NIMRS Deletion Policy

All NIMRS deletion requests may now be emailed directly to the NIMRS Helpdesk

Only deletion requests for the following can be submitted:

Be sure to specify the ID number of the Duplicate incident, event, or episode when submitting your request

- OMH Non-Reportable Incidents
- Duplicate Medication Events*****
- Duplicate or Erroneous Restraint and Seclusion Episodes*****
- Duplicate "OMH Only Reportable" Incidents*****
  - *(i.e.: outpatient deaths, off-site suicide attempt, crime in the community, missing subject of AOT court order)*

We NO longer accept deletion requests for:

- Non-duplicate "OMH Only Reportable" incidents
- Justice Center reportable incidents *(duplicate Justice Center incidents should be Linked in NIMRS)*
- Non-NYJC incidents that are imported as "OMH Only Reportable" incidents

To open a deletion request:	What to include:
✓ Email us at NIMRSHelp@omh.ny.gov ✓ Emailed deletion requests must be encrypted due to the required identifying information ✓ If you are unable to encrypt your email, please provide us with the best phone number and time to call you at	✓ The **facility name** on the incident/event/episode ✓ The **event #** of the incident/episode/medication event ✓ The **reason** for the deletion request. ✓ If event is a **duplicate**, please **provide the number for the original one as well** ✓ Ensure we have **your most direct contact information**

Deletion Request Email Sample:
Hello, Here is my NIMRS deletion request. **Agency: ABC Agency** *(as the agency name shows on the incident)* **Incident/Episode/Medical Event: ######** *(use only the matching incident type)* **Reason:** *(include ID number of the original if deleting a duplicate)* Thank you, J. Doe Email: J.Doe@ABCAgency.org Phone: 555-555-5555

Remember to reference the NIMRS Learning Center for additional documents and guides