

## **Reporting Incidents of Allegations of Abuse and/or Neglect:**

If you are witness to, or have first-hand knowledge of an Allegation of Abuse or Neglect incident, please follow the instructions below:

### **Contact the Justice Center's Vulnerable Persons Central Registry (VPCR)**

#### **By Telephone:** 1-855-373-2122

After you report, a Justice Center representative will provide you with a confirmation number, beginning with the numbers 101. Keep this number and document on STEL Incident Report Form when completed.

OR...

#### **By Internet:**

Go to Justice Center website at: <http://www.justicecenter.ny.gov/home>

1. Click on "Forms"
2. Under "Mandated Reporting", click on "Web Intake Incident Form".
3. Click on the button entitled "Start Report". It is self-explanatory after this point.  

Please note: There will be a place on the Web Intake Incident Form where it asks for the reporter's name and email address. This is necessary, as the reporter will be receiving an email from the Justice Center confirming the type of incident.
4. Hit the "Submit" button when all information is submitted.  

Please note: After hitting "Submit", you will be taken to a window that provides a confirmation number, beginning with the numbers 301. This number is important and will need to be documented on the STEL Incident Report Form. Please print this page and write the consumer's name and incident date on it.
5. Within 24-48 hours, you should receive an e-mail from NIMRS (New York State Incident Management and Reporting System) with the subject line similar to "Incident Notification – VPCR ID #". This email will indicate if the incident has been deemed as one of the following: **Non-NYJC Incident; Significant; Abuse &/or Neglect;** or **Death**. Please forward this email to both Lynn Calpin ([calpinl@stel.org](mailto:calpinl@stel.org)) and Jennifer Nagel ([nagelj@stel.org](mailto:nagelj@stel.org)).

**Remember to Email or fax the following to Lynn Calpin and Jennifer Nagel:**

1. All info reported to Justice Center via phone or via internet needs to be sent to Lynn and Jennifer. One way of doing this is simply by documenting your report into the STEL Incident Report Form and sending to Lynn and Jennifer.

2. The confirmation number.

Please Note: If you reported via internet, print the page and forward to Lynn and Jennifer. If you reported via phone, email the number to Lynn and Jennifer. This number must be included on the STEL Incident Report Form.

3. The STEL Incident Report Form

4. The email from NIMRS