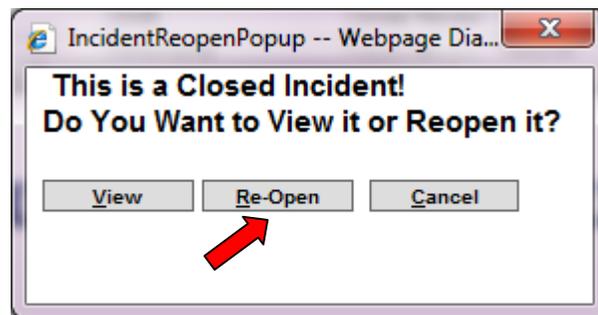


# Procedure to link NIMRS Incidents

Incidents reported to the Justice Center's Vulnerable Persons' Central Register (VPCR) are reviewed by OMH and then transferred into your facility's **Justice Center Import** queue. The provider then imports the report into NIMRS as an incident; because multiple reports of the same event can be reported to the Justice Center, OMH has created a process to link these reports into one NIMRS incident. Linking saves, the provider's time by freeing them from adding all the previously entered demographic and future investigative data.

Note: At the present time the Justice Center Import incident that you are attempting to link must meet three conditions.

1. It must have the same spelling of the first and last names in order to link successfully.
  2. It must have an incident date that is within 1 day before or 1 day after the incident to which you are attempting to link. For example, if your imported incident was dated 11/4/2016, the incident in NIMRS to which you wish to link must be dated 11/3, 11/4 or 11/5/2016.
- In addition, the NIMRS incident must be open in order for you to link it to the Justice Center incident. If it is closed before the linking process begins, simply reopen it. This can be done by doing an incident search and when the incident is found, NIMRS will prompt you to either **View** or **Re-Open** the closed incident.



Select **Re-Open** then return to the Justice Center incident and proceed with the steps below. Name & date changes will be covered below.

# Procedure to link NIMRS Incidents

## To link a Justice Center report to a NIMRS incident:

[Show All](#)

[Incident IDs](#) | [Dates](#) | [Contacts](#) | [Narratives](#) | [Details](#) | [Incident Address](#)

VPCR Incident ID: 1-V0312201555  
VPCR Incident Number: 101-V0312201555  
VPCR Incident Type: Not An Incident  
Incident Delegated To: OMH

[Check for Linking / Create Incident](#) | [Non-Incident](#) | [Cancel](#)

### 1. Select **Check for Linking / Create Incident**

Previous NIMRS incident(s) were found for this patient, facility, and time combination.  
You can now link this Justice Center incident to an existing NIMRS incident or create a new NIMRS incident.

Existing Nims Incidents:

	Incident Seq	Incident Type	Incident Sub Type
<input checked="" type="radio"/>	<a href="#">View NIMRS Incident</a> 2527873	Fight	

[Link JC Incident To NIMRS Incident](#)

### 2. With the name & incident date matched, a red message will appear at the top of the screen

View Nims Incident - Internet Explorer

### Nimrs Incident Data

Program Name: Program 322 - Day Treatment  
Incident Status: Reported To CO  
Incident Type: Fight  
Incident Sub Type:  
Site: Off Site, NOT Under Intended Supervision  
Location: Yard  
Harm: 1-No physical harm or minor harm (first aid or less)  
Risk: 1-No Risk or Slight risk of complications or harm  
Incident Date: 4/15/2016 12:22:00 PM  
Discovered Date: 04/15/2016  
Incident Description: JC Incident Number: 101-123713409 Reported to Justice Center on: 04/15/2016 06:22:50 PM JC Incident Summary: Testing the newly updated INSERT function!!!! UPDATE Samuel Staff member (staff) and Connie Custodian (staff) left Patty Patient (recipient) in the day room for 20 minutes. Patty Patient is on routine observation which is physical checks every 15 minutes. JC Incident Narrative: UPDATE The Salem witch trials were a series of hearings and prosecutions of people accused of witchcraft in colonial Massachusetts between February 1692 and May 1693.docxThe Salem witch trials were a series of hearings and prosecutions of people accused of witchcraft in colonial Massachusetts between February 1692 and May 1693.docxThe Salem witch trials were a series of hearings and prosecutions of people accused of witchcraft in colonial Massachusetts between February 1692 and May 1693.docx Imported into Nims on: 09/01/2016 03:45:22 PM  
Client Name: MARY\_TEST GERGICH\_TEST  
Case Number: 0015040  
State ID: 1396802  
Gender: F

### 3. Select **View NIMRS Incidents**

...a view of the NIMRS incident will be available for you to examine before proceeding to link.

# Procedure to link NIMRS Incidents

Previous NIMRS incident(s) were found for this patient, facility, and time combination. You can now link this Justice Center incident to an existing NIMRS incident or create a new NIMRS incident.

**Existing Nimrs Incidents:**

Incident Seq	Incident Type	Incident Sub Type
<input checked="" type="radio"/> <a href="#">View NIMRS Incident</a> 2527873	Fight	

[Link JC Incident To NIMRS Incident](#)

[Show All](#)

[Incident IDs](#)
[Dates](#)
[Contacts](#)
[Narratives](#)
[Details](#)
[Incident Address](#)

VPCR Incident ID: 1-QVS229410  
 VPCR Incident Number: 101-123713410  
 VPCR Incident Type: Significant Incident  
 Incident Delegated To: OMH

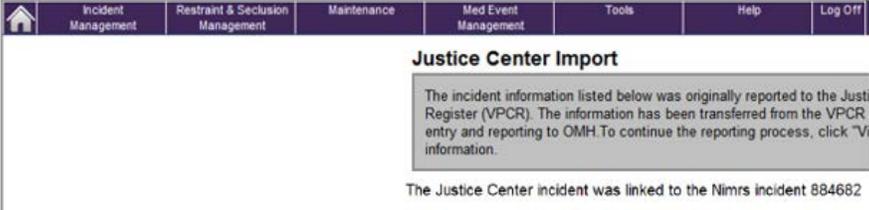
[Create New Incident](#)
[Cancel](#)

- If this is the incident that you wish to link the Justice Center report to select the radio button (O) to the left. You may now link the incidents by clicking Link JC Incident to NIMRS Incident and this will link the Justice Center report to the NIMRS incident and return you to the Justice Center import screen.

<input checked="" type="radio"/>	<a href="#">View NIMRS Incident</a> 2520506	Allegation of Abuse or Neglect	Deliberate Inappropriate Use of Restraint
<input type="radio"/>	<a href="#">View NIMRS Incident</a> 2520482	Assault	
<input type="radio"/>	<a href="#">View NIMRS Incident</a> 2520523	Assault	
<input type="radio"/>	<a href="#">View NIMRS Incident</a> 2520485	Crime	Robbery
<input type="radio"/>	<a href="#">View NIMRS Incident</a> 2520467	Fall	

[Link JC Incident To NIMRS Incident](#)

- Select **Link JC Incident To NIMRS Incident**



The incident information listed below was originally reported to the Justice Register (VPCR). The information has been transferred from the VPCR entry and reporting to OMH. To continue the reporting process, click "View information."

The Justice Center incident was linked to the Nimrs incident 884682

- A message confirming a successful link will now be seen at the top of the Justice Center Import screen.

Note: The linking process will carry forward the Incident Description of the Justice Center report to the master NIMRS incident. It also removes the incident from the Justice Center Import queue. Additional training can be found at

<https://www.omh.ny.gov/omhweb/dqm/bqi/nimrs/videos.html>

For assistance or clarification about linking in NIMRS, contact the OMH Help Desk at 518-474-5554.