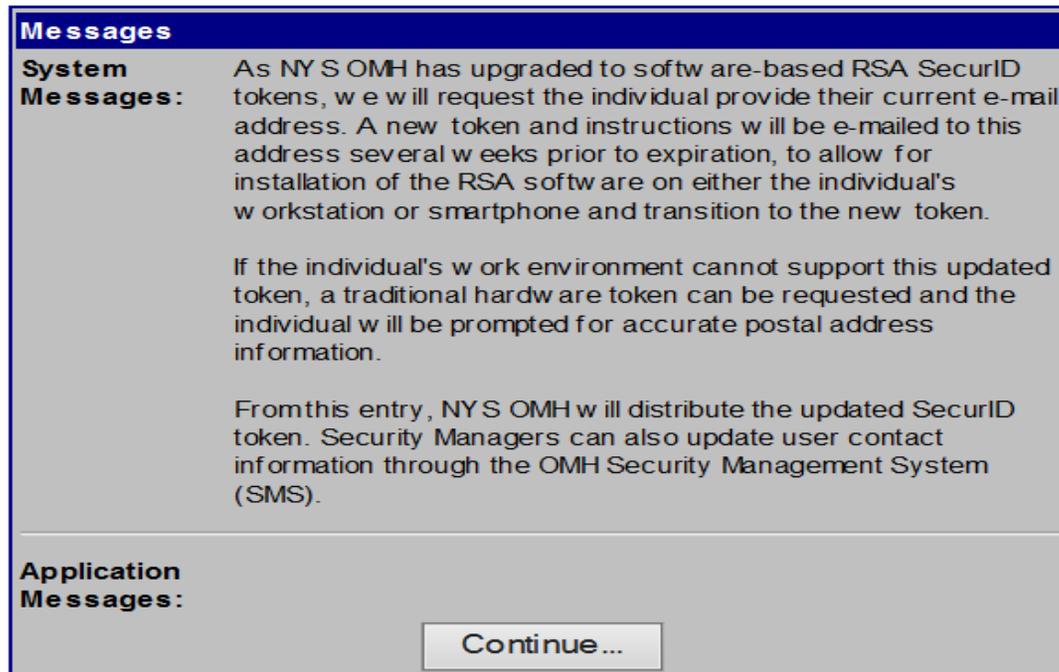


Entering a Children and Family Treatment and Support Services (CFTSS) incident into the New York State Incident Management and Reporting System (NIMRS).

After login, several screens containing updated system and application messages will be seen.

To close this message screen, click the 'continue' button.



Messages

System Messages: As NYS OMH has upgraded to software-based RSA SecurID tokens, we will request the individual provide their current e-mail address. A new token and instructions will be e-mailed to this address several weeks prior to expiration, to allow for installation of the RSA software on either the individual's workstation or smartphone and transition to the new token.

If the individual's work environment cannot support this updated token, a traditional hardware token can be requested and the individual will be prompted for accurate postal address information.

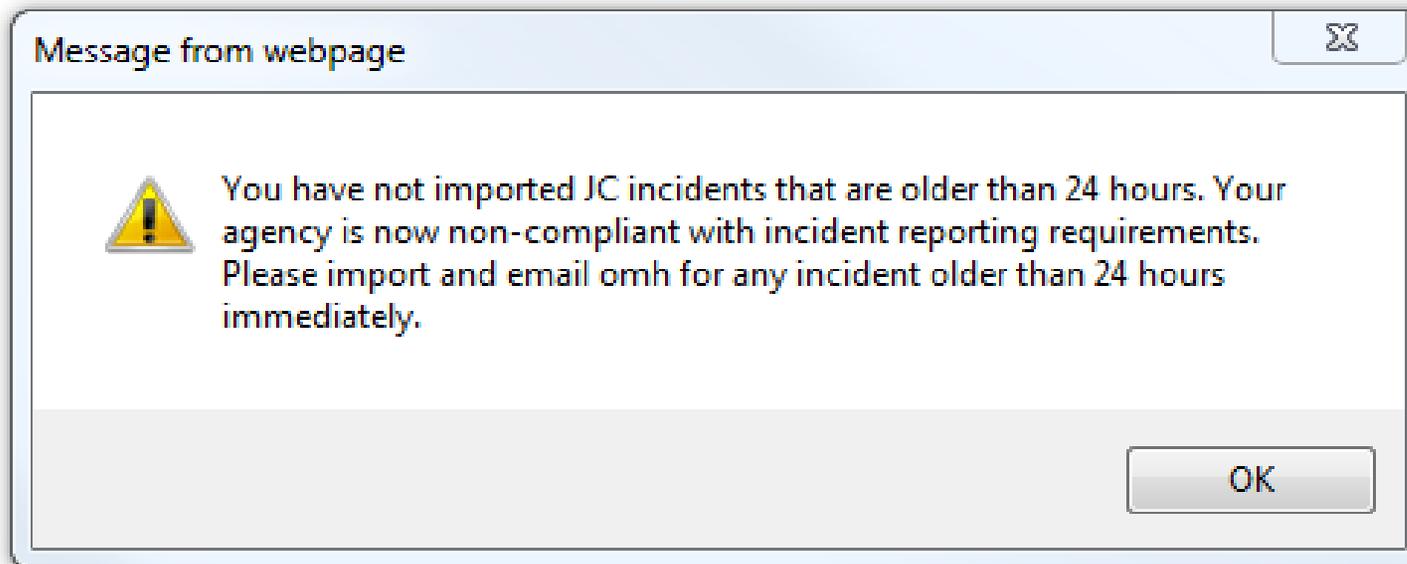
From this entry, NYS OMH will distribute the updated SecurID token. Security Managers can also update user contact information through the OMH Security Management System (SMS).

Application Messages:

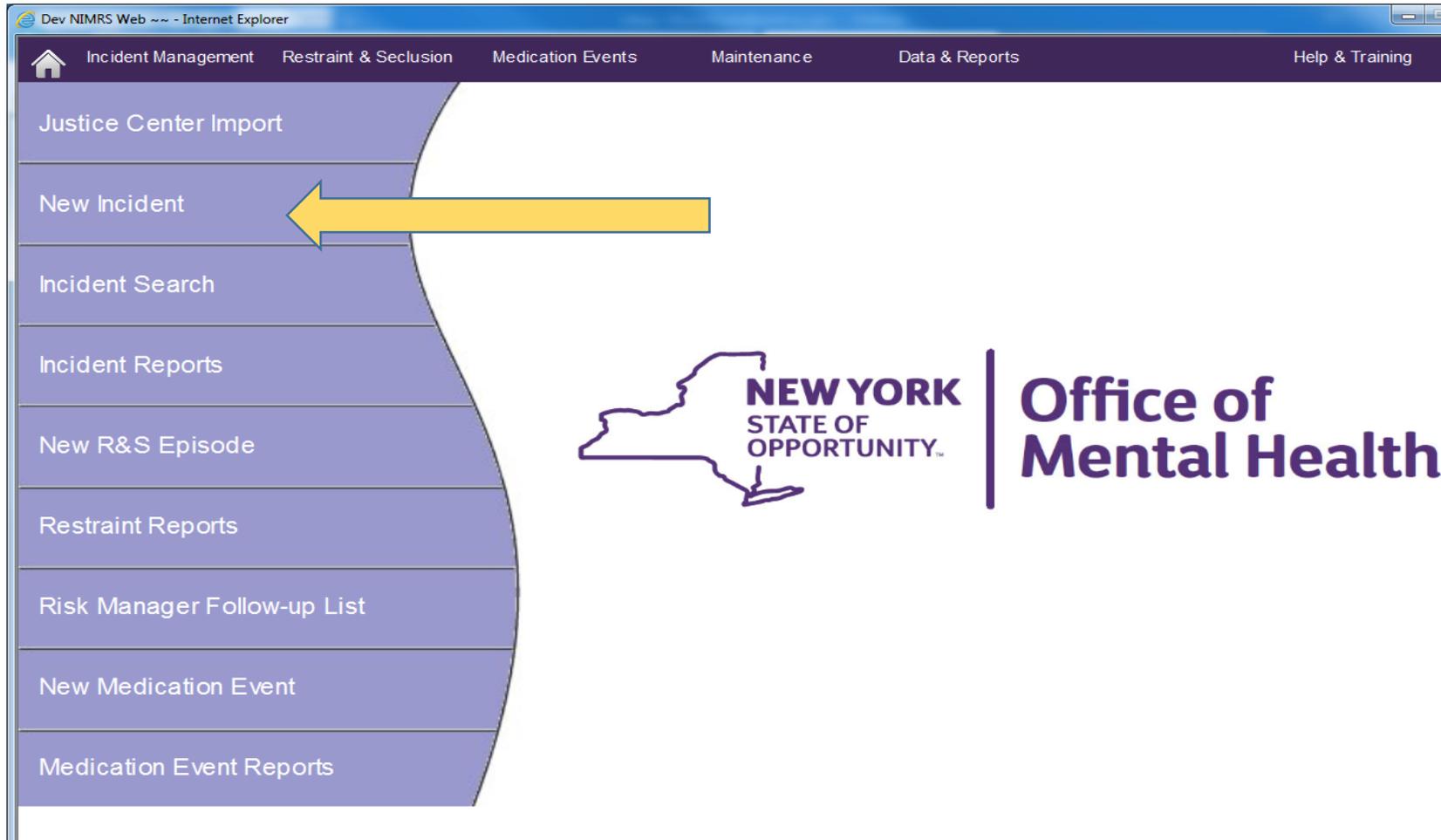
Continue...

A pop-up message will arise if there are reports from the Justice Center in your Justice Center import queue.

If this message appears go to the Justice Center import queue to review & import these new Justice Center reports.



To enter a new incident directly into NIMRS click 'New Incident' on the side menu.



Another pop up will then appear which only applies to licensed programs.



An incident which occurred in a licensed CFTSS program *must* be reported to the NY Justice Center by calling the Vulnerable Persons Central Register (VPCR) at 1-855-373-2122.

System Message -- Webpage Dialog

In accordance with the 2012 Protection of People with Special Needs Act (PPSNA) and the establishment of the Justice Center, effective June 30, 2013, **incidents that are reportable to both the Justice Center and OMH** are required to be reported to the Justice Center prior to being entered in NIMRS. For more information visit the [Justice Center Implementation](#) section of the NIMRS web page.

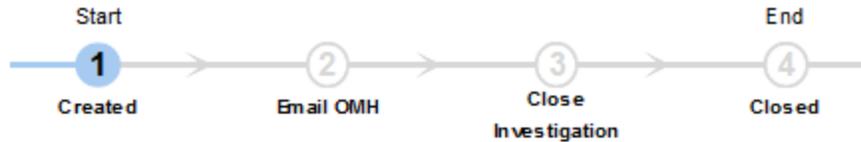
- To report an incident to the Justice Center, call 1-855-373-2122 or submit the [NYS Justice Center Web Intake Incident Form](#).
- Once received by the Justice Center, the incident will be sent to OMH for review.
- Within one business day following OMH review, the incident will be available for the provider to view via the NIMRS "Justice Center Import" screen.
- From this screen, the provider is to review, import, and report the incident to OMH within 24 hours by clicking on the "Email OMH" button. For instructions on how to perform this function, visit the [NIMRS Learning Center](#).

OMH only reportable incidents are to be directly entered in to NIMRS and reported to OMH.

[Click here for a full list of OMH Only & JC and OMH reportable incidents.](#)

This pop-up can be closed by hitting the 'X' in the upper right-hand corner.

Select the ward/program dropdown arrow. A menu will appear that contains program numbers and types. **The CFTSS programs will be listed as Licensed or Unlicensed.** If directly entering the incident the program can only be Unlicensed. The way NIMRS functions and the fields it requires depends on the ward/program that is chosen. The ward/program **cannot** be changed after saving.



Incident	Client	Initial Findings	Notification	Investigation & CAP	History
Incident					
Print					
Incident #	<New Incident>		Incident Status		
Facility Name			Contact #	(100) 123-4567	Extn.
Ward/Program#			Program Name		
Site	058 Psychosocial Rehabilitation	CFTSS (Licensed)			
Incident Type	010				
Harm	011				
Incident Date	012				
Incident Time	017				
Incident Description	019				
	021				
	056 Community Psychiatric Support and Treatment - Genovese	CFTSS (Unlicensed)			
	057 Other Licensed Practitioner	CFTSS (Unlicensed)			
<input type="button" value="Help"/> <input type="button" value="User Defined Fields"/> <input type="button" value=" < Back"/> <input type="button" value=" Next >"/> <input type="button" value=" Save"/>					

Fill in each field. Click the 'Next' button to proceed to the next page. Save the incident by clicking the 'Save' button. Note that the incident number appears only after pressing the **Save** button.

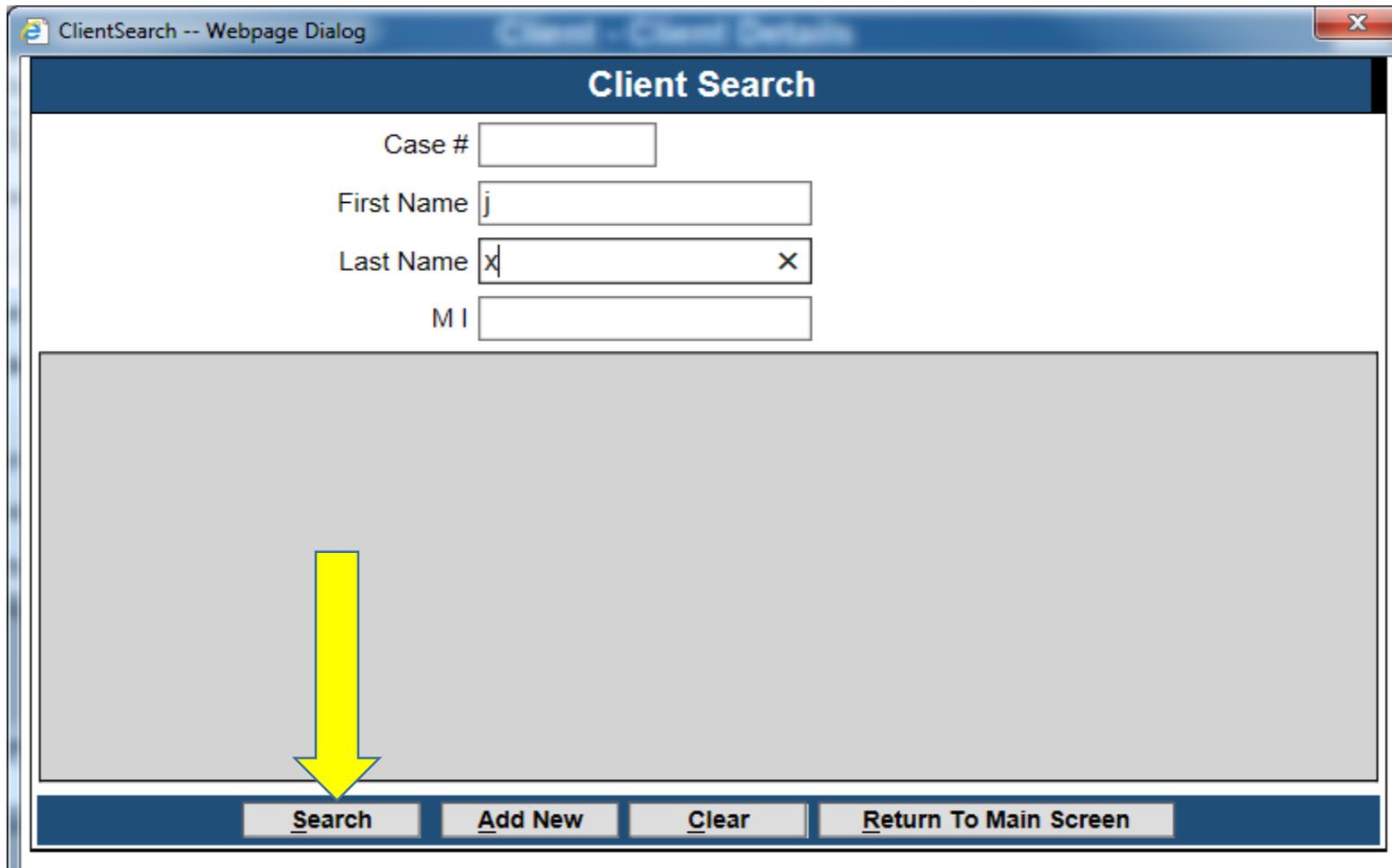
Next >	Save	Delete Client	New Incident	Email OMH	Close Incident	
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Incident	Client	Initial Findings	Notification	Investigation & CAP	History
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Incident		Print
Incident # <New Incident>	Incident Status	
Facility Name	Contact # (100) 123-4567	Extn.
Ward/Program # 060	Program Name Family Peer Support Services	
Site Off Site, Under Intended Supervision of Sta	Location Vehicle	
Incident Type Fall	Risk 1-No Risk or Slight risk of complication	
Harm 1-No physical harm or minor harm (first aid)	Dis covered Date 04/01/2019	
Incident Date 04/01/2019	Time Unknown <input checked="" type="checkbox"/>	
Incident Description		
Client fell while exiting vehicle.		
<input type="button" value="Check Spelling"/>		
Help	User Defined Fields	<input type="button" value="Next >"/> <input type="button" value="Save"/>

On the client tab a 'client search' pop up will appear. Simply enter a few letters of the client's first and last name and hit search.



The screenshot shows a web browser window titled "ClientSearch -- Webpage Dialog". The dialog box has a dark blue header with the text "Client Search". Below the header are four input fields: "Case #" (empty), "First Name" (containing "j"), "Last Name" (containing "x" and a clear 'x' button), and "M I" (empty). A large grey rectangular area occupies the center of the dialog. At the bottom, there is a dark blue bar with four buttons: "Search", "Add New", "Clear", and "Return To Main Screen". A large yellow arrow points down from the top of the grey area to the "Search" button.

If he or she is found in the NIMRS data base the name will appear as a row. Double click the row and all of the demographic data for the client will populate the fields on the client tab. If the client is not found enter the complete first and last names correctly and press the 'add new' button.

Continue filling out the incident report as completely as possible, saving after every 1 or 2 screens. NIMRS pop up messages will inform you if there are errors.

Once all the information is completed on the form hit the **'Email OMH'** button as diagramed below. This will send an email to notify the NYS OMH Central Office of the incident.

If you have any questions, please contact the NYS Division of Integrated Community Services for Children and Families Team at the following email address: dcfs@omh.ny.gov.

