



**NYS Justice Center Investigations Job Aid**  
*Significant Incident Closure Checklist – SOA Investigators*

*As of September 2013*

The following checklist should be followed when ready to complete a review and close a Significant Incident.

**Significant Incident Closure Checklist:**

- Up-to-Date VPCR Record:** Prior to closing the incident, review the list below and ensure you have taken all necessary steps to complete the incident review in the VPCR System. Note: The evidence and offenses tabs do not exist in the incident record
  - Correct Provider:** Found in the **Provider** tab and in the Incident Header
  - Complete Contact Records:** Ensure the correct contacts are included in the **Contacts** tab and information is as accurate and detailed as possible
  - Link all Associated Incidents:** Review incidents that are linked in the **Related Incidents** tab and ensure they are accurate; Link additional Incidents that are the same incident if applicable
  
- Disposition Documentation:** In the **Closure** tab, enter in the following fields. These fields should be at a summary level and are limited to 255 characters:
  - Offense Summary:** The “incident summary.” Describe what occurred, key related circumstances, outcome
  - Determination Summary:** Findings
  - Date of Determination:** Date the investigation into the significant incident is closed
  - Additional Comments:** What contributed to the incident, whether circumstances in which the event occurred met the current acceptable standards of practice
  - Preventative Actions Needed?** Yes or No
  - Recommended Preventative Actions:** List preventative/corrective actions recommended and those taken
  
- Use of Notes and Attachments:** To include additional information or relevant materials
  - Notes Tab:** You may document the above from the Closure tab in the **Notes** tab if additional space is needed. If you do so, please reference this in the relevant **Closure** tab text box
  - Attachments Tab:** Please upload any relevant documents, such as IRC minutes or corrective/preventative action plans
  
- Closure Process:** Perform the following steps to close the incident
  - Change the **Status** to “Closed”
  - Change the **Sub-Status** to “Closed - Delegated”

A final disposition should be returned to the Justice Center within 60 days of when the incident was reported to the VPCR (not when the incident was first received by your agency).

For any questions regarding these processes, please contact: Pam Williams, Triage Supervisor HQ at [Pam.Williams@Justicecenter.ny.gov](mailto:Pam.Williams@Justicecenter.ny.gov).#