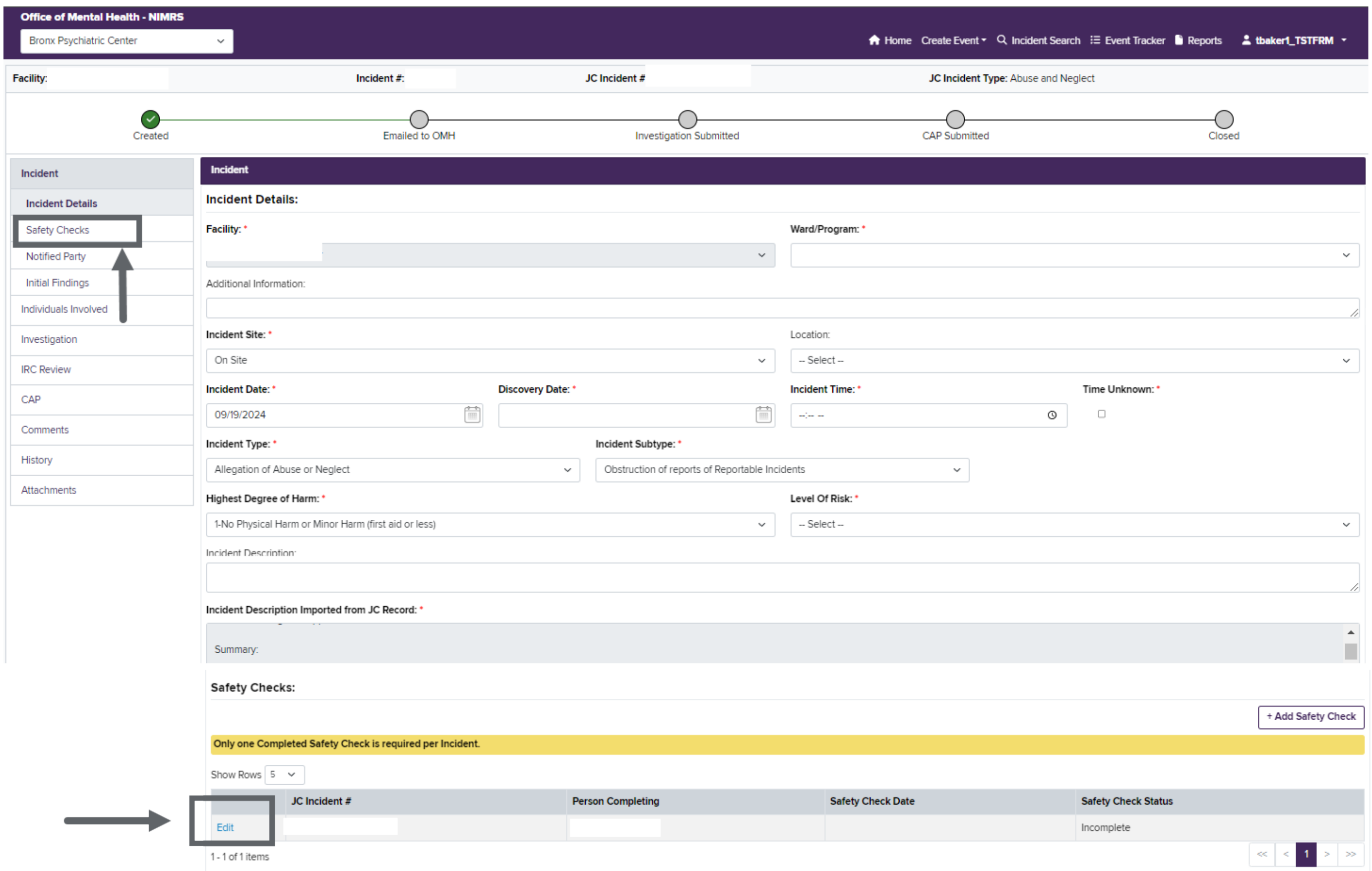
Office of Mental Health

NIMRS Learning Center

# NIMRS 2.0 How To Enter a Safety Check

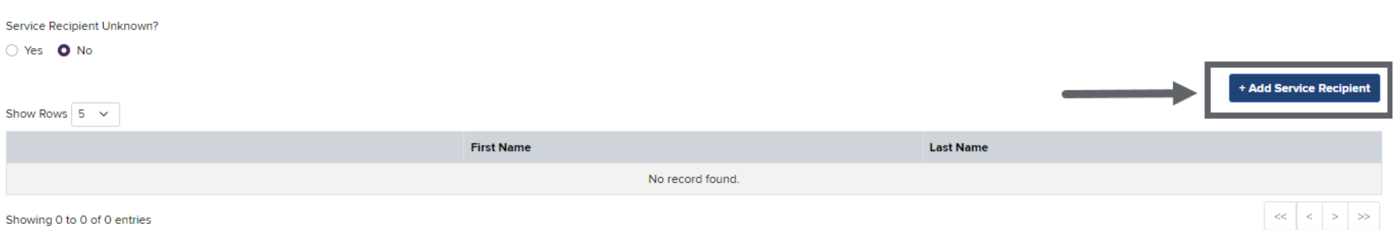
- A Safety Check is required for every Justice Center Allegation of Abuse and Neglect Incident. One will be auto created upon import or can be added from the Safety Check Tracker before the incident is imported.

  To edit an existing Safety Check after Import, select the **Safety Check** option from the Sidebar or scroll down to the Safety Check table on the Incident Details page.  Click "**Edit**" to complete.




Complete the required fields as noted by bold font and an asterisk. The Facility Contact Information will be auto filled with information from the MHPD. Additional facility contacts can also be added.

If Service Recipient is unknown, click the **Yes** radio button. To add one or more Service Recipients, click **Add Service Recipient** and complete the required information.

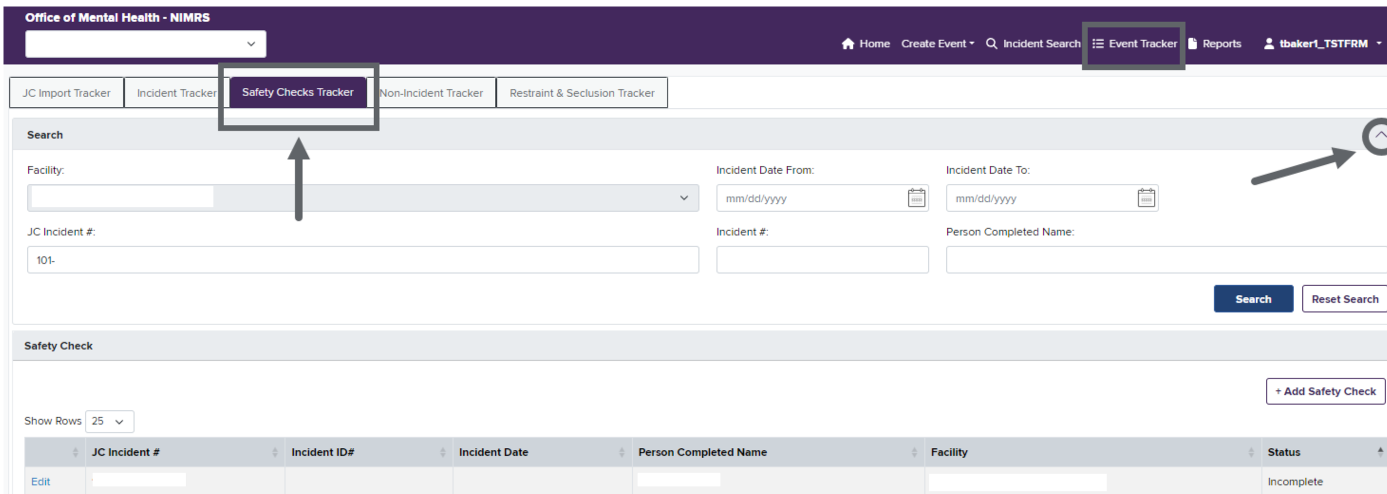


## HOW TO CREATE A SAFETY CHECK FROM THE SAFETY CHECK TRACKER

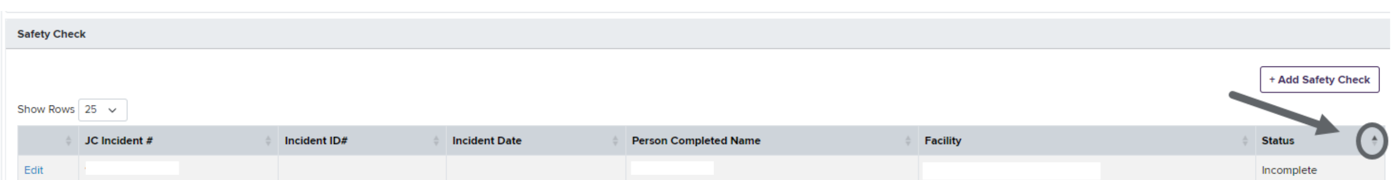
❖ A Safety Check can also be completed before an incident is imported.

To determine whether or not a Safety Check already exists for a particular incident, users can navigate to the Safety Check tracker. Click on **Event Tracker** from the top menu bar and then the **Safety Check Tracker** tab. Facility users will see existing Safety Checks in the results grid. Other users can search by JC Incident Number, using the Search functionality.

Expand the Search section by clicking anywhere on the **Search** bar.




Existing Safety Checks can be sorted in the results grid by status. Click the up/down arrow in the Status Column header to sort by Incomplete or Complete status.




To edit an existing Safety Check, click **Edit** on the appropriate row in the results table. To create a new Safety Check, click the **Add Safety Check** button.

Follow the instructions above to enter required information including Service Recipients, as necessary.