



Director and Facility Staff:

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

Facility staff and declarants have the responsibility to demonstrate that an individual needs surrogate decision-making and that the proposed treatment decision is in the best interest of the individual. Please include the following relevant materials in your case packet:

- (a) Completed SDMC forms CQCAPD 300, CQCAPD 310, CQCAPD 320-A, and CQCAPD 320-B and CQCAPD 330
- (b) Last annual physical examination
- (c) Consultations pertaining to the medical diagnosis and treatment decisions under review, and consultations from any specialist
- (d) Labs, x-rays, diagnostic tests, physician progress notes, nursing progress notes, hospice intake assessment (where applicable), etc.

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

The patient will be visited by one or more panel members prior to the hearing. The patient's medical record must be brought to the hearing. It is highly recommended that the patient's attending physician, and/or the patient's hospice case worker (when applicable) attend the hearing. Other staff familiar with the general functioning ability and medical condition of the patient must 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, 401 State Street, SDMC Program, 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 Should a **case be withdrawn**, please **contact our office directly**.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 preparing your case.

Sincerely,

Thomas D. Fisher
SDMC Director

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