

## Required Willowbrook Incident Notifications

**The Consumer Advisory Board receives notice of all incidents involving all class members.** (In addition to other Part 624 notification requirements)

Incident Type	Willowbrook Notifications	Person to be notified	<b>Initial Notification</b> must be via phone & within 24 hours	<b>Secondary Notification</b> must be via email and within 24 hours of completion of form
Reportable Abuse / Neglect	Correspondent / Consumer Advisory Board (CAB) Executive Director	Antonia Ferguson	Phone (718) 477-8800	Send the following to: opwdd.cabincidents@opwdd.ny.gov <ul style="list-style-type: none"> <li>• OPWDD 147</li> <li>• OPWDD 148</li> <li>• Copies of IRC minutes</li> <li>• Copies of 30 Day Updates must also be sent within 24 hours of the required entry into IRMA</li> </ul>
	OPWDD Statewide WB Liaison	Angie Francis	Phone (518) 473-6026	147 to: <a href="mailto:angie.x.francis@opwdd.ny.gov">angie.x.francis@opwdd.ny.gov</a>
	NYCLU (Plaintiff Counsel)	Beth Haroules	Phone (212) 607-3325	147 to: <a href="mailto:bharoules@nyclu.org">bharoules@nyclu.org</a>
Reportable Significant	Correspondent / CAB Executive Director	Antonia Ferguson	Phone (718) 477-8800	147 and 148 to: <a href="mailto:opwdd.cabincidents@opwdd.ny.gov">opwdd.cabincidents@opwdd.ny.gov</a>
	OPWDD Statewide Liaison	Angie Francis	Phone (518) 473-6026	147 to: <a href="mailto:angie.x.francis@opwdd.ny.gov">angie.x.francis@opwdd.ny.gov</a>
	NYCLU (Plaintiff Counsel)	Beth Haroules	Phone (212) 607-3325	147 to: <a href="mailto:bharoules@nyclu.org">bharoules@nyclu.org</a>
Serious Notable Occurrences  (Death and Sensitive Situations)	Correspondent/CAB Executive Director	Antonia Ferguson	Phone (718) 477-8800	147 and 148 to: <a href="mailto:opwdd.cabincidents@opwdd.ny.gov">opwdd.cabincidents@opwdd.ny.gov</a> *For all deaths the Report of Death must also be provided to <a href="mailto:opwdd.cabincidents@opwdd.ny.gov">opwdd.cabincidents@opwdd.ny.gov</a>
	OPWDD Statewide Liaison	Angie Francis	Phone (518) 473-6026	147 to: <a href="mailto:angie.x.francis@opwdd.ny.gov">angie.x.francis@opwdd.ny.gov</a>
	NYCLU (Plaintiff Counsel) *Not for deaths	Beth Haroules	Phone (212) 607-3325	147 to: <a href="mailto:bharoules@nyclu.org">bharoules@nyclu.org</a>
	NYLPI (Plaintiff Counsel) **For Deaths only	Roberta Mueller	Phone (212) 244-4664	147 and Report of Death to: <a href="mailto:rmueller@nylpi.org">rmueller@nylpi.org</a> (when under the auspices of a certified residence, the residence must send)
Minor Notable Occurrences	Correspondent / CAB Executive Director	Antonia Ferguson	Phone (718) 477-8800	147 and 148 to: opwdd.cabincidents@opwdd.ny.gov
	OPWDD Statewide Liaison	Angie Francis	Phone (518) 473-6026	147 to: <a href="mailto:angie.x.francis@opwdd.ny.gov">angie.x.francis@opwdd.ny.gov</a>
	NYCLU (Plaintiff Counsel)	Beth Haroules	Phone (212) 607-3325	147 to: <a href="mailto:bharoules@nyclu.org">bharoules@nyclu.org</a>
<p>All Care Managers must be notified of all incidents and receive appropriate documentation.  DDRO Willowbrook Liaisons must be notified of all incidents and receive appropriate documentation.  The current listing of all DDRO Willowbrook Liaisons can be found at the following address:  <a href="https://opwdd.ny.gov/willowbrook/incident-management">https://opwdd.ny.gov/willowbrook/incident-management</a></p>				
<p>Ronnie Cohn, Willowbrook Independent evaluator, must be advised of all incidents for class members who are on Attachment 1 monitoring status and for class members on Appendix C at <a href="mailto:Ronnie.Cohn@opwdd.ny.gov">Ronnie.Cohn@opwdd.ny.gov</a></p>				
<p>For the purposes of Jonathan’s Law, the CAB is considered to be a Qualified Party.</p>				
<p>When a person resides in a certified residential program, MHLS must be notified of all incidents.</p>				

