



# 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.

The screenshot shows the 'Incident Details' page in NIMRS 2.0. The sidebar on the left has 'Safety Checks' highlighted. The main form includes fields for Facility (Bronx Psychiatric Center), Incident #, JC Incident #, and JC Incident Type (Abuse and Neglect). A progress bar at the top shows stages: Created (checked), Emailed to OMH, Investigation Submitted, CAP Submitted, and Closed. The form fields include: Facility, Ward/Program, Additional Information, Incident Site (On Site), Location, Incident Date (09/19/2024), Discovery Date, Incident Time, Time Unknown, Incident Type (Allegation of Abuse or Neglect), Incident Subtype (Obstruction of reports of Reportable Incidents), Highest Degree of Harm (No Physical Harm or Minor Harm), and Level of Risk. Below the form is a 'Safety Checks' section with a '+ Add Safety Check' button and a yellow banner stating 'Only one Completed Safety Check is required per Incident.' At the bottom, a table shows one safety check with an 'Edit' button highlighted.

JC Incident #	Person Completing	Safety Check Date	Safety Check Status
			Incomplete

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.

The screenshot shows the 'Service Recipient Unknown?' section. It has two radio buttons: 'Yes' and 'No' (selected). Below is a table with columns for 'First Name' and 'Last Name'. A '+ Add Service Recipient' button is highlighted.

First Name	Last Name
No record found.	

Showing 0 to 0 of 0 entries

## 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.

The screenshot shows the 'Office of Mental Health - NIMRS' interface. The top navigation bar includes 'Home', 'Create Event', 'Incident Search', 'Event Tracker', 'Reports', and a user profile 'tbaker1\_TSTFRM'. Below the navigation bar, there are tabs for 'JC Import Tracker', 'Incident Tracker', 'Safety Checks Tracker', 'Non-Incident Tracker', and 'Restraint & Seclusion Tracker'. The 'Safety Checks Tracker' tab is selected. The 'Search' section is expanded, showing fields for 'Facility', 'Incident Date From', 'Incident Date To', 'JC Incident #', 'Incident #', and 'Person Completed Name'. There are 'Search' and 'Reset Search' buttons. Below the search section is the 'Safety Check' results grid. The grid has columns for 'JC Incident #', 'Incident ID#', 'Incident Date', 'Person Completed Name', 'Facility', and 'Status'. A '+ Add Safety Check' button is located in the top right of the grid. An arrow points to the 'Search' bar, and another arrow points to a circular icon in the top right corner of the search section.

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.

This screenshot shows the 'Safety Check' results grid. The grid has columns for 'JC Incident #', 'Incident ID#', 'Incident Date', 'Person Completed Name', 'Facility', and 'Status'. The 'Status' column header has a small up/down arrow icon. An arrow points to this icon. There is also a '+ Add Safety Check' button in the top right corner of the grid.

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.

This screenshot shows the 'Safety Check' results grid. The grid has columns for 'JC Incident #', 'Incident ID#', 'Incident Date', 'Person Completed Name', 'Facility', and 'Status'. The 'Edit' button is highlighted in a box, and an arrow points to it. The '+ Add Safety Check' button is also highlighted in a box, and an arrow points to it.