

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	Initial Notification must be via phone & within 24 hours	Secondary Notification 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.sm.cab.incidents@opwdd.ny.gov <ul style="list-style-type: none"> • OPWDD 147 • OPWDD 148 • Copies of IRC minutes • Copies of 30-Day Updates must also be sent within 24 hours of the required entry into IRMA
	OPWDD Statewide WB Liaison	Angie Francis	Phone (518) 473-6026	147 to: angie.x.francis@opwdd.ny.gov
	NYCLU (Plaintiff Counsel)	Beth Haroules	Phone (212) 607-3325	147 to: bharoules@nyclu.org
Reportable Significant	Correspondent / CAB Executive Director	Antonia Ferguson	Phone (718) 477-8800	147 and 148 to: opwdd.sm.cab.incidents@opwdd.ny.gov
	OPWDD Statewide Liaison	Angie Francis	Phone (518) 473-6026	147 to: angie.x.francis@opwdd.ny.gov
	NYCLU (Plaintiff Counsel)	Beth Haroules	Phone (212) 607-3325	147 to: bharoules@nyclu.org
Serious Notable Occurrences (Death and Sensitive Situations)	Correspondent/CAB Executive Director	Antonia Ferguson	Phone (718) 477-8800	147 and 148 to: opwdd.sm.cab.incidents@opwdd.ny.gov *For all deaths the Report of Death must also be provided to opwdd.sm.cab.incidents@opwdd.ny.gov
	OPWDD Statewide Liaison	Angie Francis	Phone (518) 473-6026	147 to: angie.x.francis@opwdd.ny.gov
	*Not for deaths NYCLU (Plaintiff Counsel)	Beth Haroules	Phone (212) 607-3325	147 to: bharoules@nyclu.org
	**For Deaths only NYLPI (Plaintiff Counsel)	Roberta Mueller	Phone (212) 244-4664	147 and Report of Death to: rmueller@nylpi.org (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.sm.cab.incidents@opwdd.ny.gov
	OPWDD Statewide Liaison	Angie Francis	Phone (518) 473-6026	147 to: angie.x.francis@opwdd.ny.gov
	NYCLU (Plaintiff Counsel)	Beth Haroules	Phone (212) 607-3325	147 to: bharoules@nyclu.org
Part 624 regulations require that all Care Managers must be notified by the agency of all reportable incidents and notable occurrences and must be provided with subsequent information as outlined in Part 624.6(h).				
Ronnie Cohn (Ronnie.Cohn@opwdd.ny.gov), Willowbrook Independent Evaluator, must be advised of all incidents for class members who are on Attachment 1 monitoring status. Margaret Hinton (mah.willowbrookconsultant@gmail.com) must be advised of all incidents for class members on Appendix C.				
For the purposes of Jonathan's Law, the CAB is considered to be a Qualified Party.				
When a person resides in a certified residential program, MHLS must be notified of all incidents.				