the hospital or other health care facility, for scheduled, urgent or emergent medical care. This form is a valuable tool which provides important and current information based on the specific needs of the individual who is to be receiving care. This form accompanies a packet of information (usually kept in a folder or binder) which goes with the individual when they go to the health care facility providing scheduled, urgent or emergent care.

It continues to be the responsibility of the person's Care Manager to ensure that the *Ready to Go* packet is **reviewed at every planning meeting** (Life Plan Meeting, Comprehensive Functional Assessment - CFA) and that the information is **current and accurate**. The registered nurse should also review the packet periodically. The person's family member/advocate may receive a copy of the *Ready to Go* packet at each planning meeting and/or whenever an update is made.

OPWDD is pleased to inform you that we have revised our current *Ready to Go* form. The revised form replaces the existing *Ready to Go* form, found on the OPWDD website http://www.opwdd.ny.gov/opwdd_resources/opwdd_forms/ready_to_go.

In addition, the form can also be found on the Beyond Willowbrook website http://www.opwdd.ny.gov/opwdd_resources/willowbrook_class/Ready_to_go_Form_and_Checklist under *Ready to Go*. This is a fillable form.

This revised packet incorporates all the information found on the previous forms and adds the following:

- What is the individual's religion?
- What is the individual's dietary needs and food consistency?

When you open the form, you will notice that it is in fillable PDF format. You can download this form to your own files. When you update the form, it will automatically reflect the date that you made the changes (as long as you remember to “save” them). You can then print this information out so that you have it in the individual’s binder/folder when needed.

If you are preparing a *Ready to Go* packet for a Willowbrook class member, utilize the *Ready to Go* check list with the *Ready to Go* packet as usual. Prior to taking a Willowbrook class member to the hospital, please make sure this checklist of information is complete. This checklist can also be found on the website at http://www.opwdd.ny.gov/opwdd_resources/willowbrook_class/Check_list_for_Ready_to_Go_Packet

The revised checklist incorporates all the information found on the previous check list and adds the following:

- Adding guardian and family/advocate to the “Additional Contact Information”.
- Requesting that a current photo of the individual be attached.

In a life-threatening situation, please ensure that the individual is provided appropriate care and is transported as quickly as possible to the emergency room.

If you have any questions regarding this form, you may contact your local DDSOO/DDRO Program Coordinator.

cc: Provider Associations
Willowbrook Task Force
Central Office Leadership Team
Susan Prendergast
Lori Lehmkuhl