



TO: OPWDD & OMH Licensed and/or Certified Providers
FROM: Jay Kiyonaga, Executive Deputy Director
DATE: December 18, 2014
SUBJECT: Web Submission of Investigation Report (WSIR)

As announced last month, the introduction of the new internet-accessible *Web Submission of Investigation Report (WSIR)* application is scheduled for early January 2015. Service providers affiliated with the NYS Office for People with Developmental Disabilities (OPWDD) and the NYS Office of Mental Health (OMH) will be moving to an easily navigable online form to record details and supporting documentation obtained during investigations of cases of abuse or neglect.

The Justice Center, in cooperation with OPWDD and OMH, is providing training and reference material to help providers become familiar with the WSIR. Currently available are:

- A one-page quick reference guide with instructions on how to create and/or upgrade a *NY.gov ID* account.
- A two-page quick reference card that explains the information required, and how to complete, the WSIR web form.

These materials are accessible on the Justice Center website at <http://www.justicecenter.ny.gov/wsir-documentation>.[□] Additional materials will be posted as the WSIR implementation date draws closer.

We request that you review this documentation prior to the launch of the WSIR in January. After the launch of WSIR, it will be required that all investigation information be submitted through the WSIR web form.

OPWDD and OMH licensed and/or certified providers will receive an additional notice to confirm the WSIR launch date in early January.

Please direct any questions to your state oversight agency contact or send an email to the Justice Center at techinfo@justicecenter.ny.gov.