



# Administrative Action Reporting Mechanism (AARM) Quick Reference Guide

As part of their protocols for implementing corrective actions, State Oversight Agencies (OPWDD, OMH, OASAS, OCFS or DOH) are requiring agencies that they license or certify to submit information about what administrative actions, if any, the agency took with respect to all subjects of substantiated allegations of abuse or neglect.

To ensure that this information is collected and stored in a consistent manner, the information will be submitted to the Justice Center through a new Web Application, the Administrative Action Reporting Mechanism (AARM) system.

## 5 quick, easy steps

1. Navigate to URL: <https://vpcr.justicecenter.ny.gov/SEL/>
2. Enter your Authorized Person's email address, select 'Submit AARM' radio button and click Next.
3. Enter AARM Reference Number provided in the email notification received.
4. Enter the appropriate information relating to the subject listed on the AARM record.
5. Confirm information entered and click Submit.

*Note: We suggest you print the confirmation page as a reference.*

Justice Center for the  
Protection of People  
with Special Needs

Office for People With  
Developmental Disabilities

Office of  
Mental Health

Office of Alcoholism and  
Substance Abuse Services

Office of Children  
and Family Services

Department  
of Health

## Contact Us for Assistance

Justice Center VPCR Resource Group

Monday – Friday 8:30 am – 4:30 pm

Phone: 518-549-0240

Email: [vpcrresourcegroup@justicecenter.ny.gov](mailto:vpcrresourcegroup@justicecenter.ny.gov)