



TO: Executive Directors, Voluntary Providers
DDS00 and DDRO Directors
Provider Association

FROM: Megan O'Connor-Hebert, Deputy Commissioner
Division of Quality Improvement

DATE: August 19, 2013

SUBJECT: JUSTICE CENTER REQUIREMENTS

- Process Change for Investigators of Abuse/Neglect to Notify Subjects/Suspects at the Start of an Investigation
- Process Requesting SCR checks for Subjects/Suspects in Abuse/Neglect cases

As you may know, under the Justice Center's legislative authorization the subject(s) of an allegation of abuse/neglect must be notified that an investigation is being conducted unless notifying the subject would impede the investigation. The attached memorandum from the New York State Justice Center confirms the responsibility of the assigned investigator to determine whether such a notification would impede the investigation and to issue the notification if it will not impede the investigation. The Justice Center has supplied the attached sample template letter "**Investigations Notice to Subject of Abuse or Neglect that an Investigation has been Initiated**" for use by your agency. Agencies must address the system put in place in appropriate policies and procedures.

When cases of alleged abuse or neglect are assigned to your Agency for investigation, the investigator must request that the Justice Center conduct a search in the Statewide Central Register (SCR) for any known subjects/suspects in the case. In order to ensure that the Justice Center responds timely to the investigator's request to search the SCR, the Justice Center has created a SCR search specific e-mail box for submitting these requests.

Please find the updated SCR Check Request Form attached, which also includes a link to the new e-mail address for submitting requests. Effective immediately, this form must be sent to the Justice Center at subjectsearchs@justicecenter.ny.gov to request that the Justice Center search the SCR for known subjects/suspects of allegations of abuse or neglect.

The attached requirements are in affect for all cases of abuse and neglect reported on or after June 30, 2013, through the Justice Center VPCR Hotline for programs certified or operated by OPWDD which are not being investigated by the Justice Center. If your agency has not already done so, please ensure that these notifications are completed for all investigations already underway and for all investigations assigned to your agency moving forward.

Please contact the Justice Center at incidentreview@justicecenter.ny.gov with any questions.

Attachments:

- JC Memo – Process Change for Investigators of Abuse/Neglect to Notify Suspects at the Start of Investigation Template – Notice to Suspect/Subject of Abuse/Neglect
- JC Memo – Process for Requesting SCR Checks for Subjects/Suspects in Abuse and Neglect Cases
- Form - SCR Database Check – Justice Center Investigations