



NYS Office of Mental Health Office of Quality Improvement Incident Management Regulations and Reportability & Special Investigator Online Training

The OMH Office of Quality Improvement is offering training on Incident Management, Regulations and Reportability, and 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 training will be hosted in the Statewide Learning Management System (SLMS) and is comprised of five (5) online courses that may be completed at the learner's own pace. All five courses must be completed in order to be certified to conduct investigations in accordance with the Part 524 regulations.

Participants will learn:

- The types of incidents that 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 an investigative report

Training Registration:

State Employees will need to email dqm@omh.ny.gov their name, email address and N# (which can be found on a pay stub or in LATS).

Local Providers will need to email dqm@omh.ny.gov their Agency name, first and last name, job title, work address, work email, phone number, Supervisor name and email.

An NY.Gov account will be created for the user specific to SLMS access. This may take up to 4 days. Once the account is created OMH will email the account ID, assign the courses and provide instructions on how to access SLMS.

Course Code	Course Name
OMH-99-SI-001-V1	Review of NYCRR Part 524 and Reportability Requirements, Version 1
OMH-99-SI-002-V1	Special Investigation Process, Version 1
OMH-99-SI-003-V1	Interviewing and Interrogation, Version 1
OMH-99-SI-004-V1	Assembling Evidence and Report Writing, Version 1
OMH-99-SI-005-V1	Incident Review Committee and Corrective Action Plans, Version 1