

**TO: Agency Implementation Network Liaisons**  
**FROM: Jay Kiyonaga, Executive Deputy Director**  
**DATE: May 22, 2014**  
**SUBJECT: New Enhanced Web Intake Incident Form**

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The purpose of this memorandum is to provide information to State Oversight Agencies and private providers on the use of the Justice Center's new enhanced Web Intake Incident Form. This reporting tool has been redesigned for custodians and other mandated reporters to more easily and accurately submit reportable incidents to the Justice Center's Vulnerable Persons Central Register (VPCR).

The new version of the Web Intake Incident Form, which now adapts to the screen size of a range of devices from smartphones to tablets to laptops and desktops using any browser, should be used to report "significant incidents" that have the potential to harm the health, safety or welfare of a service recipient.

Reports involving allegations of suspected abuse or neglect should continue to be called into the VPCR hotline at 855-373-2122. If an individual is in immediate danger, the reporter should first call 9-1-1 and then dial the hotline to make a report.

Effective today, the new Web Intake Incident Form can be found on the Justice Center's website in the same locations as the prior form at <https://vpcr.justicecenter.ny.gov/WIRW/#/>. It can be accessed under the "Forms" or "Incident Reporting" tabs on the top toolbar or through the "How Do I..." links on the State Agencies or Service Provider portals on the homepage.

### **Web Form Features**

- The new Web Intake Incident Form features an intuitive, user-friendly design, with prompts that include relevant definitions and guidance to help mandated reporters more easily provide information regarding the incident, provider, suspect(s), victim(s), witness(s) and reporter.
- The new Web Intake Incident Form has fewer required fields which should significantly reduce online reporting time.
- The new Web Intake Incident Form allows reporters to securely retain their contact information and the facility or provider where the incident occurred for greater ease in submitting future reports.
- Incident reports submitted via the new Web Intake Incident Form generate an immediate Incident Report Confirmation Number.

**A new Mobile Reporting App for reporting significant incidents will be available for use on all Android devices in mid-June. Information on how to access the app will be forthcoming.**