

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.

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JC Import Tracker	Incident Tracker	Safety Checks Tracker	Non-Incident Tracker	Restraint & Seclusion Tracker							\sim
Search	•										→(^)
Facility.						JC Incident Date From:		JC Incident Date To:			
Select					~	mm/dd/yyyy	÷	mm/dd/yyyy	<u> </u>		
JC Incident #:						JC Incident Type:					
						Non-NYJC Incident X					~
First Name:						Last Name:					
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										Search	leset Search

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.

Incident Import	NIMRS Incidents for Linking	Non-Inc	cident						
You are importing NIMRS.	• [•] Incident Number: 101-2024	0522NYO,	, Incident Tyj	be: Non-NYJC	Incident . Er	ter required info	ormation and click "Create" to	Import Incid	lent into
Incident									
Facility: *					Ward/Prog	ram: *		' Indicates a	required field.
Capital District	Psychiatric Center			~	Select				~
Incident Site: *		I	ncident Date	e: *			Highest Degree of Harm: *		
		~	mm/dd/yyyy	/					~
Incident Type: *		I	ncident Subt	type: *					
		~	Select			~			
							Create Inc	ident	Cancel

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".



These will be viewable on the Non-Incident Tracker.

JC Impo	rt Tracker	Incident	Tracker S	Safety Ch	ecks Tracker	Non-Incident Tracker Restraint & Seclusion Tracker						
Search												~
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Å	JC Inciden	t# ≑	First Name	÷	Last Name	$\overset{\mathbb{A}}{\forall}$	JC Incident Date		JC Incident Type	$\stackrel{\wedge}{\nabla}$	Facility	$\frac{A}{V}$
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 S	Safety Cl	hecks Tracker	No	on-Incident Tracker	Rest	aint & Seclusion Track	er			
Search												
Non Incidents	Non Incidents											
Show Rows 10 ~	Show Rows 10 V											
JC Inciden	it# ≑	First Name	÷	Last Name	Å	JC Incident Date	$\overset{\mathbb{A}}{\nabla}$	JC Incident Type	$\frac{A}{\Psi}$	Facility	Å	
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				

- 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.