

## NIMRS 2.0 User Guide: How to Import an Incident

## HOW TO IMPORT AN INCIDENT:

Incidents meeting <u>Justice Center and OMH reportability criteria</u> should FIRST be <u>reported to the</u> <u>Justice Center</u>. Next, the incident should be imported and submitted to OMH via NIMRS within 24 hours of Event Discovery. To import an incident, log into NIMRS and follow these steps:

1. From the Home page Pending Actions section, select the Total button on the Import Queue line to see all incidents pending import

2. On the JC Import Tracker you will see all incidents pending import. You can also use the Search option to narrow your selection

3. Click the Import/Link hyperlink next to the incident you are importing

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There are incidents to be imported which are older than 24 hours. Your facility is now non-					Total	Active	Overdue	Facility: JC Incident Date Fram: JC Incident Date Fram:
compliant with incident reporting	requirements.	Please import and e	mail OMH for all incidents	Abuse and Neglect	22	2	24	Capital Distinct Psychiatric Center 🗸 ministrativyyy 🔛 ministrativyyy 🔛
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Closures	42		14	Good Califies		14		3 JC Incident # 1 First Name 1 Last Name 3 JC Incident Date 3 JC Incident Type 1 Facility
								ImportLine 101-021520244A4 Troy Troy 03/11/2024 Abuse and Neglect Capital District Psychiatric Center

4 & 5. Review Justice Center/VPCR Incident Details 6. Complete Required Fields on the Incident Import Tab 7. Click Create Incident and follow next steps to Submit Incident to OMH within 24 hours

CR Incident Number: 101-02152024AN3	Reported to VPCR: 03/12/20	024	VPCR Incident Type: Abuse and Neglect	Investigation Entity: OMH	
dent Date From: 03/12/2024	Incident Date To: 03/12/202	24	Degree of Harm: 1-NONE OR MINOR PHYSIC	CAL HARM	
Justice Center/VPCR Incident Details					
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