



TO: Executive Directors, Voluntary Providers
Directors, Developmental Disabilities State Operated Offices
Directors, Developmental Disabilities Regional Offices
Provider Associations

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

DATE: December 18, 2014

SUBJECT: Web Submission of Investigation Reports (WSIR) for Abuse/Neglect in programs certified or operated by OPWDD - January 2015

The attached memo dated 12/15/14 from Jay Kiyonaga, Justice Center Executive Deputy Director contains additional information about the upcoming process change (see 12/2/14 Memorandum) for the submission of investigative records for abuse and neglect investigations that are delegated by OPWDD to provider agencies for investigation using the Web Submission of Investigation Report (WSIR). The requirement for submission of the investigative records via the WSIR only applies to reports of abuse/neglect which occurred on or after June 30, 2013, in programs certified or operated by OPWDD (these are subject to VPCR oversight).

As outlined in the 12/2/14 Memorandum, provider agencies will still be required to utilize the Incident Report and Management Application (IRMA) to meet the requirements of 14 NYCRR Part 624. However, after the WSIR is implemented in January 2015, providers will no longer be required to submit investigative records to OPWDD's incident management unit via email, but will instead submit investigative records directly to the Vulnerable Persons Central Register (VPCR) using the WSIR. At the time of the submission of an investigative record into the WSIR, the full investigative record will also be automatically uploaded into IRMA. OPWDD and provider agencies will have access to the investigative record via IRMA. This will eliminate the need for agencies to cut and paste the investigative report into IRMA for investigations submitted via the WSIR.

Please note, this is time sensitive and agencies will need to ensure that appropriate Quality Improvement and/or Investigative staff obtain access to the WSIR by establishing a user account through NY.gov. Information about how to create this account can be found by following the link in the attached memorandum. Providers must ensure that adequate staff have accounts in order to submit their agency's investigation reports.

OPWDD asks that this important information be shared with Quality Improvement, Incident Management, and Investigations staff.

Thank you for your assistance and cooperation in implementing this upcoming process change. If you have any questions please email: techinfo@justicecenter.ny.gov or contact OPWDD's Incident Management Unit at incident.management@opwdd.ny.gov