



# Save the Date

NYS Office of Mental Health's Office of Quality Improvement  
**Special Investigation Training**  
Fall 2023

The OMH Office of Quality Improvement is offering **in-person** training on best practices to conduct a Special Investigation. The training is designed exclusively for staff of OMH operated or licensed facilities that **conduct investigations or directly supervise those conducting investigations**.

This is a basic course intended for new investigators with priority given to those who have not previously attended this training, or the Special Investigation Training offered by the Justice Center. **The training is a 2-day intensive workshop held from 9:30am – 4pm each day.**

## Participants will learn:

- What type of incidents are reportable to OMH and the NYS Justice Center.
- Who is responsible for reporting incidents and how to report.
- Key incident related terms and definitions.
- How to conduct a special investigation in compliance with OMH Part 524 regulations.
- How to interview and take written statements.
- How to write a thorough investigative report.

## Training Registration:

- Use the following link or QR code to complete registration:



<https://www.surveymonkey.com/r/SDV28VG>

Training		Time	Location
Western NY Region	10/17/23 & 10/18/23	9:30am-4pm both days	<b>Buffalo Psychiatric Center</b> 400 Forest Avenue Buffalo, NY 14213
Central NY Region	10/25/23 & 10/26/23	9:30am-4pm both days	<b>Hutchings Psychiatric Center</b> 620 Madison Street Syracuse, NY 13210
Long Island Region	11/15/23 & 11/16/23	9:30am-4pm both days	<b>South Oaks Hospital</b> 400 Sunrise Highway Amityville, NY 11701
NYC Region- #1	11/15/23 & 11/16/23	9:30am-4pm both days	<b>NYC Field Office</b> 330 5th Avenue 9th Floor New York, NY 10001
Hudson River Region	12/5/23 & 12/6/23	9:30am-4pm both days	<b>Rockland Children's Psychiatric Center</b> 2 1st Avenue Orangeburg, NY 10962
NYC Region- #2	12/7/23 & 12/8/23	9:30am-4pm both days	<b>NYC Field Office</b> 330 5th Avenue 9th Floor New York, NY 10001