

NIMRS How To Enter Individuals Involved

The **Individuals Involved** section comes after Incident Details and must be at least partially completed before the **Email OMH** milestone can be met.

- ❖ Information on individuals received from the Justice Center (JC) report will appear on the Individuals Involved page with an incomplete status. This information is not saved as part of the NIMRS record until the required information has been completed.
- ❖ Click **Edit** to update and add all required information. **Delete** can be used to remove an individual.
- ❖ **Add New Individual** can be used to add additional individuals, including a Personal Representative.
- ❖ The individual's role determines what information is required.

Individuals Involved						+ Add New Individual
Show Rows	5					
	Name	DOB	Role	Alerts	Status	
Edit Delete	Test Name1	MM/DD/YYYY - XX Years	Client/Service Recipient	N/A	Incomplete	
Edit Delete	Test Name2	MM/DD/YYYY - XX Years	Subject	N/A	Complete	
1 - 2 of 2 items						<< < 1 > >>
< Previous						Next >

SEARCH & ADD INDIVIDUAL

- To add an individual received from the JC, select **Edit** on the appropriate row from the Individuals Involved table. Enter the appropriate Role, Last Name and First Name and click **Search Individual**.

Add Individual

Role *
Client/Service Recipient

First Name * TESTCASE1 **Last Name *** TEST **Date of Birth** mm/dd/yyyy

OMH Case # State ID Client Unknown

Click Select to add a known individual and prefill demographic information.
Click Add New if there are no matches, or if the correct individual isn't listed.
[Add New Individual](#)
[Search Individual](#)
[Reset](#)
[Close](#)

Please review the following matches - if individual is not listed select 'Add New Individual'.

Show Rows 5

Actions	Role	Role Details	OMH Case #	First Name	Last Name	DOB	State Id	Medicaid #
Select	Client/Service Recipient		9876543	TESTCASE1	TEST	01/01/1900	0123456	AB123456
Select	Client/Service Recipient		9876543	TESTCASE1	TEST	01/01/1900	0123456	

1 - 2 of 2 items

- Click **Select** on the appropriate row if the desired individual is returned in the search. This will auto fill any information that already exists in other OMH source systems. If the person has previously been entered into NIMRS for that facility, the information will not appear in the search table but will auto fill a select number of data fields in the Individual Details tab.
- Click **Add New Individual** if there are no matches or the correct individual is not found in the search results. Some roles will require Date of Birth before they can be added.
- If the Individual's Information is Unknown, select the **Client Unknown** checkbox. This will allow the Individual to be added without adding any additional details. If/when the information becomes known, delete the "Unknown, Unknown" entry and add the new individual.

INDIVIDUAL DETAILS

- ❖ The Individual Details tab is where required demographic and other pertinent information will be added. Required fields are dependent upon the Individual's role. The role cannot be edited, but individuals can be deleted and re-added with the correct role.

The screenshot shows the 'Individual Details' form with the following fields and annotations:

- First Name ***: TESTCASE1
- Last Name ***: TEST
- Role ***: Client/Service Recipient
- Date of Birth ***: 01/01/1900
- Age**: 124 Years
- OMH Case #**: Z1234567
- State ID**: (empty)
- Assigned Sex at Birth or Sex on Birth Certificate ***: -- Select --
- Does client self-identify as transgender? ***: -- Select -- (1)
- Sexual Orientation ***: -- Select -- (1)
- Hispanic Ethnicity ***: -- Select -- (1)
- Race ***: Select
- Admission Date ***: mm/dd/yyyy
- Discharge Date**: mm/dd/yyyy
- Warning (2)**: Either Personal Representative or Self Advocate needs to be selected.
- Personal Representative**: (must first be added in Individuals Involved section above) -- Select --
- Self Advocate**:
- Address 1**: (empty)
- Address 2**: (empty)
- City**: (empty)
- State**: -- Select --
- Zip Code**: (empty)
- Care Management**: -- Select --
- Observation ***: -- Select --
- Privilege Level ***: -- Select --
- Legal Status ***: -- Select --
- Residence ***: -- Select --
- Active AOT Order at the time of incident ***: Yes No
- AOT Expiration Date**: N/A
- Medical Exam Conducted? ***: Yes No

Buttons at the bottom: Save, Save & Continue, Cancel Changes, Close.

- Complete all known information on the Individual Details tab.
- If the client is a **Self Advocate** select the Self Advocate checkbox. If the client has a Personal Representative, a separate Personal Representative Individual must be added and then selected from the dropdown.

DIAGNOSIS/MEDICATION/INJURY

- ❖ Diagnosis/Medication/Injury information is required for client role types.
- ❖ Clicking the **Add** buttons will open the Diagnosis, Injury and Harm, and Medication tables for adding the appropriate medication. Clicking **No Medication** will add none to the medication grid.

Diagnosis:

+ Add Diagnosis

Show Rows 5 ▾

Primary	Dx date	Dx Type	Dx Code	DSM Description	DSM Type	ICD Type	Active
No record found.							

Showing 0 to 0 of 0 entries << < > >>

Injury and Harm:

Highest Level of Harm Occurred: 2-Serious Harm or Death + Add Injury and Harm

Show Rows 5 ▾

Injury Type	Degree of Harm
No record found.	

Showing 0 to 0 of 0 entries << < > >>

Medication:

+ No Medication

+ Add Medication

Show Rows 5 ▾

Trade Name	Generic Name	Dose	Unit Measure	Frequency	Route
No record found.					

Showing 0 to 0 of 0 entries << < > >>

Continue
Close

Diagnosis


- ❖ Search for diagnoses by typing in **Diagnosis Code** or **Diagnosis Description**.
- ❖ One Diagnosis must be designated as the Primary Diagnosis.
- ❖ The Active checkbox should be used to mark diagnoses as Active/Currently Taking.

- ❖ **ICD/DSM Type** will fill in automatically based on the Diagnosis Type.

Individuals Involved

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Add/Edit Diagnosis

Diagnosis Date * 
Diagnosis Type *
Primary Diagnosis:
Active:

Diagnosis Code *
Diagnosis Description *
ICD/DSM Type *

Injury and Harm

- ❖ Injury Type and Degree of Harm must be added for each Injury.

Individuals Involved

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Add/Edit Injury and Harm

Injury Type *
Degree of Harm *

Medication

- ❖ Search for medications by entering the medication **Trade Name** or **Generic Name**.

Individuals Involved

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Add/Edit Medication

Trade Name *
Generic Name *

Dose *
Unit Measure *
Frequency *
Route *

Jonathan's Law

- ❖ Jonathan's Law is required for: Death, Abuse/Neglect, Wrongful Conduct, and Missing Patient incidents.
- ❖ It is not required to be completed before submitting the **Email to OMH** milestone but must be completed before the incident can be closed.
- ❖ Use the **Action Taken Report** button to generate a printable report that can be signed and disseminated to Qualified Persons.

Individual Details	Diagnosis/Medication/Injury	Jonathan's Law	
Qualified Person has not been notified of this Incident yet. Please notify Qualified Person (QP) and take appropriate action.			
Did facility notify the Qualified Person (QP) of the incident? * <input checked="" type="radio"/> Yes <input type="radio"/> No		Date Notified * mm/dd/yyyy 	
QP notified within 24 hours? * <input type="radio"/> Yes <input type="radio"/> No	Name of the QP notified * <input type="text"/>	QP Phone Number <input type="text"/>	Relationship of the QP to Client * -- Select -- 
Did facility offer QP a one-on-one meeting? * Yes 	Meeting Date mm/dd/yyyy 	Date Action Taken Report Shared mm/dd/yyyy 	
Immediate Actions taken with response to the incident * <input type="text"/>			
Did facility receive a written request from QP of the Incident Report? * <input checked="" type="radio"/> Yes <input type="radio"/> No		Date Request Received * mm/dd/yyyy 	Date Incident Report Shared * mm/dd/yyyy 
Action Taken Report		Save	Cancel Changes Close