



Justice Center for the Protection of People with Special Needs

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Governor

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TO: OPWDD & OMH Licensed and/or Certified Providers
FROM: Jay Kiyonaga, Executive Deputy Director
DATE: January 14, 2015
SUBJECT: Web Submission of Investigation Report (WSIR)

The new internet-accessible *Web Submission of Investigation Report (WSIR)* application is scheduled to be available for use tomorrow, January 15. As of this date, service providers affiliated with the NYS Office for People with Developmental Disabilities (OPWDD) and the NYS Office of Mental Health (OMH) are required to submit all investigation information utilizing the WSIR web form.

The link to the WSIR web form can be found at the Web Submission of Investigation Report (WSIR) Application information page on the NYS Justice Center web site at <http://www.justicecenter.ny.gov/wsir-documentation>. The link to the WSIR web form will be available starting January 15.

The Justice Center, in cooperation with OPWDD and OMH, has provided training and reference material to help providers become familiar with the WSIR. These materials are available on the WSIR information page, and include:

- A reference guide with step-by-step instructions and accompanying application screen images that reviews each step of the WSIR web form process.
- Short narrated and subtitled training videos that demonstrate the specific tasks required successfully submit a WSIR web form.
- A detailed WSIR provider investigator user manual.
- A two-page quick reference card that explains the information required, and how to complete, the WSIR web form.
- A one-page quick reference guide with instructions on how to create and/or upgrade a *NY.gov ID* account.

Please confirm you have the appropriate NY.gov ID account, and know your username and password, prior to attempting to log in to the WSIR web form. Refer to the NY.gov ID account quick reference guide on the WSIR information web page referenced above for detailed information and instructions.

Questions can be directed to your state oversight agency contact or via email to the Justice Center at techinfo@justicecenter.ny.gov.