



**Office for People With  
Developmental Disabilities**

**ADMINISTRATIVE DIRECTIVE**

<b>Transmittal:</b>	2020-ADM-05			
<b>To:</b>	Directors, Developmental Disabilities Regional Offices (DDRO) Directors, Developmental Disabilities State Operations Offices (DDSOO) Voluntary Providers CCO/HH			
<b>Issuing OPWDD Office:</b>	Central Office Division of Service Delivery, State Operations and Statewide Services			
<b>Date:</b>	November 6, 2020			
<b>Subject:</b>	Statewide Forensic Advisory Committee (SFAC)			
<b>Suggested Distribution:</b>	DDSOO Directors and Deputies DDRO Directors and Deputies Chief Psychologists Forensic Liaisons Voluntary Residential Provider Managers and Clinical Staff			
<b>Contact:</b>	Director of the Bureau of Intensive Treatment Strategies (518) 474-6309 <a href="mailto:Central.Statewide.BITS@opwdd.ny.gov">Central.Statewide.BITS@opwdd.ny.gov</a>			
<b>Attachments:</b>	SFAC Referral Packet attachments: Cover Letter from the Director ( <i>required</i> ) SFAC Referral <u>Form</u> ( <i>required</i> ) Reason for SFAC Review <u>Form</u> ( <i>required</i> ) Legal History <u>Form</u> ( <i>if not included in the Psychological Report</i> ) Psychological Report ( <i>required</i> ) ( <i>sample available</i> )			
<b>Related ADMs/INFs</b>	<b>Releases Cancelled</b>	<b>Regulatory Authority</b>	<b>MHL &amp; Other Statutory Authority</b>	<b>Records Retention</b>
Forensic Services Notifications, by Gary Lind 9/15/2005			MHL §§ 13.07, 13.09,13.17, 33.13	18 NYCRR 504.3(a)

**Purpose:**

This Administrative Directive sets expectations for utilization of the OPWDD Statewide Forensic Advisory Committee (SFAC) which is overseen by the Bureau of Intensive Treatment Services (BITS).

**Discussion:**

The Statewide Forensic Advisory Committee (SFAC) is comprised of state-wide OPWDD professionals with expertise in risk assessment and mitigation of risk. The SFAC reviews newly proposed and/or modified Risk Management Plans (RMPs) to ensure appropriate safeguards, supervision and treatment for the individual referenced in the plan. Recommendations by the SFAC are advisory to the Director of State Operations or Regional Office and treatment team who submitted the RMP for review by the SFAC. This process is a valuable part of OPWDD's administrative review process to ensure consistency in safeguarding and risk mitigation.

Individuals who present with high-risk behaviors, have a history of complex behavioral challenges, and/or those with a current or prior history of significant justice-involvement (e.g., alleged crimes reported against them; new arrests; violations of probation or parole; and those who may need assistance with reentry planning from jail/prison to the community) must be reviewed by SFAC *prior* to implementation of any substantial change in the individual's RMP, plan of support (e.g., the clinical plan addressing the individual's support needs, such as a Behavioral Support Plan or High Risk Management Plan) or *prior* to implementation of a newly developed RMP or plan of support. SFAC review can be especially valuable when individuals are transitioning from a more secure environment to a less restrictive setting (e.g., discharge from a campus-based setting or prison, to the community) and/or when increased liberty or fading of rights limitations will be implemented based on an individual's progress in treatment.

Referrals to SFAC for individuals being served by state-operated programs must be submitted to the Bureau of Intensive Treatment Services (BITS) by State-Operation Directors. Referrals to SFAC for individuals being served by voluntary providers must be submitted to BITS by Regional Office (RO) Directors; voluntary providers must work with the RO staff on preparation and presentation of the SFAC referral to the committee.

SFAC Referral Packets must be submitted electronically to the BITS mailbox ([Central.Statewide.BITS@opwdd.ny.gov](mailto:Central.Statewide.BITS@opwdd.ny.gov)). OPWDD Forensic Liaisons can access the

SFAC Referral Packet forms in the BITS Public G-drive or can request via email to BITS.

SFAC Referral Packets must include:

1. Cover Letter from the Director;
2. SFAC Referral Form;
3. Reason for SFAC Review Form;
4. Legal History Form, if not included in the Psychological Report;
5. Local Review Committee Minutes;
6. Psychological Report;
7. Risk Assessment, if not included in the Psychological Report;
8. Risk Management Plan, if applicable;
9. Behavior Support Plan, if applicable;
10. Functional Behavior Assessment, if applicable;
11. Receiving Team Response, if applicable;
12. Site Assessment, if applicable;
13. Application for Change in Status/Privileges Form, if applicable; and
14. Other Supporting documents (e.g., psychiatric, court orders, medication, medical)

If you have any questions, please contact the Director of the Bureau of Intensive Treatment Strategies at (518) 474-6309 or [Central.Statewide.BITS@opwdd.ny.gov](mailto:Central.Statewide.BITS@opwdd.ny.gov).