



# Justice Center for the Protection of People with Special Needs

Andrew M. Cuomo, Governor  
Jeff Wise, Executive Director

## Memorandum

**To:** State Oversight Agencies and Private Providers under the Jurisdiction of the Justice Center

**From:** Jay Kiyonaga, Executive Deputy Director *JK*

**Date:** December 17, 2015

**Subject:** Clarification of Reporting and Investigating Deaths

**Effective Date:** December 17, 2015

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The purpose of this memorandum is to clarify requirements for reporting deaths to the Justice Center for the Protection of People with Special Needs (Justice Center).

### Administrative Reporting Requirement

1. All deaths of individuals receiving services from a **residential facility or residential program operated, licensed or certified by the Office for People with Developmental Disabilities (OPWDD), the Office of Mental Health (OMH), the Office of Alcoholism & Substance Abuse Services (OASAS) or the Office of Children & Family Services (OCFS)** must be reported to the Justice Center. In addition, known deaths of individuals who had received services from such a facility or program in the 30 day period preceding death must also be reported.
2. To report a death, providers must call the Justice Center Death Reporting Line at (855) 373- 2124 to make an initial report, and then follow up with the required death related information using the prescribed form within five business days. OPWDD and OMH programs will continue to be able to utilize IRMA or NIMRS to electronically submit the required information (rather than use the form).
3. The Justice Center will review all reports of death under its jurisdiction and may conduct its own investigation.
4. State and private providers should continue to review/investigate deaths in their programs, unless informed otherwise by the Justice Center.

### Abuse & Neglect Reporting Requirement

1. If there is any reason to suspect abuse or neglect related to a death, in addition to the administrative death report, this must also be separately reported to the Vulnerable Person's Central Registry (VPCR) Hotline at (855) 373-2122 in accordance with the Justice Center mandated reporting requirements. Non-residential programs must continue to report suspected abuse or neglect related to a death to the VPCR Hotline.

Further information about reporting deaths to the Justice Center, including the required reporting forms, can be found in the "Forms" tab on the Justice Center's website, [www.justicecenter.ny.gov](http://www.justicecenter.ny.gov).

Please contact David Fribourg at (518) 388-0205 with any questions regarding this guidance.