

Combined Outstanding Report



Background: As indicated in OMH Part 524 Regulations, OMH providers are required to ensure an appropriate and timely response to all reportable incidents. NIMRS offers the ability for providers to monitor their compliance with this requirement using the Combined Outstanding Report (COR). The Combined Outstanding Report details all overdue/outstanding incidents currently pending provider action, pertinent record information such as incident numbers, due dates, and incident types, as well as where the incidents can be located in NIMRS. The format and general headings of the report are detailed below:



Combined Outstanding Report

NYS Office of Mental Health
NYS Incident Management & Reporting System

Print Date, Time: 10/5/2016 4:03:02PM
User ID: istckbm-rs
Page 1 of 8

CAPITAL DISTRICT PSYCHIATRIC CENTER

HELP NOTE: Due Dates are based on regulatory requirements and are calculated differently for each Justice Center Incident type.

Due Dates are calculated based on the following:

JC Abuse and Neglect- Investigations: 45 Days from the date the incident is assigned by Justice Center.
 JC Abuse and Neglect- CAPS: 45 Days from date The Justice Center Determination Letter is received and confirmed by OMH Central Office.
 JC Significant Incidents: 45 Days from date the incident is assigned by Justice Center.
 JC Deaths: JC "Report of Death" must be E-mailed to the Justice Center within 5 days from date the incident is assigned.
 *All death incidents must be e-mailed to OMH within 24 hours of incident assignment.

Abuse & Neglect Investigation

#	NIMRS Incident Number	Incident Date	JC Incident Number	JC Incident Type	NIMRS Incident Type	Client Name	Incident Status	Due Date
1	2519099	2/1/2015	101-V25TEST90	Abuse and Neglect	Allegation of Abuse or Neglect	MARGOT EXETER	Under Review	12/14/2014
2	2520479	3/1/2015	101-V0312201515	Abuse and Neglect	Allegation of Abuse or Neglect	MARGOT EXETER	Under Review	4/26/2015
3	2520522	3/1/2015	101-V0312201558	Abuse and Neglect	Fall	MARGOT EXETER	Under Review	4/26/2015
4	2520548	3/1/2015	101-V0312201584	Abuse and Neglect	Adverse Drug Reaction, Severe	MARGOT EXETER	Under Review	4/26/2015
5	2525813	10/1/2014	101-_30720166	Abuse and Neglect	Adverse Drug Reaction, Severe	MARGOT EXETER	Under Review	4/21/2016
6	2527081	10/1/2014	101-051320164	Abuse and Neglect	Allegation of Abuse or Neglect	MARGOT EXETER	Under Review	6/27/2016
7	2527098	10/1/2014	101-_51320168	Abuse and Neglect	Allegation of Abuse or Neglect	MARGOT EXETER	Reported To CO	6/27/2016
8	2396708	7/1/2013	101-2105591	Abuse and Neglect	Allegation of Abuse or Neglect	JOHN Z HCWJSD	Reported To CO	8/31/2013

What does this report mean? The COR provides a detailed listing of all facility specific, overdue / outstanding reportable incidents. Users should note that incidents may have different due dates based on the incident types involved. To assist in defining incident type due dates clearly, the following help note is located at the top of each COR and provides the details of how overdue / outstanding reports are defined and why specific incident are listed on the report itself:

Note: Due Dates are based on regulatory requirements and are calculated differently for each Justice Center Incident type.

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JC Significant Incidents: 45 Days from date the incident is assigned by Justice Center.

JC Deaths: JC "Report of Death" must be E-mailed to the Justice Center within 5 days from date the incident is assigned.

*All death incidents must be e-mailed to OMH within 24 hours of incident assignment.

Keep in mind that this is an "Outstanding" or overdue report, so if an incident is listed, action must be taken in order to be considered on time and within compliancy. The specific action required is detailed for each specific Incident Type, which is detailed on the Help Note. Once this action is completed, the incident will be immediately removed from this report.

Data Field Definitions: The COR provides the following data to assist users in efficiently locating incidents in NIMRS and taking the appropriate action:

1. **NIMRS Incident Number:** The NIMRS Incident Number is the number generated by the NIMRS system whenever an incident is imported or created in NIMRS. This number can be used in the **Incident Search** page to easily locate the incident.
2. **Incident Date:** This is the date in which the incident occurred, NOT the date the incident may have been assigned to the provider. It should be noted that due dates are calculated based on the incident assignment date, not the actual incident date. The Incident date is provided so that users can locate the incident in NIMRS more effectively. *See due date definition and/or help note for additional details.
3. **JC Incident Number:** The JC Incident Number is issued by the Justice Center for every report that they accept and subsequently send to OMH via NIMRS. JC Incident Numbers often start with "101" or "301" and can be used in the **Incident Search** page to easily locate the incident.
4. **JC Incident Type:** The JC Incident Type records the incident classification made by the Justice Center which defines the required action for the associated incident. There are four distinct JC Incident Types that are applicable to this report:
 - Abuse and Neglect Investigation
 - Abuse and Neglect CAP
 - Significant Incident (SI)
 - Death

Users should note that all Allegations of Abuse and Neglect require both a completed Investigation and CAP. Incidents of Abuse and Neglect may be listed in both the Investigation and CAP sections simultaneously, if in fact the investigation and CAP are both overdue.

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5. **NIMRS Incident Type:** The NIMRS incident type field listed the corresponding NIMRS Incident Type that was selected by the user who imported and / or created the NIMRS incident record. Users should note that all NIMRS incident types are listed in OMH 524 Regulations as well as the NIMRS Reportability Card.
6. **Client Name:** This field lists the client name associated with the NIMRS Incident Record, the list can be used in the **Incident Search** page to easily locate the incident.
7. **Due Date:** This field lists the calendar date in which the required action specific to the associated incident was due to be completed according to regulatory guidelines. Due date calculations can be reviewed in the above referenced help note.
8. **CAP Status (If Applicable):** This field lists that status the CAP is in if applicable. Users should note that any CAP that is in Pending Provider Revision or any status other than “Approved” and/or “Submitted to CO” requires provider action.

How to Run the Report: Step by Step

Guide: 1. Open the NIMRS homepage



2. Select the **Incident Management Tab** > select **Incident Reports** from the drop down menu



Combined Outstanding Report



3. You will be redirected within NIMRS to the Incident Report Management page

The screenshot shows the 'Incident Report Management' page. At the top, there is a navigation bar with links for 'Maintenance', 'Med Event Management', 'Tools', 'Help', and 'Log Off'. Below this, the page title 'Incident Report Management' is centered. There are two dropdown menus: 'Report' and 'Facility Name'. The 'Report' dropdown is currently empty. At the bottom of the page, there are three buttons: 'Help', 'Show Report', and 'Save Profile'.

4. From the drop down for Report, select **Combined Outstanding Report**

The screenshot shows the 'Incident Report Management' page with the 'Report' dropdown menu open. A grey arrow points to the 'Combined Outstanding Report' option in the list. The list includes: Client Incident History, Combined Active Incidents Report, Combined Outstanding Report, Comprehensive Incident Intervention History, Contributing Factors, Employees Named In Allegations, Facility Comparison Table, Facility Rate Comparison, Immediate Response To Incident, and Incident Review Committee Agenda. The 'Facility Name' dropdown is empty. At the bottom, there are buttons for 'Help', 'Show Report', 'Save Profile', and 'Select Profile'.

5. Select **Show Report**

The screenshot shows the 'Incident Report Management' page with the 'Report' dropdown set to 'Combined Outstanding Report' and the 'Facility Name' dropdown set to a facility. Below the dropdowns, there is a 'Select Report Format' section with two radio buttons: 'Acrobat PDF' (selected) and 'Microsoft Excel'. At the bottom, there are buttons for 'Help', 'Show Report', 'Save Profile', and 'Select Profile'. A grey arrow points to the 'Show Report' button.

Combined Outstanding Report



6. A new screen will open

Note: Ensure to allow pop ups for NIMRS

Report - Internet Explorer

SCO Family of Services

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Abuse & Neglect Investigation

#	NIMRS Incident Number	Incident Date	JC Incident Number	JC Incident Type	NIMRS Incident Type	Client Name	Incident Status	Due Date
1	2518406	1/30/2014	101-LARGEDEMO182	Abuse and Neglect	Allegation of Abuse or Neglect	JOHN SMITH	Reported To CO	4/13/2014
2	2518406	1/30/2014	101-LARGEDEMO182	Abuse and Neglect	Allegation of Abuse or Neglect	JOHN SMITH	Reported To CO	4/13/2014
3	2518584	2/1/2015	101-AUTODEMO2041	Abuse and Neglect	Allegation of Abuse or Neglect	JOHN SMITH	Reported To CO	4/25/2014
4	2518588	2/1/2015	101-AUTODEMO2045	Abuse and Neglect	Death of Client	JOHN SMITH	Reported To CO	4/25/2014
5	2518598	2/1/2015	101-AUTODEMO2073	Abuse and Neglect	Allegation of Abuse or Neglect	JOHN SMITH	Reported To CO	4/25/2014
6	2518610	2/1/2015	101-AUTODEMO2087	Abuse and Neglect	Wrongful Conduct	JOHN SMITH	Reported To CO	4/25/2014
7	2518615	2/1/2015	101-AUTODEMO2092	Abuse and Neglect	Death of Client	JOHN SMITH	Reported To CO	4/25/2014
8	2524841	9/17/2015	101-V30TEST48	Abuse and Neglect	Allegation of Abuse or Neglect	JANE DOODLEZ	Under Review	3/19/2016

7. Once the report is complete you can select Save or Print

SCO Family of Services

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3	2518584	2/1/2015	101-AUTODEMO2041	Abuse and Neglect	Allegation of Abuse or Neglect	JOHN SMITH	Reported To CO	4/25/2014
4	2518588	2/1/2015	101-AUTODEMO2045	Abuse and Neglect	Death of Client	JOHN SMITH	Reported To CO	4/25/2014
5	2518598	2/1/2015	101-AUTODEMO2073	Abuse and Neglect	Allegation of Abuse or Neglect	JOHN SMITH	Reported To CO	4/25/2014
6	2518610	2/1/2015	101-AUTODEMO2087	Abuse and Neglect	Wrongful Conduct	JOHN SMITH	Reported To CO	4/25/2014
7	2518615	2/1/2015	101-AUTODEMO2092	Abuse and Neglect	Death of Client	JOHN SMITH	Reported To CO	4/25/2014
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