



Director and Facility Staff:

We are pleased that your agency is using the Surrogate Decision-Making Committee (SDMC) services. Attached are forms and a brief listing of materials that should be included in your case packet.

Facility staff and declarants have the burden of demonstrating that an individual needs surrogate decision-making. To demonstrate the procedure is in the best interest of the individual, please include the following relevant materials in your case packet:

- (a) Completed SDMC forms CQCAPD 200, CQCAPD 210, CQCAPD 220-A, and CQCAPD 220-B
- (b) Last annual physical examination
- (c) Consultations pertaining to the medical diagnosis and procedure(s) under review, and consultations from any specialist and/or second opinion
- (d) Outcome reports including labs, x-rays, diagnostic tests, etc.

Careful and complete preparation of a case packet prior to submission will ultimately result in a more timely determination.

The **patient must attend the hearing** unless a medical condition prevents attendance (see Form CQCAPD 220-B #11). If the patient is unable to attend, a panel member will visit with him or her prior to the hearing. The **patient's medical record** must be **brought** to the hearing. Staff **familiar** with **both** the **general functioning ability** and **medical condition** of the patient **should attend** the hearing to answer questions raised by the panel.

Mail your completed case packet to: NYS Justice Center for the Protection of People With Special Needs, SDMC Program, 401 State Street, Schenectady, NY 12305. **Faxing** is a limited option. If you are instructed to fax your **expedited** case packet, please **do not** mail the original. Should a **case be withdrawn**, please **contact our office directly**.

Our staff is available as a resource. Please do not hesitate to contact us at **(518) 549-0328** if you have questions while assembling your case.

Sincerely,

A handwritten signature in black ink that reads "Thomas D. Fisher".

Thomas D. Fisher
SDMC Director