**Background:** As indicated in Office of Mental Health (OMH) Part 524 Regulations, OMH providers are required to ensure an appropriate and timely response to all reportable incidents. The New York State Incident Management Reporting System (NIMRS) offers the ability for providers to monitor their compliance with this requirement using the Combined Outstanding Report (COR). The COR 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

**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 Investigation: 45 Days from the date the incident is assigned by Justice Center.
- JC Abuse and Neglect CAPS: 90 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 Death: JC “Report of Death” must be emailed to the Justice Center within 5 days from the date the incident is assigned.
  *All death incidents must be emailed to OMH within 24 hours of incident assignment.*

<table>
<thead>
<tr>
<th>Abuse &amp; Neglect Investigation</th>
<th># NIMRS Incident Number</th>
<th>Incident Date</th>
<th>JC Incident Number</th>
<th>JC Incident Type</th>
<th>NIMRS Incident Type</th>
<th>Client Name</th>
<th>Incident Status</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Outstanding Incidents for this Incident Type.</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Abuse &amp; Neglect CAP</th>
<th># NIMRS Incident Number</th>
<th>Incident Date</th>
<th>JC Incident Number</th>
<th>JC Incident Type</th>
<th>NIMRS Incident Type</th>
<th>Client Name</th>
<th>Due Date</th>
<th>CAP Status Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Outstanding Incidents for this Incident Type.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Significant Incidents (SI)</th>
<th># NIMRS Incident Number</th>
<th>Incident Date</th>
<th>JC Incident Number</th>
<th>JC Incident Type</th>
<th>NIMRS Incident Type</th>
<th>Client Name</th>
<th>Incident Status</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Outstanding Incidents for this Incident Type.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Death</th>
<th># NIMRS Incident Number</th>
<th>Incident Date</th>
<th>JC Incident Number</th>
<th>JC Incident Type</th>
<th>NIMRS Incident Type</th>
<th>Client Name</th>
<th>Incident Status</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Outstanding Incidents for this Incident Type.</td>
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</table>
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 incidents are listed on the report itself:

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: 90 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.

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. **Justice Center (JC) Incident Number**: The JC Incident Number is issued by the JC 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 JC 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 Corrective Action Plan (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.

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. **Incident Status**:
   a. **Status 1 - Created / Edited / Under Review** - the incident has been created in NIMRS, or imported from the JC import queue. However, has not yet been reported to OMH. Incidents with this designation should be reported to OMH, after preliminary information has been entered, by clicking on the “Email OMH” button.
   b. **Status 2 - Reported to Central Office (CO)** - the incident has been reported to OMH via NIMRS. Incidents with this designation are not yet closed.
   c. **Status 3 - Closed** - the incident has been imported, reported to OMH, investigation information has been entered and submitted.

8. **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.

9. **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
3. You will be redirected within NIMRS to the Incident Report Management page

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

![Combined Outstanding Report](image)

6. A new screen will open

*Note: Ensure to allow pop ups for NIMRS*

![Please Wait....](image)
7. Once the report is complete you can select **Save** or **Print**

8. Select your desired location, then select **Save**