



October 24, 2013

Dear Colleagues:

Please note the following two Justice Center updates:

Jonathan's Law Amendment

On October 21, 2013, an amendment to Jonathan's Law was signed into law. The new amendment does not change the scope of the law, but does make a change in process. Please make a note of the change in the law, in the event you are planning to disclose documents pursuant to Mental Hygiene Law 33.25. The Justice Center has developed guidance with respect to this amendment which follows below:

An amendment to Jonathan's Law (Mental Hygiene Law 33.25) by Chapter 395 of the Laws of 2012 became effective on October 21, 2013. Previously, the law forbade qualified persons who received records and reports under Jonathan's Law from "further disseminat(ing)" those records. As a result of Chapter 395, the law now permits qualified persons to share disclosed records and reports released to them under Jonathan's Law with certain other persons. These persons include: (i) a health care provider, (ii) a behavioral health care provider, (iii) law enforcement, if the recipient believes that a crime has been committed; or (iv) the recipient's attorney.

The statute requires that notice of this limited permission to re-disclose be provided in writing with each release of records. The law specifically requires that each release under Jonathan's Law be accompanied by a cover letter that states the following:

"Pursuant to Section 33.25 of the Mental Hygiene Law, the attached records and reports shall not be further disseminated, except that you may share the report with (i) A Health Care Provider, (ii) a Behavioral Health care provider, (iii) Law Enforcement, if you believe a crime has been committed, or (iv) your attorney."

Please be advised that this notice requirement is effective on October 21, 2013 for each release of reports or records under the authority of Jonathan's Law (MHL 33.25).

NIMRS UPDATE

NIMRS was recently updated to include an email notification function to alert designated provider staff when reports received by the Justice Center's Vulnerable Persons' Central Register (VPCR) are transferred into the facility's "Justice Center Import" queue in NIMRS. This email notification includes non-PHI information related to the incident and required follow-up action. In order to begin receiving these notifications, a facility NIMRS user with Risk Management or Administration security access must enter NIMRS and enter email addresses for the designated staff. Each facility should list multiple staff to ensure appropriate coverage and response to reported incidents. The attached document describes the process for initial set-up and ongoing maintenance of the email list. It can also be found on the NIMRS web page at <http://www.omh.ny.gov/omhweb/DQM/jc/email-notification-instructions.pdf>

Please direct questions about Jonathan's Law to Julie Rodak at Julie.Rodak@omh.ny.gov and questions regarding NIMRS to Mark Stevens at Mark.Stevens@omh.ny.gov.

Thank you for your attention to this information.

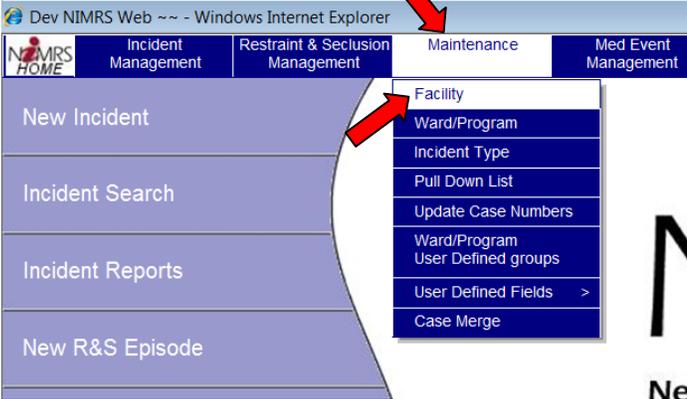
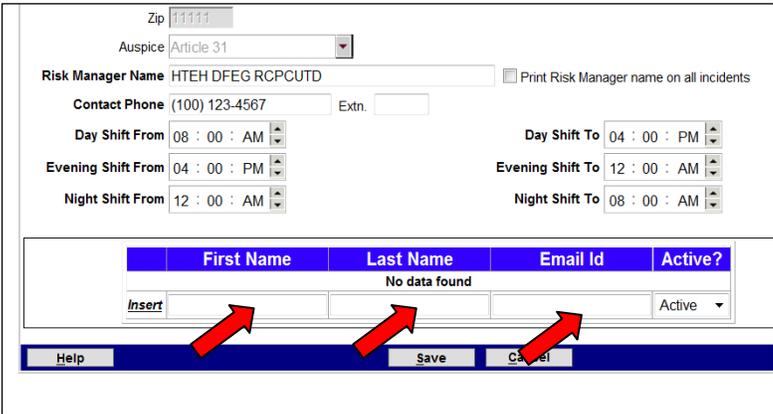
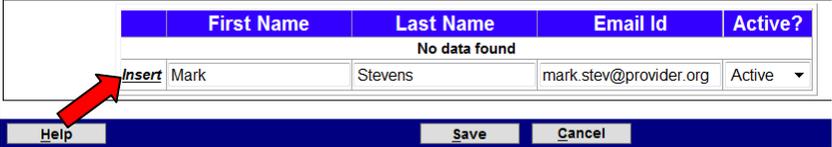
Sincerely,

Marcia Fazio
Deputy Commissioner
Division of Quality Management

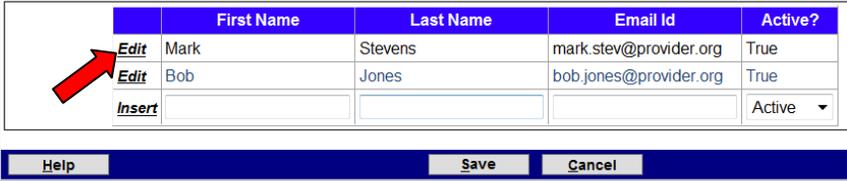
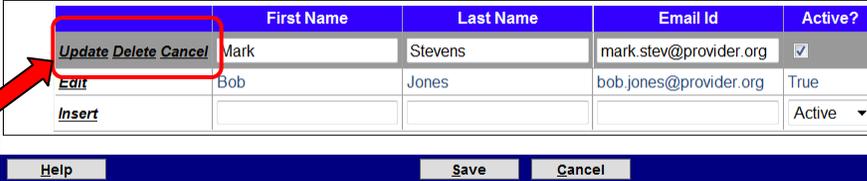


NIMRS Email Notification Set-Up Instructions (effective 10/18/13)

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. NIMRS now has a function that will send an email notification to designated staff when these incidents are assigned to your facility. The email list requires initial set-up and ongoing maintenance and NIMRS users in the Risk Management and Administration security groups are able to perform these tasks using the steps below.

Step	Action	Related Screen
1.	Log into NIMRS and select Maintenance followed by the Facility option. (Only users with Risk Management and Administration rights will see the Maintenance button).	 <p>The screenshot shows the NIMRS web application interface. The top navigation bar includes 'Incident Management', 'Restraint & Seclusion Management', 'Maintenance', and 'Med Event Management'. The 'Maintenance' menu is open, showing options: 'Facility', 'Ward/Program', 'Incident Type', 'Pull Down List', 'Update Case Numbers', 'Ward/Program User Defined groups', 'User Defined Fields', and 'Case Merge'. A red arrow points to the 'Maintenance' button, and another red arrow points to the 'Facility' option in the dropdown menu.</p>
2.	Locate the email notification table at the bottom of the page. Enter the First Name, Last Name and Email ID (address) in the appropriate fields. The "Active ?" field defaults to "Active" for new entries.	 <p>The screenshot shows the 'Risk Manager Name' section with fields for Zip, Auspice, Risk Manager Name, Contact Phone, and Day/Evening/Night Shift From/To times. Below this is a table with columns: First Name, Last Name, Email Id, and Active?. The table currently contains 'No data found'. Red arrows point to the input fields for First Name, Last Name, and Email Id. At the bottom are 'Help', 'Save', and 'Cancel' buttons.</p>
3.	Once staff name and email address has been entered, click "Insert" . (The pointer may turn into an hourglass but it will continue to function as a pointer. This will be fixed in an future update)	 <p>The screenshot shows the table with 'Mark Stevens' entered in the First Name and Last Name fields, and 'mark.stev@provider.org' in the Email Id field. The 'Active?' dropdown is set to 'Active'. A red arrow points to the 'Insert' button. 'Help', 'Save', and 'Cancel' buttons are at the bottom.</p>
4.	Repeat steps 2 & 3 to add additional staff to the table. Once all staff have been entered, click "Save" to finalize changes.	 <p>The screenshot shows the table with two entries: 'Mark Stevens' (mark.stev@provider.org, Active) and 'Bob Jones' (bob.jones@provider.org, True). A red arrow points to the 'Save' button. 'Help', 'Save', and 'Cancel' buttons are at the bottom.</p>

NIMRS Email Notification Set-Up Instructions (effective 10/18/13)

Step	Action	Related Screen																				
5.	<p>To modify an entry in the email notification table, click “Edit”. (The pointer may turn into an hourglass but it will continue to function as a pointer. This will be fixed in an future update)</p>	 <table border="1" data-bbox="669 220 1516 401"> <thead> <tr> <th></th> <th>First Name</th> <th>Last Name</th> <th>Email Id</th> <th>Active?</th> </tr> </thead> <tbody> <tr> <td><u>Edit</u></td> <td>Mark</td> <td>Stevens</td> <td>mark.stev@provider.org</td> <td>True</td> </tr> <tr> <td><u>Edit</u></td> <td>Bob</td> <td>Jones</td> <td>bob.jones@provider.org</td> <td>True</td> </tr> <tr> <td><u>Insert</u></td> <td></td> <td></td> <td></td> <td>Active ▾</td> </tr> </tbody> </table>		First Name	Last Name	Email Id	Active?	<u>Edit</u>	Mark	Stevens	mark.stev@provider.org	True	<u>Edit</u>	Bob	Jones	bob.jones@provider.org	True	<u>Insert</u>				Active ▾
	First Name	Last Name	Email Id	Active?																		
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<u>Insert</u>				Active ▾																		
6.	<ul style="list-style-type: none"> Make the appropriate changes to the name, email address, and/or Active status and click “Update”. (deselect the “Active ?” checkbox to keep a name on the list but discontinue sending email notifications). To remove the the entry from the list, click “Delete”. To close the “Edit” function without making changes, click “Cancel”. 	 <table border="1" data-bbox="649 577 1516 758"> <thead> <tr> <th></th> <th>First Name</th> <th>Last Name</th> <th>Email Id</th> <th>Active?</th> </tr> </thead> <tbody> <tr> <td><u>Update Delete Cancel</u></td> <td>Mark</td> <td>Stevens</td> <td>mark.stev@provider.org</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><u>Edit</u></td> <td>Bob</td> <td>Jones</td> <td>bob.jones@provider.org</td> <td>True</td> </tr> <tr> <td><u>Insert</u></td> <td></td> <td></td> <td></td> <td>Active ▾</td> </tr> </tbody> </table>		First Name	Last Name	Email Id	Active?	<u>Update Delete Cancel</u>	Mark	Stevens	mark.stev@provider.org	<input checked="" type="checkbox"/>	<u>Edit</u>	Bob	Jones	bob.jones@provider.org	True	<u>Insert</u>				Active ▾
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