



**TO:** AIN Representatives of DOH, OASAS, OCFS, OMH, OPWDD, and SED  
**FROM:** Jay Kiyonaga, Executive Deputy Director  
**DATE:** July 26, 2013  
**SUBJECT:** Process change for Requesting SCR Checks for Suspects in Abuse/Neglect Cases

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As you know, when cases of alleged abuse or neglect are assigned to your Agency for investigation, the investigator must request that the Justice Center conduct a search in the SCR for any known suspects in the case. In order to ensure that the Justice Center responds timely to your investigators' request to search the SCR, the Justice Center has created a SCR search specific e-mail box for submitting these requests. **Please forward this memorandum to all Agency investigators of cases of alleged abuse or neglect.**

Please find the updated SCR Check Request Form attached, which also includes a link to the new e-mail address for submitting requests. Effective immediately, this form must be sent to the Justice Center at [subjectsearchs@justicecenter.ny.gov](mailto:subjectsearchs@justicecenter.ny.gov) to request that the Justice Center search the SCR for known suspects of allegations of abuse or neglect. Additional guidance for your Investigators is included below.

#### **Purpose of the SCR Check Request Form**

The purpose of this form is to enable authorized investigators at the Department of Health (DOH), Office of Mental Health (OMH), and Office for People with Developmental Disabilities (OPWDD) to request that the Justice Center conduct a search of the Statewide Central Register (SCR) database for indicated reports of child abuse or maltreatment against any individual who is the subject of a report of abuse or neglect to the Vulnerable Persons Central Register (VPCR) pursuant to NY Social Services Law § 492(3)(c)(iv).

#### **When to Submit an SCR Check Form**

This form must be completed for each case of alleged abuse or neglect that involves one or more known subjects (suspects) as soon as the information required in the form is known or discovered. Additional requests to search the SCR should be sent to the Justice Center if new suspects are identified during the course of the investigation.

#### **What Happens Once the Form is Submitted**

The Justice Center will conduct a search for the known subject(s) in the SCR. If a match is found, the Justice Center will upload the pertinent information into the relevant case file within the VPCR and notify the primary investigator. If a match is not found, the Justice Center will identify that a search has been completed in the VPCR case file and notify the primary investigator.

Please contact [subjectsearchs@justicecenter.ny.gov](mailto:subjectsearchs@justicecenter.ny.gov) with any further questions regarding the SCR search process. #

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Cc: Jeff Wise  
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