



June 12, 2013

Justice Center for the Protection of People with Special Needs (Justice Center)  
***Implementation Update for OMH Licensed Providers***

Dear Colleague:

This letter provides new information about the implementation of the Justice Center (scheduled to open on June 30, 2013) and its impact on OMH providers. Attached to this letter is a separate file where you will find the referenced documents. You will also find the referenced materials on the OMH Website.

**1. Mandated Reporter and Code of Conduct Documents Now Available**

Attached to this letter in a separate file and available at the OMH website: <http://omh.ny.gov/omhweb/dqm/jc/index.html> are both the Mandated Reporter and Code of Conduct documents we have discussed in previous correspondence. Employees in state operated or licensed OMH programs who are custodians are required to read and sign the Code of Conduct at least annually. Existing custodians must read and sign by June 30, 2013 and all other custodians must read and sign at the time of employment or affiliation. In addition, OMH employees who are mandated reporters will be required to sign the attached "Receipt of Justice Center Notice to Mandated Reporters" which will be placed in their personnel files, along with the signed Code of Conduct document. While the Justice Center does not require mandated reporters to sign an attestation form, ***OMH is requiring OMH State employees who are mandated reporters to sign the attestation.*** We strongly recommend that licensed providers have their mandated reporter employees sign an attestation that they have read the document. This attestation should be placed in their personnel folders. We have attached a sample for your reference. ***Note: this is different information than I provided in my earlier correspondence dated May 23, 2013. This advice has been updated based on new information from the Justice Center. Also, the Justice Center will be providing webinar or video training on the topic of Mandated Reporter before June 30. As soon as we have the date, we will get it out to you.***

**2. There will be a Criminal Background/Pre-Employment Checks Webinar Conducted by the Justice Center**

The Justice Center for the Protection of People with Special Needs will hold 2 webinars to provide information about the Criminal History Background (CBC) checks, Staff Exclusion List (SEL) checks and inquires to the State Central Register of Child Abuse and Maltreatment (SCR) required by the legislation which takes effect on June 30, 2013. The content of these will be the same, there are just two different times available for you to participate.

The first webinar will be on Monday, June 17, 2013 from 1:00-2:30 pm and the second webinar will be on Tuesday, June 18, 2013 from 10:00-11:30 am.

Below are the registration links. Each webinar can accommodate up to 500 users. Please only register for ONE webinar. After registering, users will receive a confirmation email containing information about joining the webinar and will be able to use the attached outlook link for the date of the webinar for which they registered.

Please register for the **Webinar** on **Monday June 17, 2013** by 12:45 PM EDT at:  
<https://attendee.gotowebinar.com/register/4784696722957554944>

Please register for the **Webinar on Tuesday June 18, 2013** by 9:45 AM EDT at:  
<https://attendee.gotowebinar.com/register/8940430662511608576>

### **3. OMH will Conduct 5 Regional Investigation Training (In-Person) Classes**

The classes are intended for employees of OMH licensed provider agencies who will be performing investigations. These classes will provide individuals with information regarding the investigation standards, techniques and requirements which the Justice Center will expect. Dates and locations are as follows:

- *7/24/2013 Buffalo Psychiatric Center*
- *7/25/2013 Hutchings Psychiatric Center*
- *7/30/2013 Sagamore Children's Psychiatric Center*
- *8/01/2013 75 Morton St. New York, New York*
- *8/06/2013 Capital District Psychiatric Center*

### **4. Frequently Asked Questions (FaQ's) Document Now Available**

These FaQ's are included in the file attachment to this document and also appear on the OMH website. We will be adding to this over time. Please keep checking this document. As we receive information updates from the Justice Center, we will update the FAQs.

### **5. OMH is completing a taped training session on Changes to Part 524 Title NYCRR— Incident Management Regulation—and OMH Policy QA 510**

This training session will be available on the OMH website by June 25, 2013. It will cover all changes in reporting, definitions and impact on NIMRS.

### **6. If you have not done so already, please forward your administrator on duty contact information (cell phone and email) to Nancy Flanagan at: [Nancy.Flanagan@omh.ny.gov](mailto:Nancy.Flanagan@omh.ny.gov)**

As an update to the May 23, 2013 letter on this topic (item #2) the Justice Center will now be on call in the evening and weekend hours and the Justice Center (not OMH) will be the agency that contacts licensed providers to ensure safety after business hours. Agency contact information for off-hours calls will be provided to the Justice Center to assist in this process.

The information flow is increasing as we get closer to June 30, as is the amount of information coming out from the Justice Center. Please continue to call and email us with questions. I can be reached at 518-474-6587 [Marcia.Fazio@omh.ny.gov](mailto:Marcia.Fazio@omh.ny.gov) or Jack Smitka 518-474-3619 [Jack.Smitka@omh.ny.gov](mailto:Jack.Smitka@omh.ny.gov).

Thank you for your continued cooperation with this important initiative.

Sincerely,  
Marcia Fazio  
Deputy Commissioner

cc: Kristin Woodlock  
Jay Kiyonaga  
Jeff Wise

