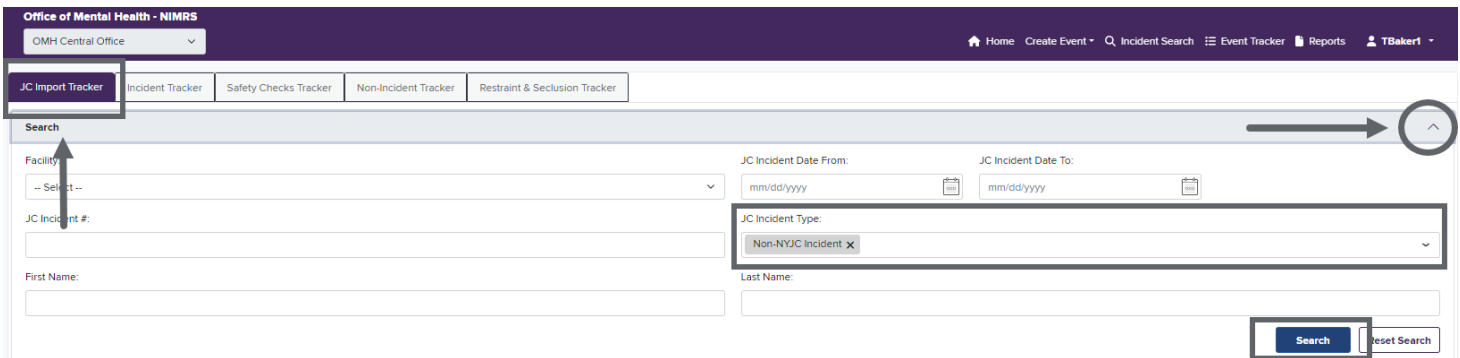


NIMRS 2.0 How To Process a Non-NYJC Incident

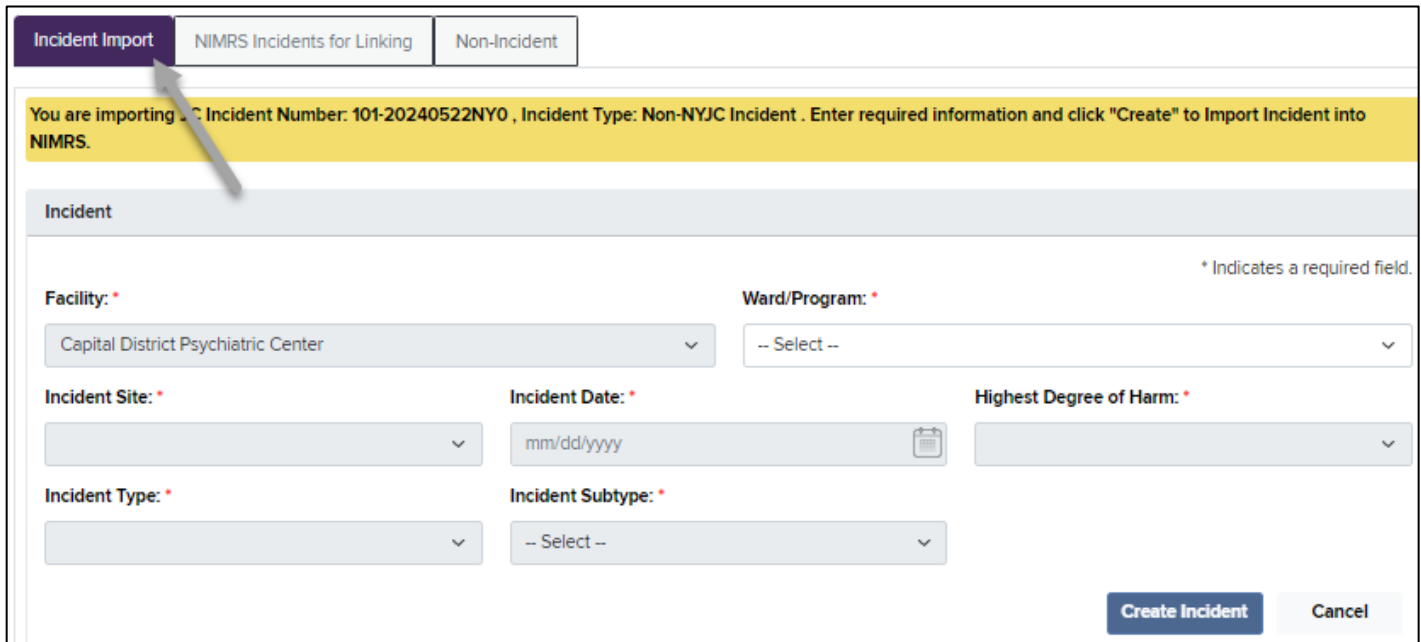
A Non-NYJC Incident is an incident report received from the Justice Center (JC) that the JC determined did not meet JC reportability requirements. This incident can be imported as an OMH only reportable incident, imported as an internal only incident, or it can be closed as a Non-Incident.

IMPORT NON-NYJC INCIDENT

- ❖ From the JC Import Tracker, Search for a Non-NYJC Incident on the JC Import Tracker, click Import/Link on the desired record row to select an Incident.



- ❖ The Incident can now be Imported/Created. You will use this option when the incident is an OMH Only Reportable incident or if this is a Non-Reportable Incident that you wish to create for internal tracking purposes.



- ❖ If the Incident is Not Reportable, and you confirm that it doesn't meet reportability criteria, you may choose to send it to the Non-Incident Tracker by clicking "Close as Non-Incident". At this point, the incident does not need any further review and is treated as "Closed".

Incident Import NIMRS Incidents for Linking **Non-Incident** 1

I confirm this incident does not meet criteria for any of the following OMH only reportable incident types: 2

- Crime in the community (Off-site)
- Suicide Attempt (Off-site)
- Missing Subject of AOT Court Order (Outpatient)
- Death Incident (Outpatient)

3 **Close as Non-Incident** Cancel

❖ These will be viewable on the Non-Incident Tracker.

JC Import Tracker Incident Tracker Safety Checks Tracker **Non-Incident Tracker** Restraint & Seclusion Tracker

Search ▼

Non Incidents

Show Rows: 10 ▼

| | JC Incident # | First Name | Last Name | JC Incident Date | JC Incident Type | Facility |
|----------------------|---------------|------------|-----------|------------------|-------------------|----------|
| View | | JANE | LXLDH | 11/18/2014 | Non-NYJC Incident | |
| View | | JOHN | LFJFG | 11/21/2014 | Non-NYJC Incident | |
| View | | JANE | LFUL | 11/25/2014 | Non-NYJC Incident | |
| View | | JANE | HDJFDDTD | 05/13/2019 | Non-NYJC Incident | |

THE NON-INCIDENT TRACKER

- From the Non-Incident Tracker, you can click “View” to Import the incident. From here you can Import, Link or send back the Incident to the Non-Incident Tracker.

JC Import Tracker Incident Tracker Safety Checks Tracker **Non-Incident Tracker** Restraint & Seclusion Tracker

Search ▼

Non Incidents

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| View | | JANE | HDJFDDTD | 05/13/2019 | Non-NYJC Incident | |

- ❖ If the Justice Center determines that a Non-NYJC Incident needs to be upgraded to an Abuse/Neglect allegation or a Significant Incident, they will reclassify the incident.
 - If the Incident is in the Non-Incident Tracker at the time of reclassifying, the Incident will automatically return to the JC Import Tracker, with an updated JC Incident Type.
 - If the Incident was already Imported (and not yet Closed), then the JC Incident Type will be updated, and the Milestones will now follow the updated Incident Type path.