



Memorandum

TO: (Century Gothic 12pt bold)
FROM: Jay Kiyonaga, Executive Deputy Director
DATE: July 25, 2013
SUBJECT: Process change information for Abuse/Neglect Investigations "Case Title"

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The Justice Center has developed a formalized naming convention for Case Titles for Investigation Case records for cases of Abuse, Neglect, Deaths, and Financial reports. This naming convention has been instituted on 7/15/2013 and will be applicable for all Cases Records going forward in order to provide a more recognizable case name for our investigations. **Please forward this communication to all staff at your Agency who investigate allegations of abuse or neglect.**

The Case Title in the VPCR will now read: "[Victim Last Name] [Victim First Name] [Date created MMDDYY]". Example: Doe John 071513.

State Oversight Agencies should expect to see Case Titles created on or after 7/15/2013 with the new naming convention prescribed above. Note, there is no naming convention or title for Incident Records, so the processes for Significant Incidents will remain the same. Prior to 7/15/2013, case titles may still reflect the automatically generated alpha-numeric label created by the VPCR system. SOAs may choose to change these case titles using the naming convention above if desired.

Please contact incidentreview@justicecenter.ny.gov with any further questions.

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