New York State Justice Center

Web Submission of Investigation Reports (WSIR)

Reference Manual for Provider Investigators

January 9, 2015 v1

Disclaimer: *The content is subject to change as Justice Center regulations and policies are finalized*

Table of Contents

1 Web Submission of Investigation Reports Manual (WSIR)

1.1 Purpose

This manual provides guidelines for using Web Submission of Investigation Reports (WSIR), which is a web form-based system. Provider Investigators should use the WSIR web form to electronically report the details of a non-criminal abuse and neglect investigation case to their State Oversight Agency (SOA). The following sections include an overview of the WSIR web form and provide step-by-step instructions on completing the web form.

1.2 Process Description

To access the WSIR web form, the Provider Investigator must navigate to the URL for the WSIR web form and log in to NY.gov Online Services with their personal NY.gov ID account credentials.

When the WSIR Case Authorization screen opens, the Provider Investigator must enter their personal contact information and information that accurately identifies the case they are investigating. Once this information is successfully entered, the web form opens. The Provider Investigator enters information about the individuals involved in the case and the offense committed, and uploads and attaches supporting files. All required information on the web form must be completed before the report can be submitted.

Once the WSIR web form is successfully submitted, it may be reviewed by an Investigator from the applicable SOA before it is review by an Investigator from the Justice Center. If information is missing or is not sufficient, the SOA Investigator and / or the Justice Center Investigator may contact the Provider Investigator by email to request more information.

For detailed instructions, refer to **Login to WSIR** on page 12.

1.3 Definitions

The following sections define commonly-used terms that are related to the people who are associated with the WSIR web form and the process itself.

1.3.1 Roles and Responsibilities

Role	Responsibilities
Provider Investigator	• Investigates delegated cases of non-criminal abuse and/or neglect • Enters investigation details onto WSIR web form to send to his/her SOA and the Justice Center for case review
Office of Mental Health (OMH) Investigator Office for Persons with Developmental Disabilities (OPWDD) Investigator	• Delegates cases of non-criminal abuse and neglect to voluntary Provider Investigators • Reviews investigation details submitted by the Provider Investigator in the VPCR

Role	Responsibilities
Justice Center Incident Review and Assignment Investigator	• Reviews investigation details submitted by the Provider Investigator in the VPCR • Requests additional investigation information if necessary for case closure • Submits cases to the Justice Center Office of General Counsel (OGC) when ready for case closure

1.3.2 WSIR Terminology

This section describes the terminology you may come across as you use the WSIR web form to document an investigation.

Terms	Definitions
Attachments	Attachments represent any document or text embedded into any format (such as PDF, RTF, DOC, etc.) related to an Incident, Investigation, and/or Activity. Hardcopy attachments must be scanned so that they can be uploaded into the WSIR system.
Case Serial Number	Refers to the VPCR Case Serial Number, usually beginning with “55”
CEO/ President	The Chief Executive Officer (CEO)/ President is the person who is the CEO or President of a provider facility or program. This role can be listed as a contact on the WSIR web form.
Contact	A Contact is any individual who is involved in the Case or Investigation, including Provider Investigators, Suspect, Witnesses, Victim, etc.
Cover Sheet	A cover sheet is the template that was previously used by OPWDD and OMH Provider Investigators to populate case summary details such as contact details, offense information, and investigation summary details.
Custodian	Custodians are defined as people who have regular and substantial contact with individuals who receive services. Custodians may include directors, operators, employees, and volunteers of a facility or agency. Custodians may also include consultants, employees, and volunteers of an entity that provides goods or services to a facility or agency. Individuals who receive services are not custodians.
Director	Director is the person who is the director of a provider facility or program.
Facility or Provider Agency	A facility or program in which services are provided and which is operated, licensed, funded or certified by OPWDD or OMH (as referenced within this document).

Terms	Definitions
Final Report	The final investigation summary report containing details of the investigative process. This includes evidence, interviews conducted and background information related to the investigative case.
Incident	Incident is a reported occurrence and its details that are captured in the system as a record.
Investigation	Also known as a Case Record. This includes documentation describing the situation and occurrences that are to be recorded. An Investigation can include several Incident records.
Mandated Reporters	A mandated reporter means a director, operator, employee or volunteer of a facility or provider agency; or a consultant or an employee or volunteer of a corporation, partnership, organization or governmental entity which provides goods or services to a facility or provider agency pursuant to contract or other arrangement that permits such person to have regular and substantial contact with individuals who are cared for by the facility or provider agency
Neglect	Type of reportable incident. An action, inaction or lack of attention that breaches a custodian’s duty and results in or is likely to result in physical injury or serious or protracted impairment of the service recipient’s physical, mental or emotional condition. Failure to provide supervision, or adequate food, clothing, shelter, health care; or access to an educational entitlement.
Notes	Notes are used to capture a description in detail of an investigation, request, incident etc.
Offense	An offense is any violation of the law where judicial code demands that there be a penalty and is reported during Investigation.
Offense Type	The WSIR is designed to only be used for non-criminal cases of Abuse and/or Neglect
Personal Representative	The person who represents a vulnerable person.
Provider Investigator	The individual conducting the investigation of an abuse and neglect case that is assigned to a non-state provider for investigation.
Reportable Incident	The conduct that a mandated reporter is required to report to the VPCR, including: physical, sexual, and psychological abuse; deliberate inappropriate use of restraints; aversive conditioning; obstruction of reports of reportable incidents; unlawful use or administration of a controlled substance; neglect; or significant incident.

Terms	Definitions
Self-Advocate	A service recipient is a self-advocate if he/she declares himself/herself to have the ability to effectively communicate, convey, negotiate or assert his or her own interests, desires, needs, and rights. The self-advocate makes informed decisions and takes responsibility for those decisions.
State Oversight Agency (SOA)	The state agency that operates licenses or certifies an applicable facility or provider agency; such terms only include the following entities for this document: OMH, OPWDD.
SOA Investigator	Assigns investigations and oversees the Provider Investigator. The SOA Investigator also serves as the liaison between the SOA and the Justice Center for non-criminal cases of Abuse and/or Neglect.
Suspect	The person being accused of an alleged incident or subject of an investigation.
Vulnerable person	A person who, due to physical or cognitive disabilities, or the need for services or placement, is receiving services from a facility or provider agency, as defined in subdivision four of section four hundred eighty-eight of the social services law
VPCR	Vulnerable Persons Central Registry
Witness	A person who was an eye-witness to the incident or the people / facility involved in it and can potentially add to the investigation process. A witness may or may not be a reporter or mandatory reporter.

1.3.3 Categories of Abuse and Neglect

New York State law defines four categories of abuse and/or neglect of vulnerable persons. These categories are defined as follows.

Category	Criteria	Actions
1	Serious physical abuse, sexual abuse or other criminal conduct by custodians; or criminally negligent failure to perform a duty resulting in serious physical injury or injury that creates a substantial risk of death. Additional criteria meeting Category 1 includes: psychological abuse such as cruelty, threats, and/or ridicule; unauthorized administration and/or use of controlled substances; permitting or using a service recipient to engage in criminal behavior; obstruction of an investigation including intentionally falsifying records related to the safety, treatment or supervision of a service recipient with the intent to mislead an investigation.	Persons found to have engaged in Category 1 abuse are added to the Staff Exclusion List (SEL). Appropriate action is pursued in accordance with state law.

Category	Criteria	Actions
2	Abuse or neglect not covered by Category 1, and which endangers the health, safety or welfare of a service recipient.	Category 2 offenses are elevated to Category 1 if an offense occurs within three years of a previous Category 2 finding against the same subject. Category 2 findings, not elevated to Category 1, are sealed after five years.
3	Abuse or neglect not covered by Categories 1 or 2, and which endangers the health, safety or welfare of a service recipient.	Category 3 findings are sealed after five years.
4	This category applies to provider agencies. It includes the following: Conditions at a facility or provider agency that expose service recipients to harm or risk of harm to an extent that causes staff culpability for abuse or neglect. Systemic problems such as inadequate staffing, management, training or supervision; substantiated abuse or neglect against a service recipient, but where the perpetrator of such abuse or neglect cannot be identified.	Systemic problems are addressed in accordance with state law.

1.3.4 Abuse and Neglect Terms

Terms	Definitions
Abuse	New York State law defines abuse and neglect of vulnerable persons in broad terms, including both actual harm and the risk of harm.
Physical Abuse	Intentional contact (hitting, kicking, shoving, etc.) corporal punishment, injury which cannot be explained and is suspicious due to extent or location, the number of injuries at one time, or the frequency over time.
Psychological Abuse	Taunting, name calling, using threatening words or gestures. Verbal or non-verbal conduct by a custodian that intentionally or recklessly causes substantial diminution of a service recipient's emotional, social or behavioral development
Sexual Abuse	Inappropriate touching, indecent exposure, sexual assault, taking or distributing sexually explicit pictures, voyeurism or other sexual exploitation. All sexual contact between a Custodian and a service recipient is sexual abuse, unless the Custodian is also a person receiving services. Conduct by a custodian that suspects a service recipient to an offense outlined in NY Penal Law §130, 255.25, 255.26, or 255.27; or conduct or communications of a custodian that allows, uses or encourages a service recipient to engage in an act outlined in NY Penal Law § 230 or 263

Terms	Definitions
Deliberate misuse of restraint or seclusion	Use of these interventions with excessive force, as a punishment or for the convenience of staff. The use of a restraint when the technique, amount of force, or situation in which the restraint is used is inconsistent with a service recipient's treatment plan, generally accepted treatment practices, or federal/state laws and regulations.
Controlled Substances	Using, administering or providing any controlled substance contrary to law, i.e., a controlled substance (article 33 of Public Health Law) without a prescription or a medication not approved by the FDA.
Aversive conditioning	Unpleasant physical stimulus used to modify behavior without person-specific legal authorization. Unauthorized application of physical stimulus intended to induce pain or discomfort to modify or change behavior of a service recipient.
Obstruction	Interfering with the discovery, reporting or investigation of abuse / neglect, falsifying records or intentionally making false statements. Conduct of a custodian including falsification of records to prevent the discovery and investigation of a service recipient's treatment; persuading a mandatory reporter from making a report to the central register; intentionally making a false statement or withholding information during an investigation; intentional failure of a manager or supervisor to act upon a report; failure of a mandatory reporter to report upon discovery.

2 Using WSIR: Overview

2.1 Who Uses WSIR?

Provider Investigators conducting an investigation of abuse and neglect should use the WSIR to submit their case details to their SOA and the Justice Center. See **Using WSIR: Instructions** on page 12 for step-by-step instructions on how to use the WSIR.

2.1.1 Information Required to Access a Case

To access a WSIR web form, the following case-related information must be entered:

- **VPCR Case Serial Number**: this refers to the Justice Center Case Serial Number.
- **VPCR Incident Serial Number**: this refers to the Justice Center Incident Serial Number.
- **IRMA Master Incident Number**: this refers to the OPWDD IRMA Master Incident Number, and must match the IRMA ID number linked to the open VPCR Incident.
- **NIMRS ID Number**: this refers to the OMH NIMRS Incident ID number, and must match the NIMRS ID number linked to the open VPCR Incident.

2.1.2 What if Information is Missing?

If you do not have enough information to access the WSIR web form, please contact your State Oversight Agency for assistance. If your agency is the OPWDD, contact your Incident Compliance Officer or Regional Compliance Officer from OPWDD for additional information. If your agency is OMH, please contact the person from OMH who assigned you to the investigation.

2.1.3 Important Considerations

Before you log in to the WSIR, review the following considerations. Knowing and applying this information will help to save you time as you complete the WSIR web form.

- Saving your work

To ensure you do not lose any information you have entered, you should save your work after entering information into each section of the web form. To save, click the **Save** button or use Ctrl+S on your keyboard. Once you have saved, you can also choose to log out at any time. WSIR will retain all information you have entered, allowing you to return at a later date to complete and submit the web form.

- Logging Out Before Completion

You do not have to complete the WSIR web form at one time. To log out of the WSIR, you can click the **Save and Submit Later** or **Log out from this Case** buttons. Your data will be saved and you will be logged off WSIR. When you log in again and specify the information for this case, the information you specified in the previous session will be saved in the WSIR web form. Refer to **Logging Off Before Submitting the Web Form** on page 96 for more information.

- Submitting Your Report

You can access the WSIR web form for your investigation update it at any time until you hit the **Submit** button. Once you have clicked **Submit**, you will no longer be able to add information or modify the web form. If you need to work on the web form further, click the **Save and Submit Later** or **Log out from this Case** buttons.

2.1.4 Google Chrome Users

The step-by-step instructions and figures in in this manual are based on using the WSIR web form with the Internet Explorer 9 browser. If you are using the Google Chrome browser, you will notice some differences in the screen appearance; these differences are outlined in **Using WSIR in Google Chrome** on page 98.

3 Using WSIR: Instructions

This section provides step-by-step instructions for using the WSIR. Remember to click **Save** or press Ctrl+S on your keyboard to save your work as you enter information on the web form.

3.1 Login to WSIR

This section describes how to log in to the WSIR web form, using an *existing* NY.gov ID account that has been *upgraded* to the required security level.

Important Note: If you do not have an NY.gov ID account or if you are unsure if an existing NY.gov ID account has the appropriate security level, refer to **Creating an NY.gov ID Account** on page 105 for instructions.

Log in with Existing NY.gov Account

The following steps assume that you have registered for an NY.gov ID account. If you have not yet done so, please follow the instructions in the **Important Note** box above. Then, continue with the steps below.

1. Access the WSIR web form at the following URL from the Justice Center web site:

   http://www.justicecenter.ny.gov/wsir-documentation

2. Enter your NY.gov ID Username and Password.

Figure 3.1-1

3. Click the **Sign In** button.

   Once you have successfully logged in to your NY.gov ID account, the **WSIR Case Authorization** page appears (Figure 3.2-1 on page 13).

3.2 Access a Case in the WSIR

Once you have successfully logged in to your NY.gov ID account, the **WSIR Case Authorization** page appears (Figure 3.2-1). This screen requests information to access a specific investigation record. All fields must be completed with accurate information to access the WSIR web form.

3.2.1 Complete the WSIR Case Authorization

The following steps describe how to complete the WSIR Case Authorization page so that you can access and update a specific case.

Access Case

1. After logging into your NY.gov ID account, the **WSIR Case Authorization** page will appear, as shown in Figure 3.2-1.

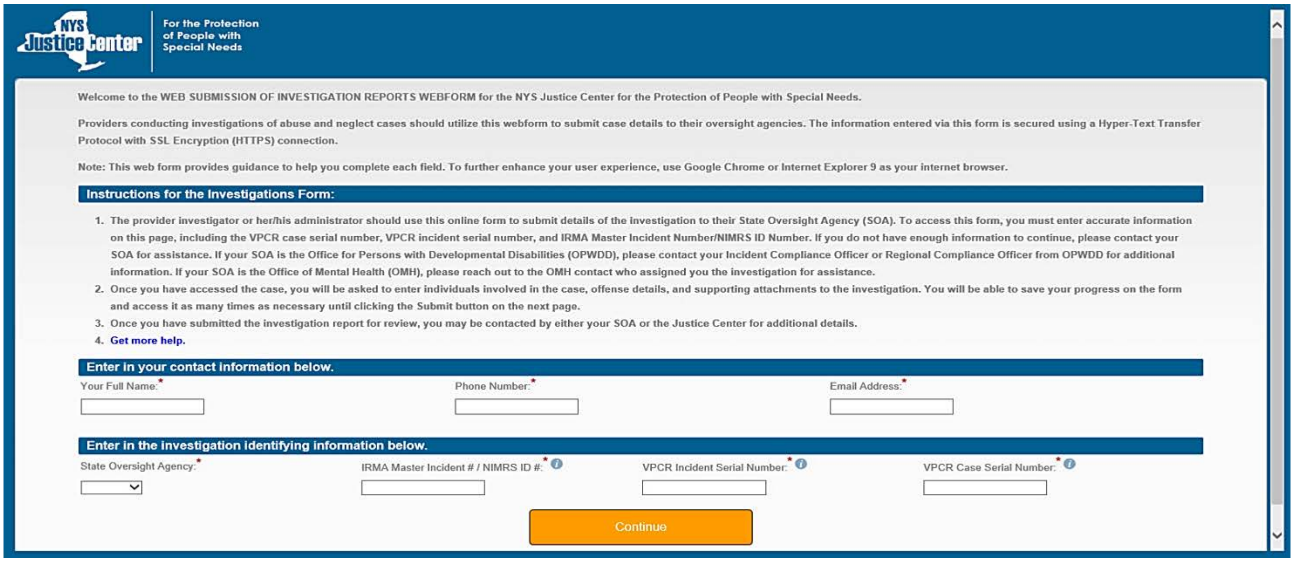


Figure 3.2-1

2. Enter your information in the **Your Full Name** field, as shown in Figure 3.2-2.

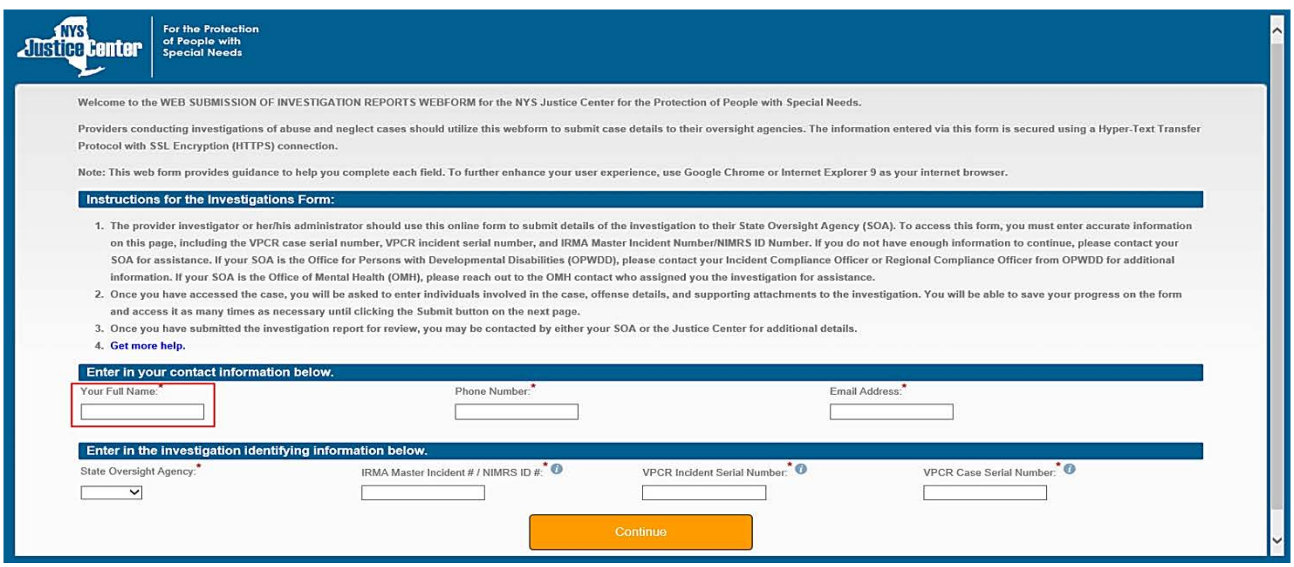
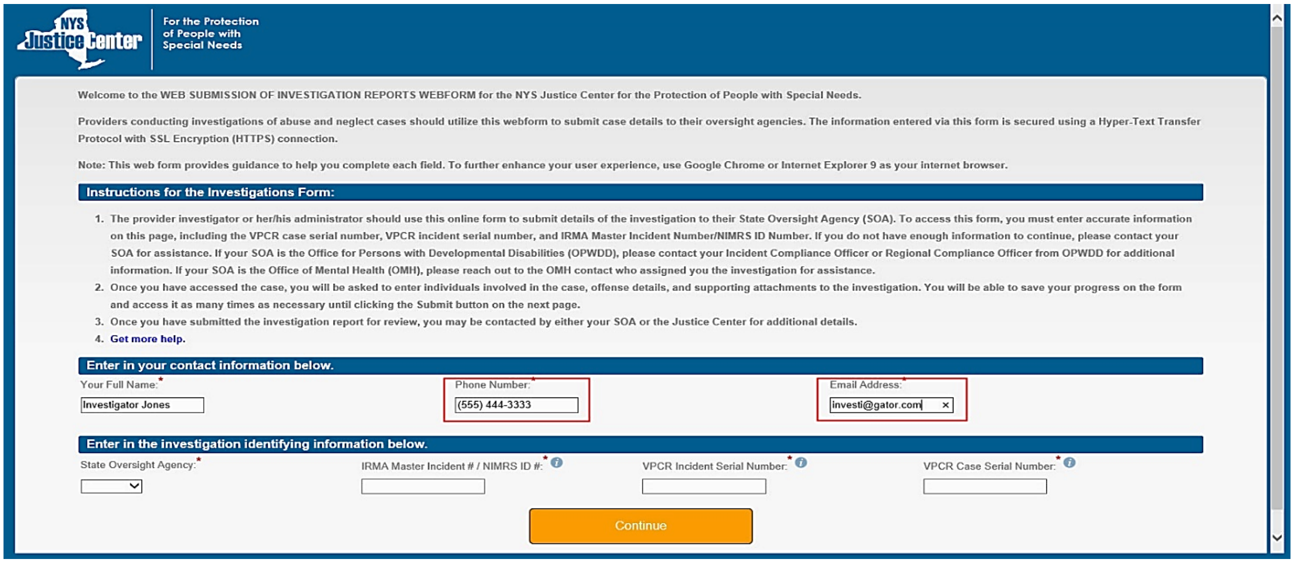


Figure 3.2-2

3. Enter your information in the **Phone Number** and **Email Address** fields, as shown in Figure 3.2-3.

   Note: the person completing the WSIR web form should enter their personal information in Step 2 and Step 3.

Access Case



NYS Justice Center For the Protection of People with Special Needs

Welcome to the WEB SUBMISSION OF INVESTIGATION REPORTS WEBFORM for the NYS Justice Center for the Protection of People with Special Needs.

Providers conducting investigations of abuse and neglect cases should utilize this webform to submit case details to their oversight agencies. The information entered via this form is secured using a Hyper-Text Transfer Protocol with SSL Encryption (HTTPS) connection.

Note: This web form provides guidance to help you complete each field. To further enhance your user experience, use Google Chrome or Internet Explorer 9 as your internet browser.

Instructions for the Investigations Form:

1. The provider investigator or her/his administrator should use this online form to submit details of the investigation to their State Oversight Agency (SOA). To access this form, you must enter accurate information on this page, including the VPCR case serial number, VPCR incident serial number, and IRMA Master Incident Number/NIMRS ID Number. If you do not have enough information to continue, please contact your SOA for assistance. If your SOA is the Office for Persons with Developmental Disabilities (OPWDD), please contact your Incident Compliance Officer or Regional Compliance Officer from OPWDD for additional information. If your SOA is the Office of Mental Health (OMH), please reach out to the OMH contact who assigned you the investigation for assistance.
2. Once you have accessed the case, you will be asked to enter individuals involved in the case, offense details, and supporting attachments to the investigation. You will be able to save your progress on the form and access it as many times as necessary until clicking the Submit button on the next page.
3. Once you have submitted the investigation report for review, you may be contacted by either your SOA or the Justice Center for additional details.
4. Get more help.

Enter in your contact information below.

Your Full Name:* Investigator Jones
Phone Number:* (555) 444-3333
Email Address:* investi@gator.com

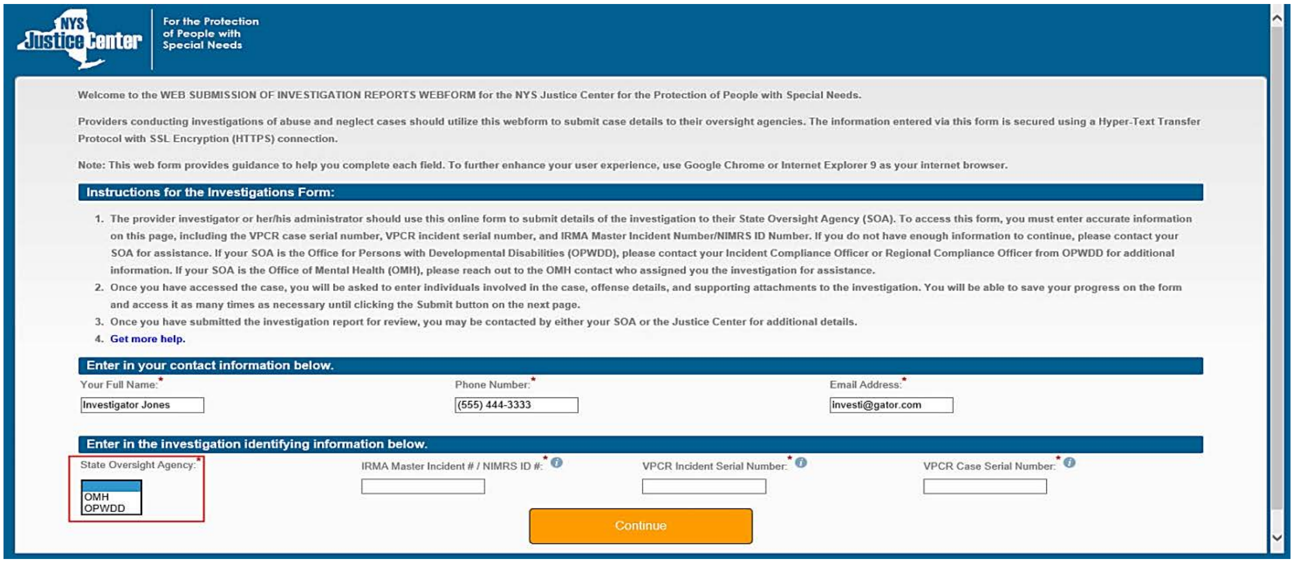
Enter in the investigation identifying information below.

State Oversight Agency:*
IRMA Master Incident # / NIMRS ID #:*
VPCR Incident Serial Number:*
VPCR Case Serial Number:*

Continue

Figure 3.2-3

4. Select OPWDD or OMH from the **State Oversight Agency** dropdown list, as shown in Figure 3.2-4.



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Note: This web form provides guidance to help you complete each field. To further enhance your user experience, use Google Chrome or Internet Explorer 9 as your internet browser.

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Phone Number:* (555) 444-3333
Email Address:* investi@gator.com

Enter in the investigation identifying information below.

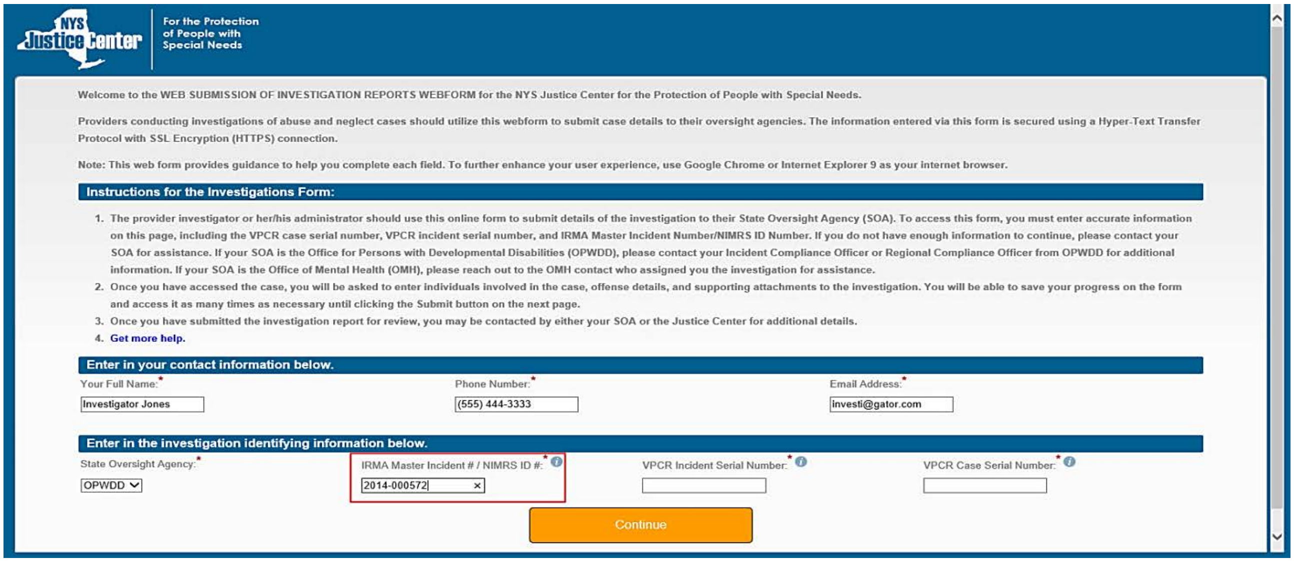
State Oversight Agency:* OMH OPWDD
IRMA Master Incident # / NIMRS ID #:*
VPCR Incident Serial Number:*
VPCR Case Serial Number:*

Continue

Figure 3.2-4

5. Enter the appropriate value for the case in the **IRMA Master Incident # / NIMRS ID #** field, as shown in Figure 3.2-5. This information will be included in the notification you receive from your SOA.

Access Case



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Email Address:* investi@gator.com

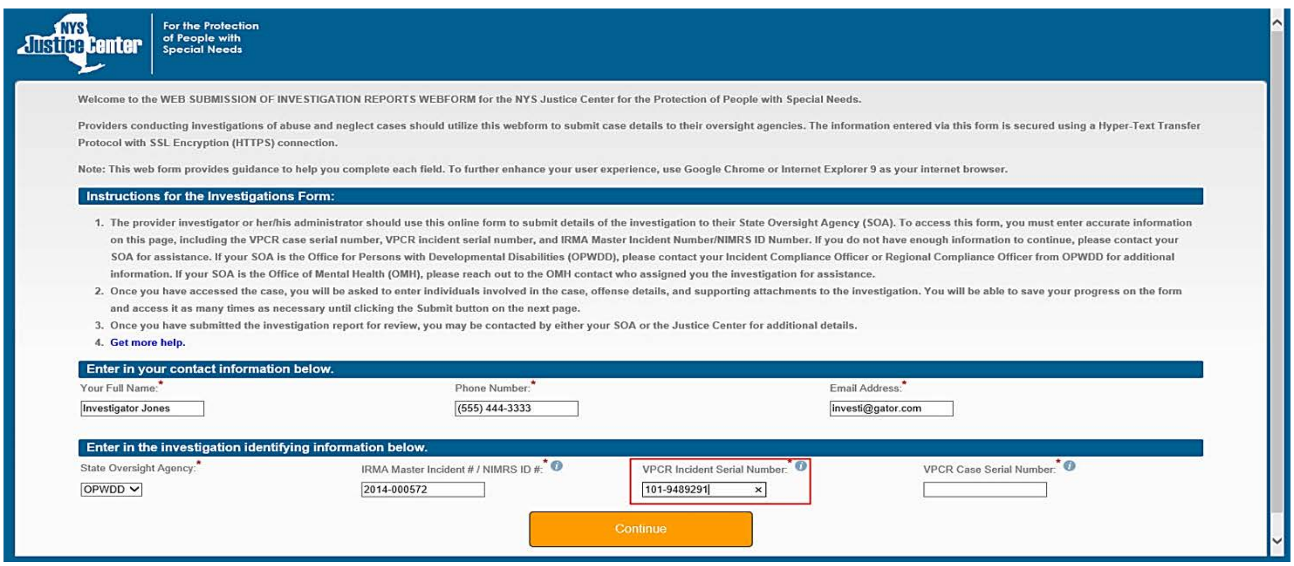
Enter in the investigation identifying information below.

State Oversight Agency:* OPWDD
IRMA Master Incident # / NIMRS ID #:* 2014-000572
VPCR Incident Serial Number:*
VPCR Case Serial Number:*

Continue

Figure 3.2-5

6. Enter the appropriate value in the **VPCR Incident Serial Number** field, as shown in Figure 3.2-6.



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Enter in the investigation identifying information below.

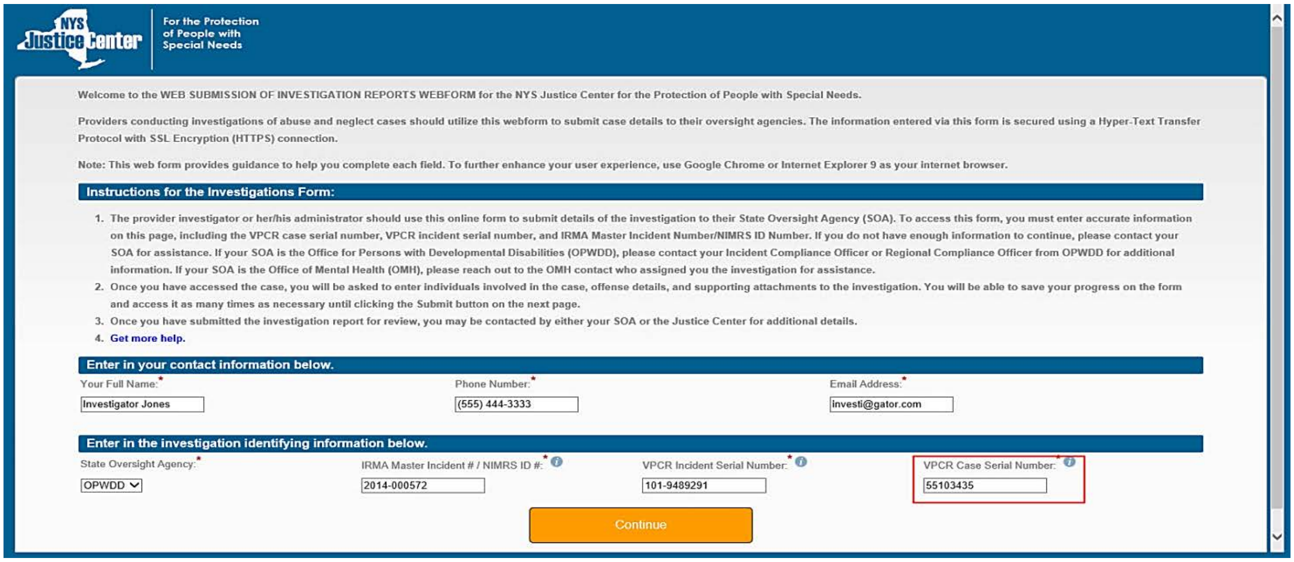
State Oversight Agency:* OPWDD
IRMA Master Incident # / NIMRS ID #:* 2014-000572
VPCR Incident Serial Number:* 101-9489291
VPCR Case Serial Number:*

Continue

Figure 3.2-6

7. Enter the appropriate value in the **VPCR Case Serial Number** field shown in Figure 3.2-7.

Access Case



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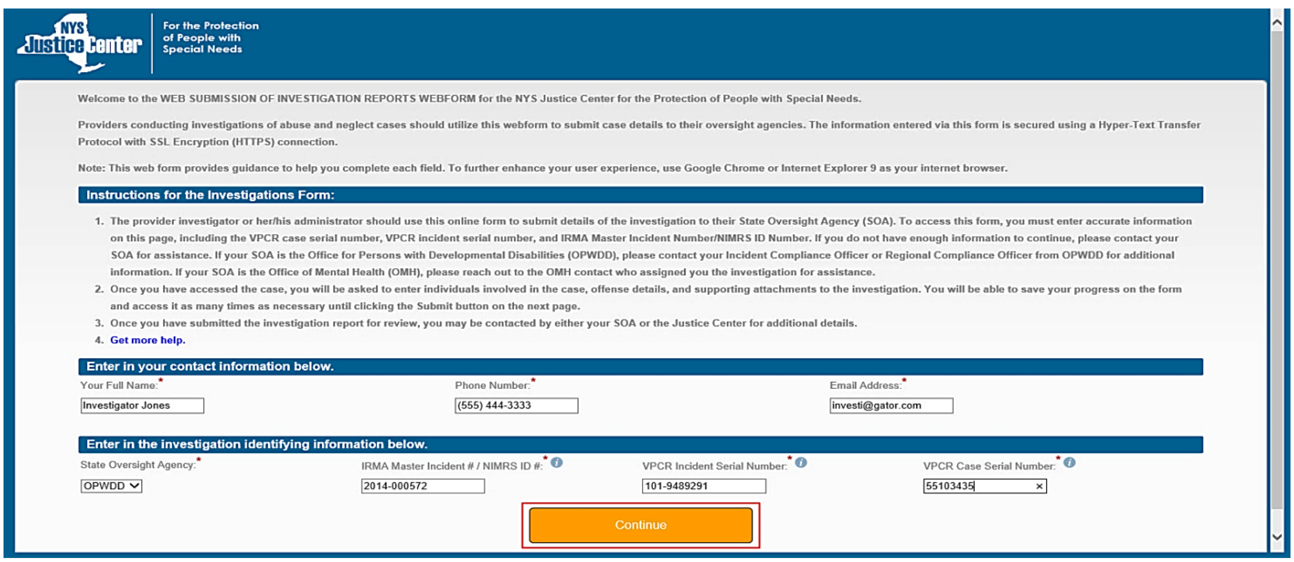
State Oversight Agency:* OPWDD
IRMA Master Incident # / NIMRS ID #:* 2014-000572
VPCR Incident Serial Number:* 101-9489291
VPCR Case Serial Number:* 55103435

Continue

Figure 3.2-7

8. Check your work and click **Continue**, as shown in Figure 3.2-8.



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Enter in the investigation identifying information below.

State Oversight Agency:* OPWDD
IRMA Master Incident # / NIMRS ID #:* 2014-000572
VPCR Incident Serial Number:* 101-9489291
VPCR Case Serial Number:* 55103435

Continue

Figure 3.2-8

a. If you have correctly entered all of the information to identify the case, you will be directed to **Section 1: Case Summary**, which is described on page 18.

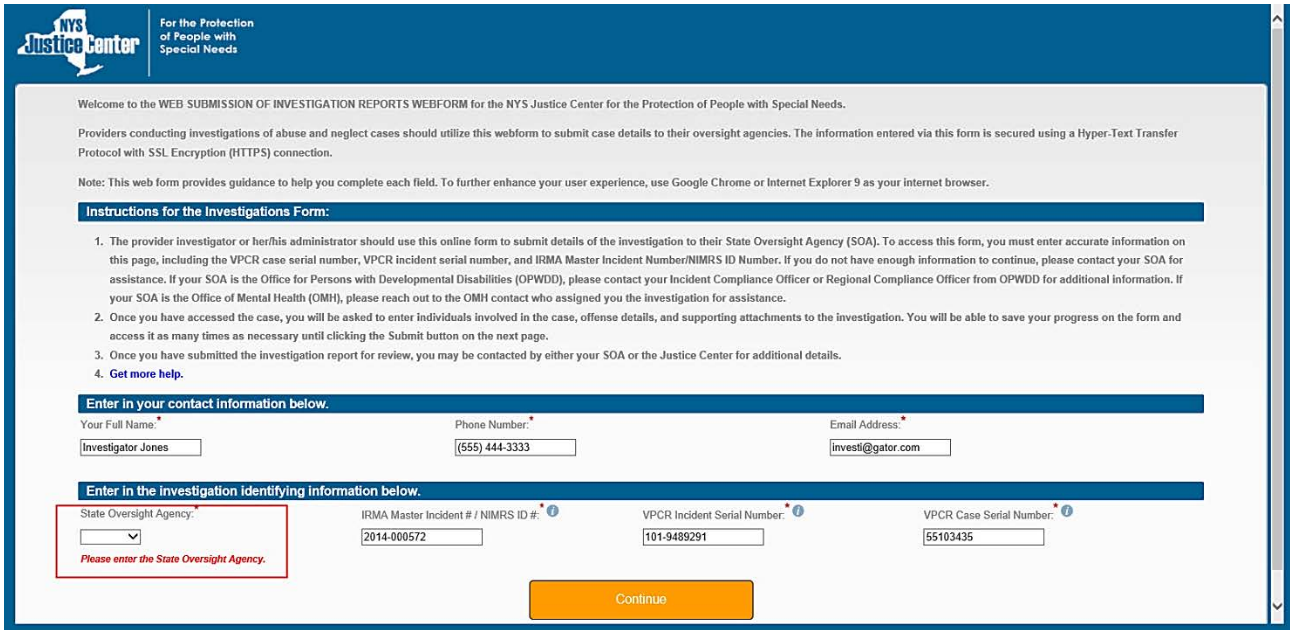
b. If any information is incorrect, you will receive an error message asking you to enter correct information. For instructions, refer to **Enter Corrected Information** on page 17.

3.2.2 Enter Corrected Information

If you do not enter the correct information for the case or if information is missing, you will receive a message on the WSIR web form asking you to correct your work.

Enter Corrected Information

1. You will receive a message in red text if you have not completed one or more of the fields on this page. If you receive an error message, you must enter the correct information in each highlighted field. If you do not have all the required information, see **What if Information is Missing?** on page 10. Refer to Figure 3.2-9 for an example of an error message.



NYS Justice Center For the Protection of People with Special Needs

Welcome to the WEB SUBMISSION OF INVESTIGATION REPORTS WEBFORM for the NYS Justice Center for the Protection of People with Special Needs.

Providers conducting investigations of abuse and neglect cases should utilize this webform to submit case details to their oversight agencies. The information entered via this form is secured using a Hyper-Text Transfer Protocol with SSL Encryption (HTTPS) connection.

Note: This web form provides guidance to help you complete each field. To further enhance your user experience, use Google Chrome or Internet Explorer 9 as your internet browser.

Instructions for the Investigations Form:

1. The provider investigator or her/his administrator should use this online form to submit details of the investigation to their State Oversight Agency (SOA). To access this form, you must enter accurate information on this page, including the VPCR case serial number, VPCR incident serial number, and IRMA Master Incident Number/NIMRS ID Number. If you do not have enough information to continue, please contact your SOA for assistance. If your SOA is the Office for Persons with Developmental Disabilities (OPWDD), please contact your Incident Compliance Officer or Regional Compliance Officer from OPWDD for additional information. If your SOA is the Office of Mental Health (OMH), please reach out to the OMH contact who assigned you the investigation for assistance.
2. Once you have accessed the case, you will be asked to enter individuals involved in the case, offense details, and supporting attachments to the investigation. You will be able to save your progress on the form and access it as many times as necessary until clicking the Submit button on the next page.
3. Once you have submitted the investigation report for review, you may be contacted by either your SOA or the Justice Center for additional details.
4. Get more help.

Enter in your contact information below.

Your Full Name:* Investigator Jones
Phone Number:* (555) 444-3333
Email Address:* investi@gator.com

Enter in the investigation identifying information below.

State Oversight Agency:*
Please enter the State Oversight Agency.
IRMA Master Incident # / NIMRS ID #:* 2014-000572
VPCR Incident Serial Number:* 101-9489291
VPCR Case Serial Number:* 55103435

Continue

Figure 3.2-9

2. After correcting each highlighted field, press Ctrl-S to save the information.
3. Click **Continue**; you will be directed to **Section 1: Case Summary**, described on page 18.

3.3 Section 1: Case Summary

Now that you have successfully accessed the WSIR web form, you will enter information pertaining to the investigation. At the top of the form, you will see Section 1: Case Summary.

Note: If you scroll down, you will see five sections to the web form. At the end of Sections 5, you will see a **Submit** button. Before you can submit the webform, all sections must be completed; however, you do not have to complete the form at one time (refer to **Logging Off Before Submitting the Web Form** on page 96). Note, however, that once the WSIR web form is submitted, you will no longer be able to modify or add information*.*

Section 1: Case Summary
1. After you are authorized to access the WSIR web-form, you will be directed to the Case Summary screen.

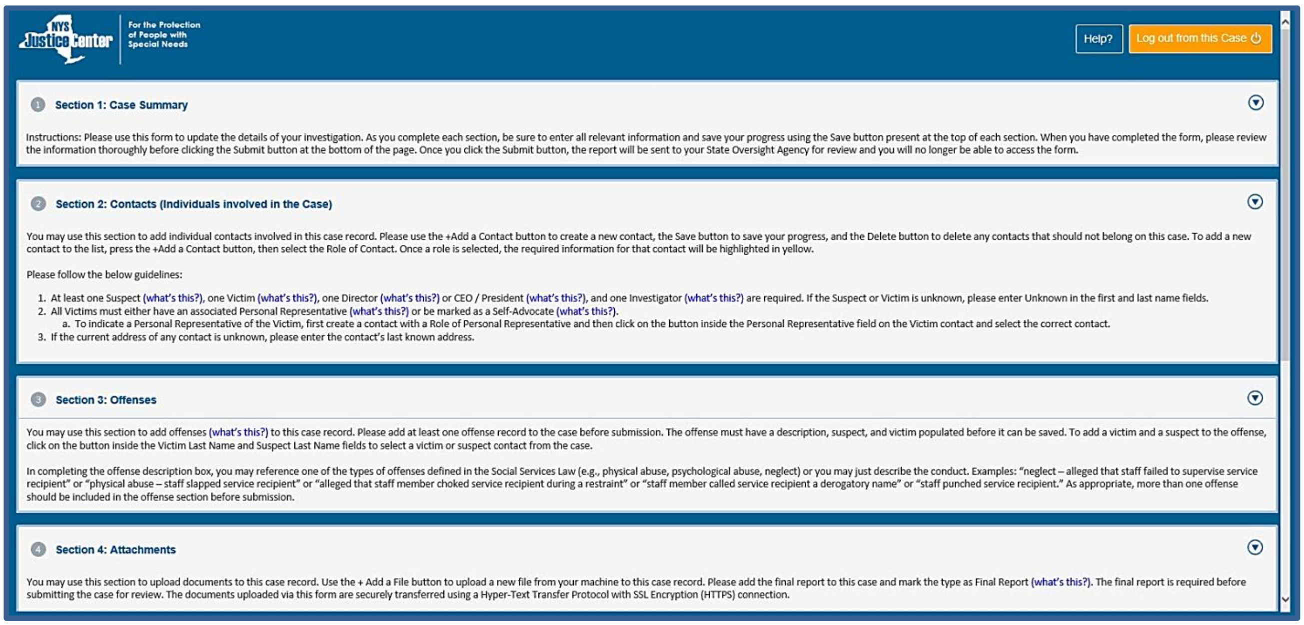


Figure 3.3-1

Once expanded, Section 1: Case Summary will look like Figure 3.3-2 below. You will see the case-identifying information you entered in the previous screen. These fields are read-only, meaning you are not able to edit them here

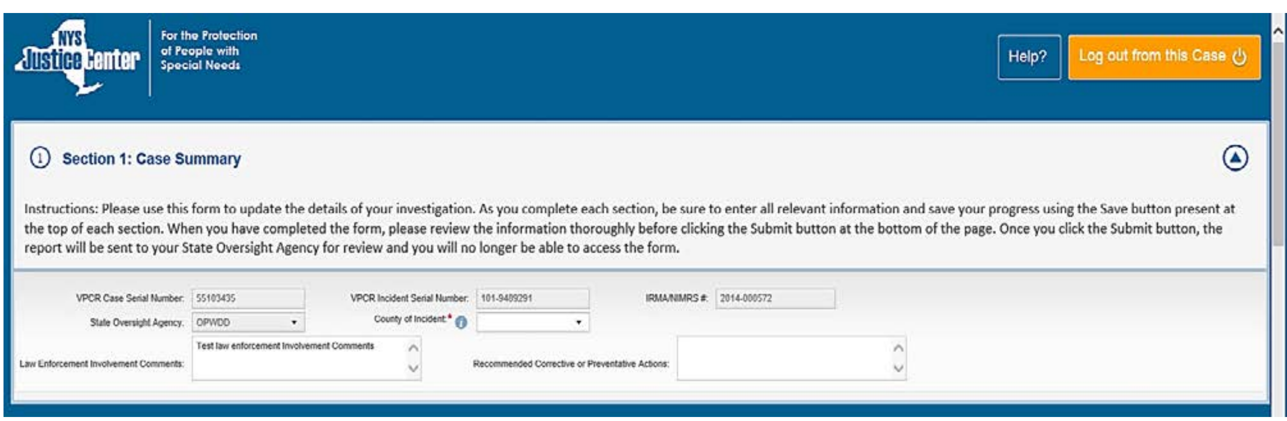


Figure 3.3-2

Section 1: Case Summary

2. Click on the small black arrow in the **County of Incident** field, as shown in Figure 3.3-3.

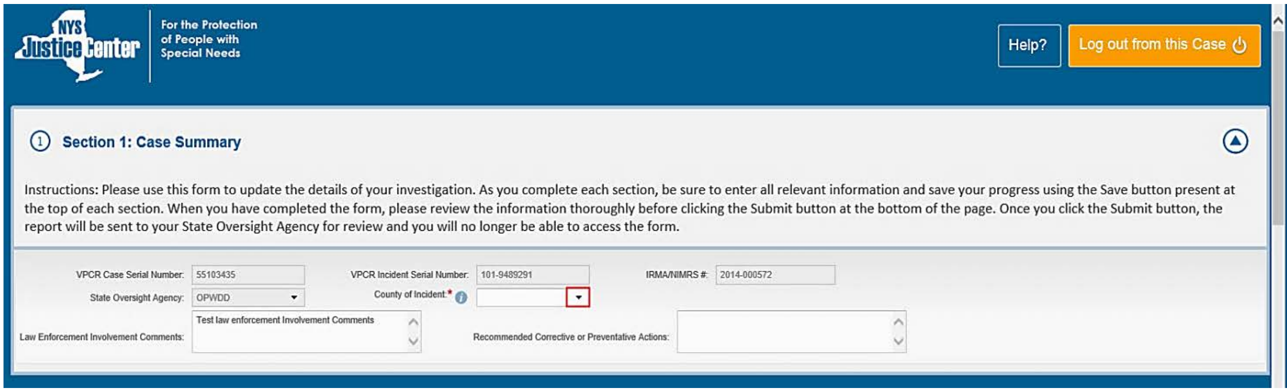


Figure 3.3-3

3. Select the county where the incident occurred, as shown in Figure 3.3-4. **County of Incident** is a required field that must be completed before you submit the web form.

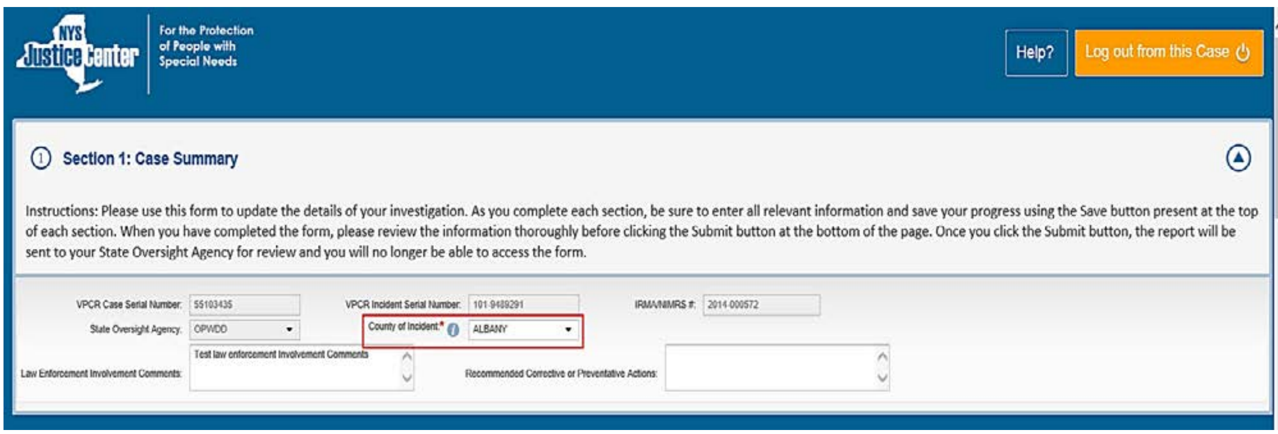


Figure 3.3-4

4. Click inside the **Law Enforcement Comments** field. A popup window appears (Figure 3.3-5).

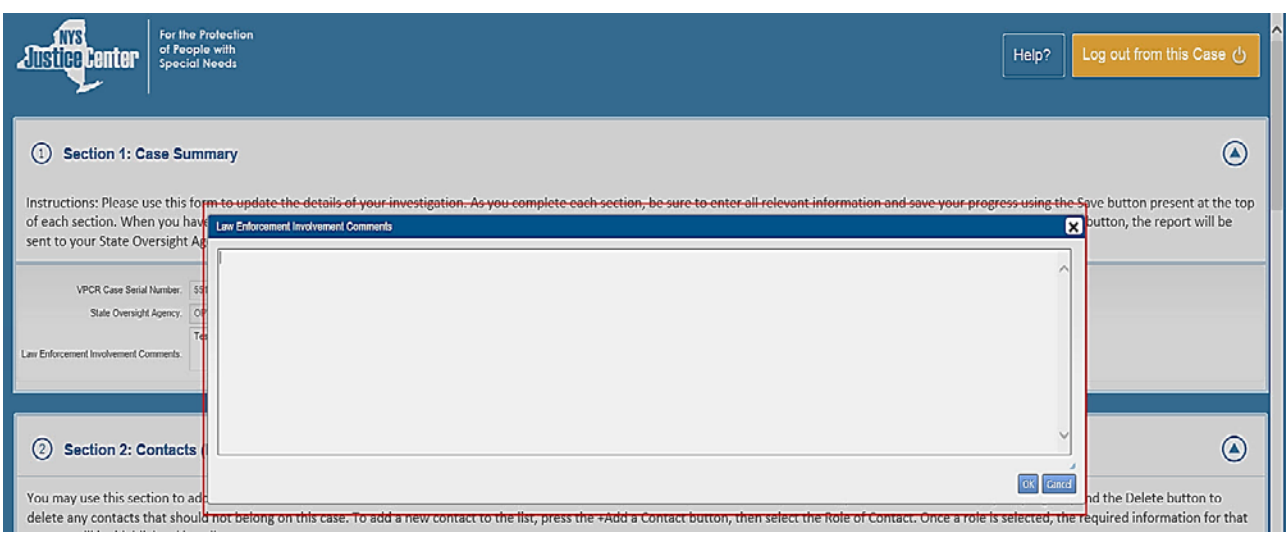


Figure 3.3-5

Section 1: Case Summary

5. Enter any appropriate comments in the popup window, as shown in Figure 3.3-6.

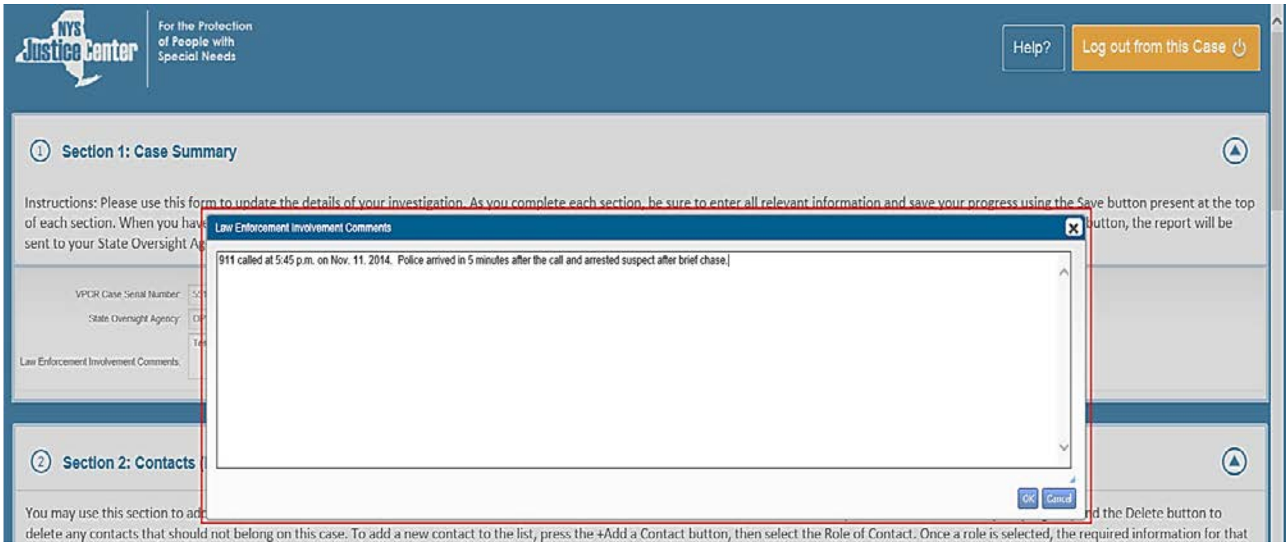


Figure 3.3-6

6. Click the **OK** button. The **Law Enforcement Involvement Comments** field is now populated, as shown in Figure 3.3-7.

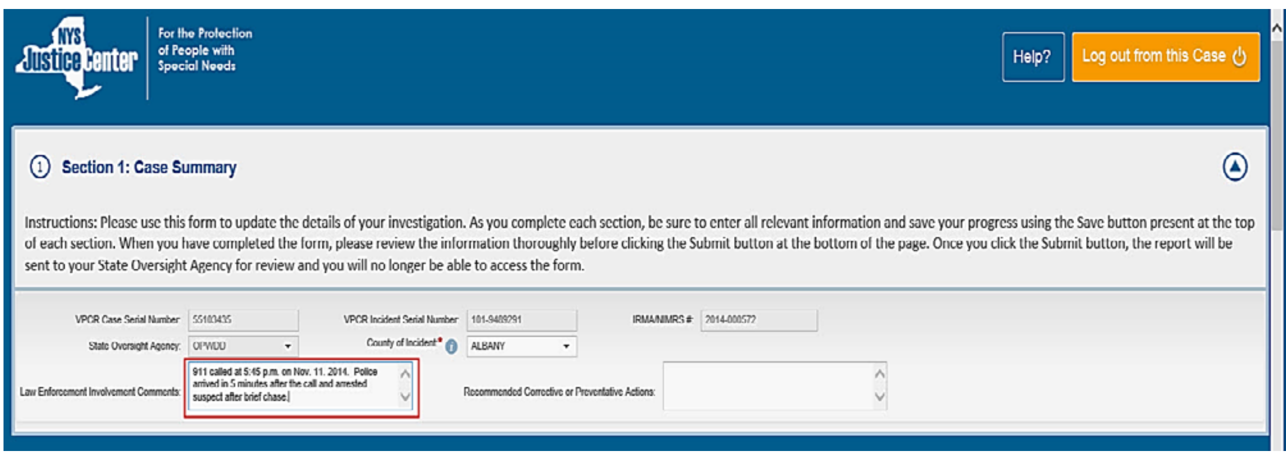


Figure 3.3-7

7. Click inside the **Recommended Corrective or Preventative Actions** field shown; a popup window appears, as shown in Figure 3.3-8.

Section 1: Case Summary

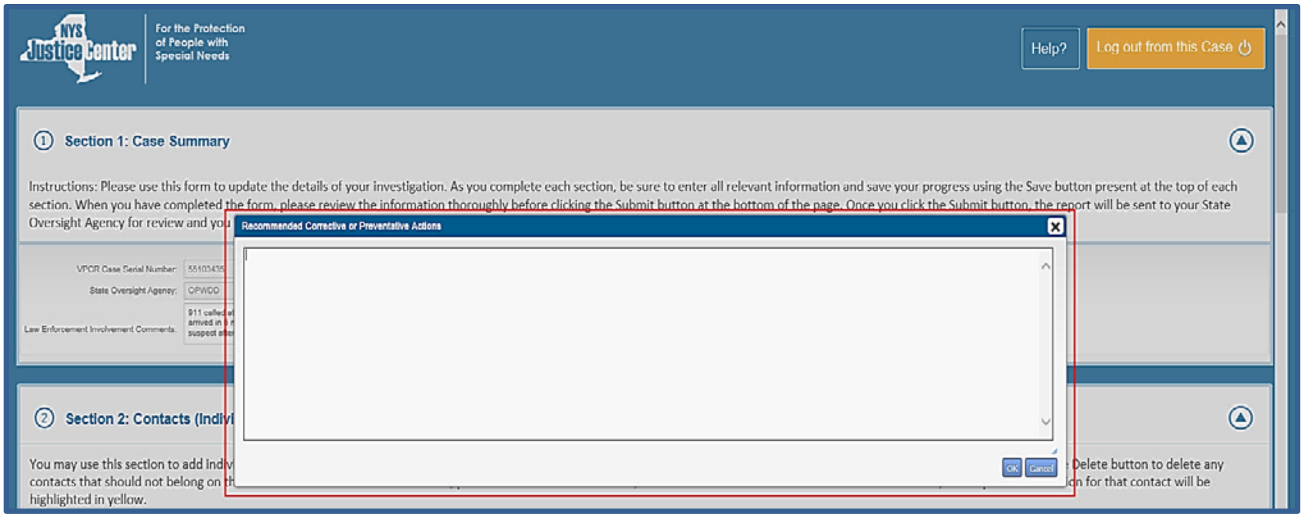


Figure 3.3-8

8. Enter any appropriate comments in the popup window, as shown in Figure 3.3-9.

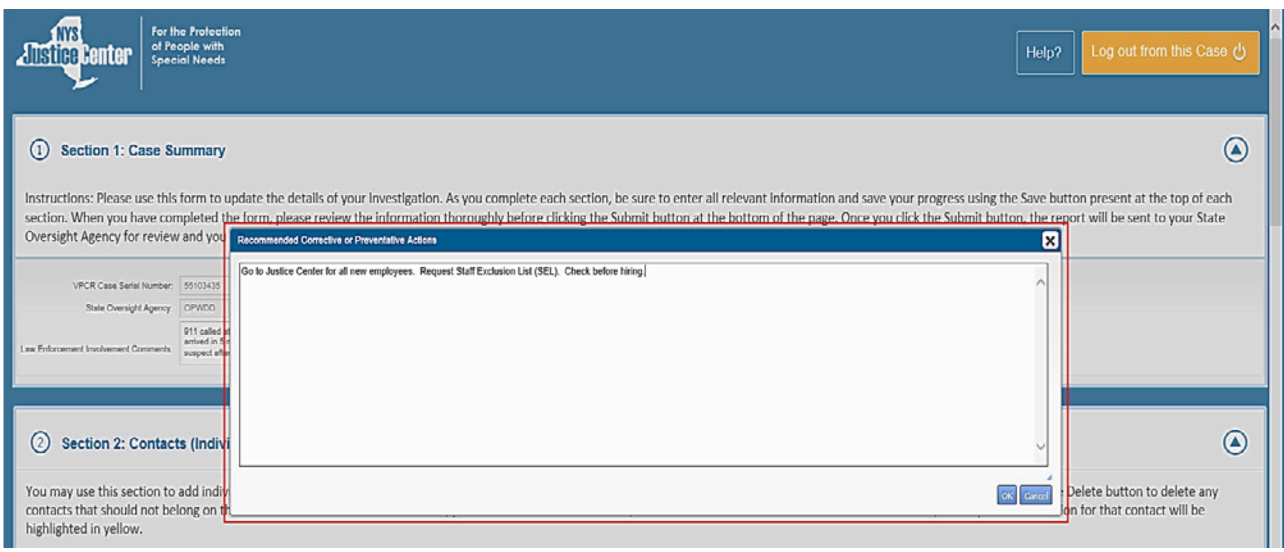


Figure 3.3-9

9. Click the **OK** button. The **Recommended Corrective or Preventative Actions** field appears completed, as shown in Figure 3.3-10.

Section 1: Case Summary

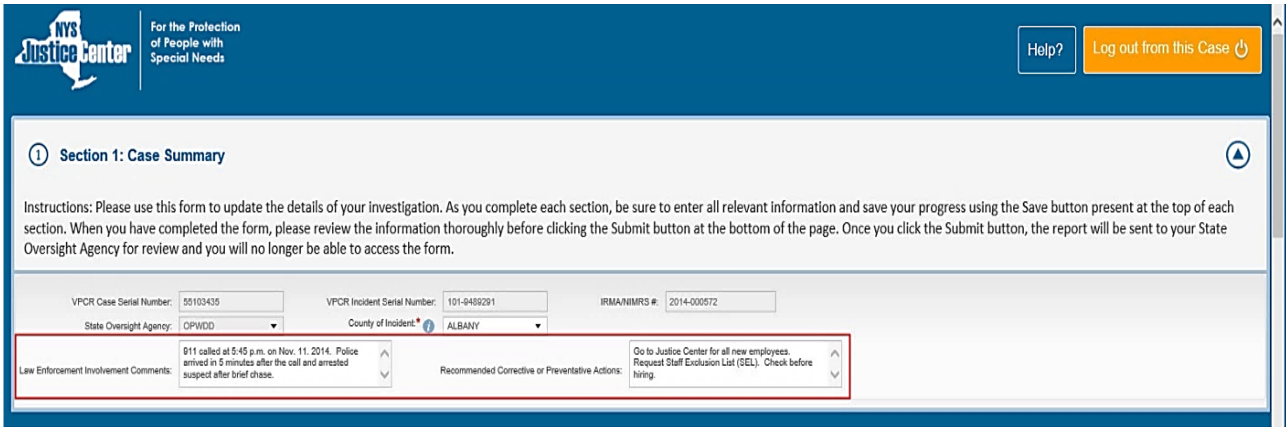


Figure 3.3-10

10. Save your work by clicking Ctrl-S. You are ready to continue to **Section 2: Contacts (Individuals Involved in the Case)** on page 23.

3.4 Section 2: Contacts (Individuals Involved in the Case)

In Section 2: Contacts, you will enter information about all the individuals associated with the alleged incident and designate their roles in the investigation.

3.4.1 About Contact Roles

The following contacts must be added before submitting the WSIR form:

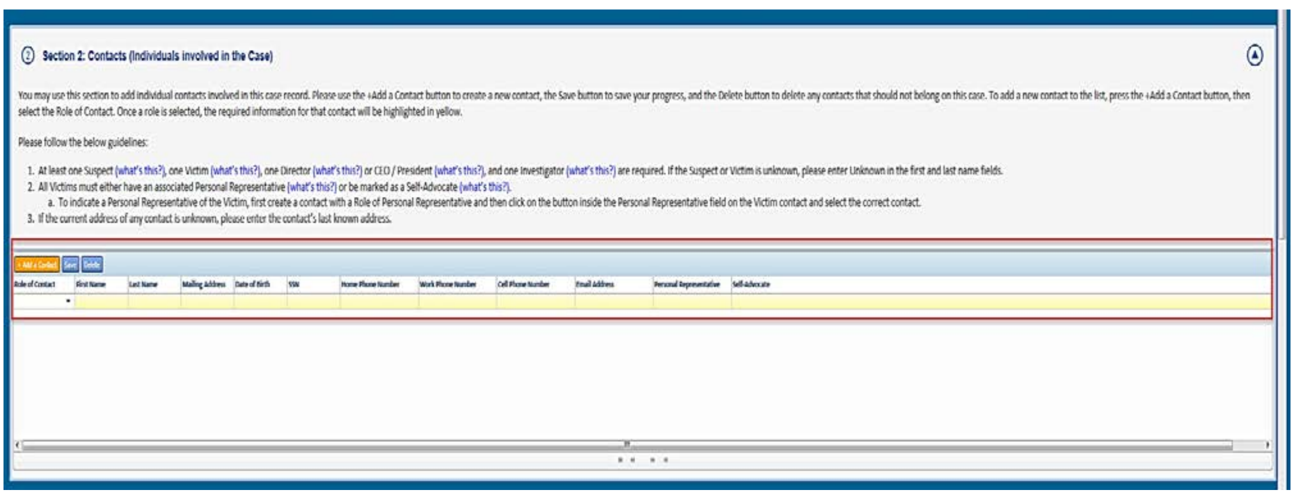
- Investigator
- Victim
- Personal Representative: required if the Victim is not a Self-Advocate.
- Suspect
- Director or CEO/President

Additional contacts such as Witnesses or other contacts should be added if they were involved in the investigation. For definitions of the Contact Roles, refer to **WSIR Terminology** on page 5.

When you select a Contact Role, the column headers above all of the required fields will appear highlighted in yellow. The required fields will vary depending on the contact role that is chosen.

3.4.2 Add the Investigator

This section outlines how to add information about the Investigator.

Add the Investigator
1. Click **Add a Contact**; a new contact line displays in the list, as shown in Figure 3.4-1.  Figure 3.4-1
2. Click the **Role of Contact** field, as shown in Figure 3.4-2; select the role of **Investigator**.

Add the Investigator

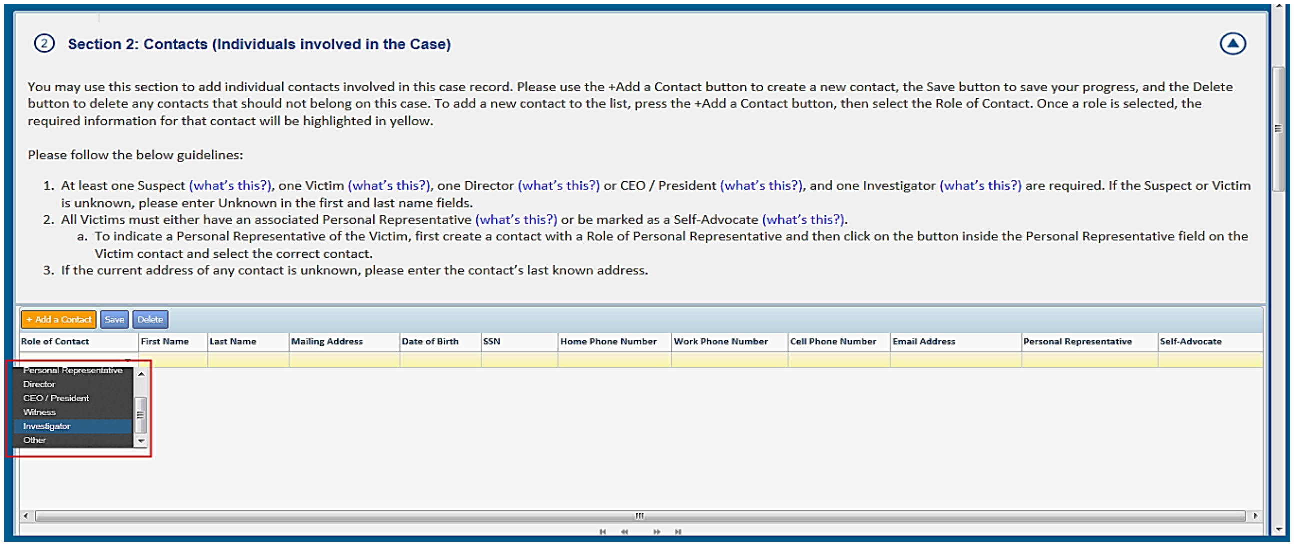


Figure 3.4-2

3. Once you have selected Investigator, the required fields appear highlighted in yellow, as shown in Figure 3.4-3. **Note:** If you are the Provider Investigator assigned to the case, enter your own contact information in each field. If you are completing the WSIR web form on behalf of another person, be sure to enter the correct information for the Provider Investigator.

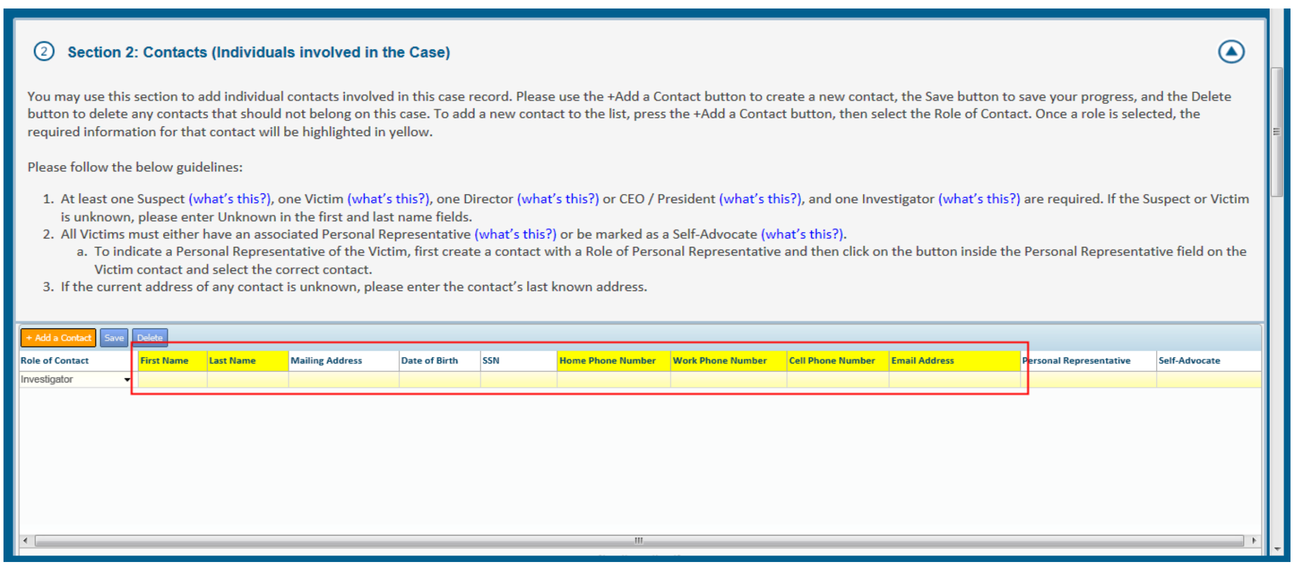


Figure 3.4-3

4. Enter the Investigator's information in the **Last Name** and **First Name** fields, as shown in Figure 3.4-4.

Add the Investigator

Figure 3.4-4

5. Enter the Investigator’s phone number(s) and email address, as shown in Figure 3.4-5. At least one of the phone number fields must be completed.

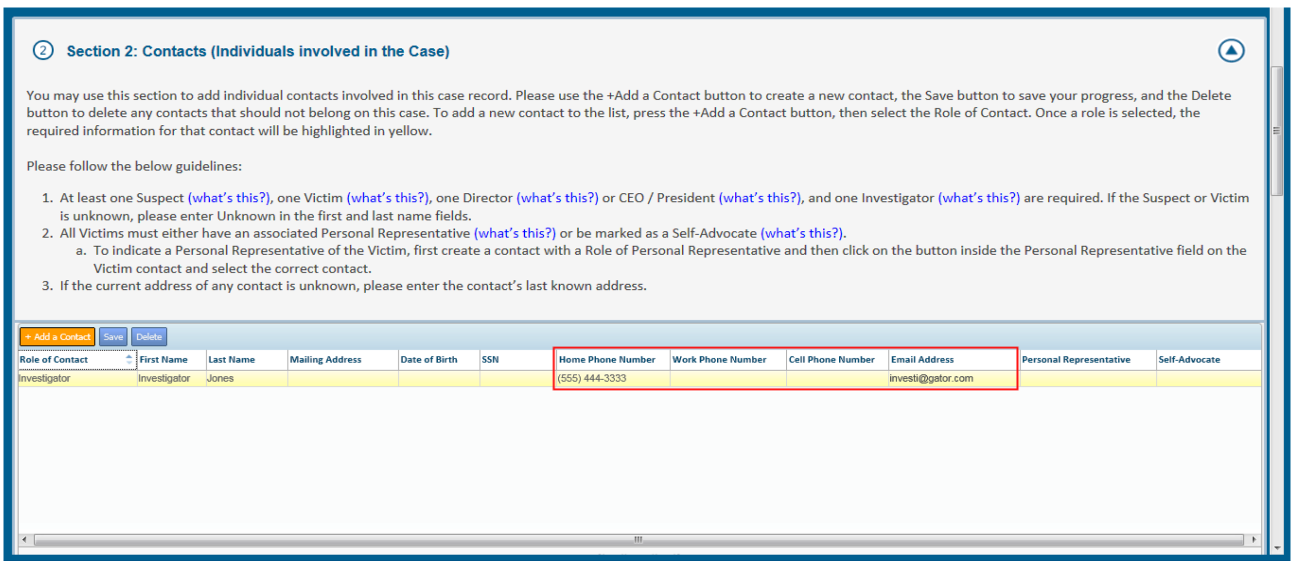


Figure 3.4-5

6. When you have completed the required fields, click the **Save** button to save your progress as shown in Figure 3.4-6.

Add the Investigator

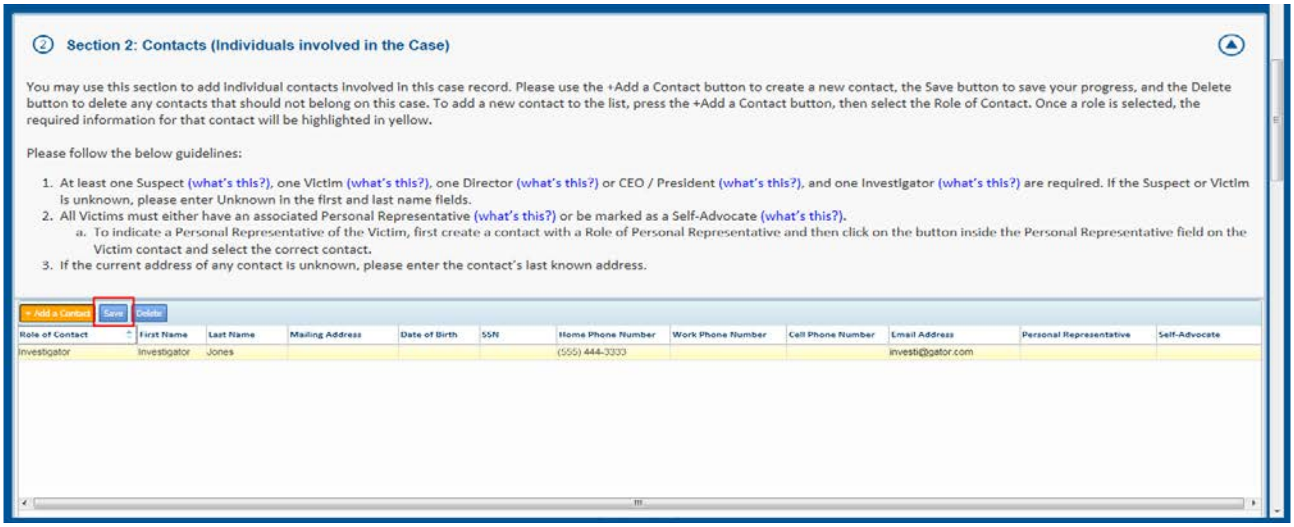


Figure 3.4-6

a) If you need to delete information, highlight the contact field you want to delete. Then, click the **Delete** button, as shown in Figure 3.4-7.

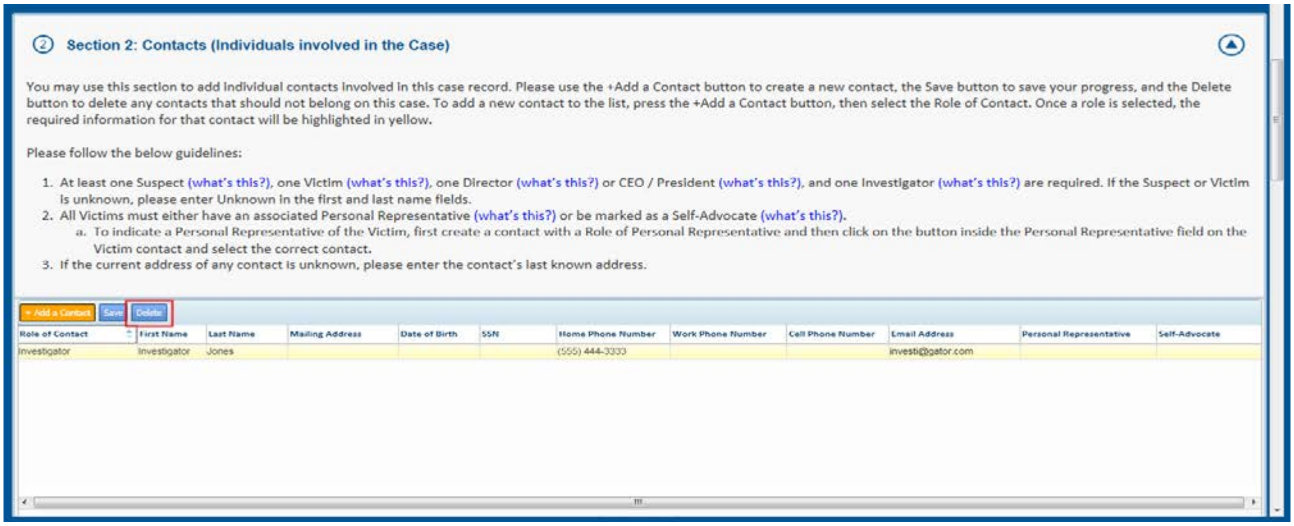


Figure 3.4-7

7. Once you have saved your work, you can to continue to **Add a Victim (Service Recipient)** on page 27.

3.4.3 Add a Victim (Service Recipient)

Add a Victim

1. Click the **Add a Contact** button; a new contact line displays in the list.
2. Click on the **Role of Contact** dropdown list and select **Victim**, as shown in Figure 3.4-8.

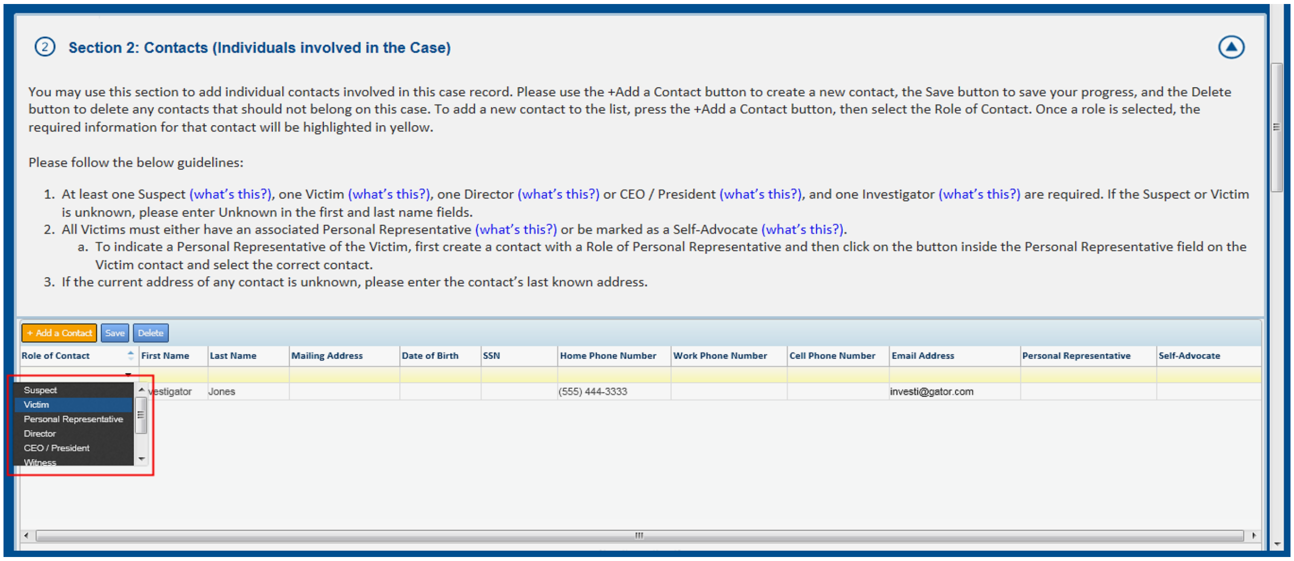


Figure 3.4-8

3. Once you have selected Victim, the column headings above the required fields will appear highlighted in yellow, as shown in Figure 3.4-9.

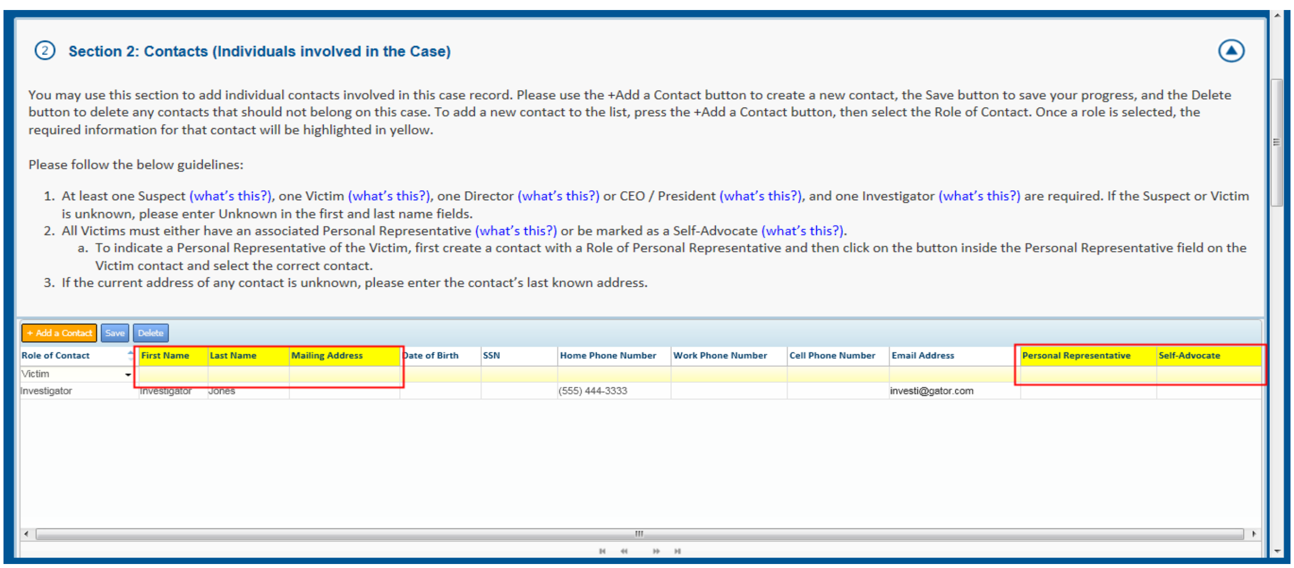


Figure 3.4-9

4. If the Victim is known, enter their information in the **First Name** and **Last Name** fields, as shown in Figure 3.4-10; then, proceed to Step 5 on page 28.

Add a Victim

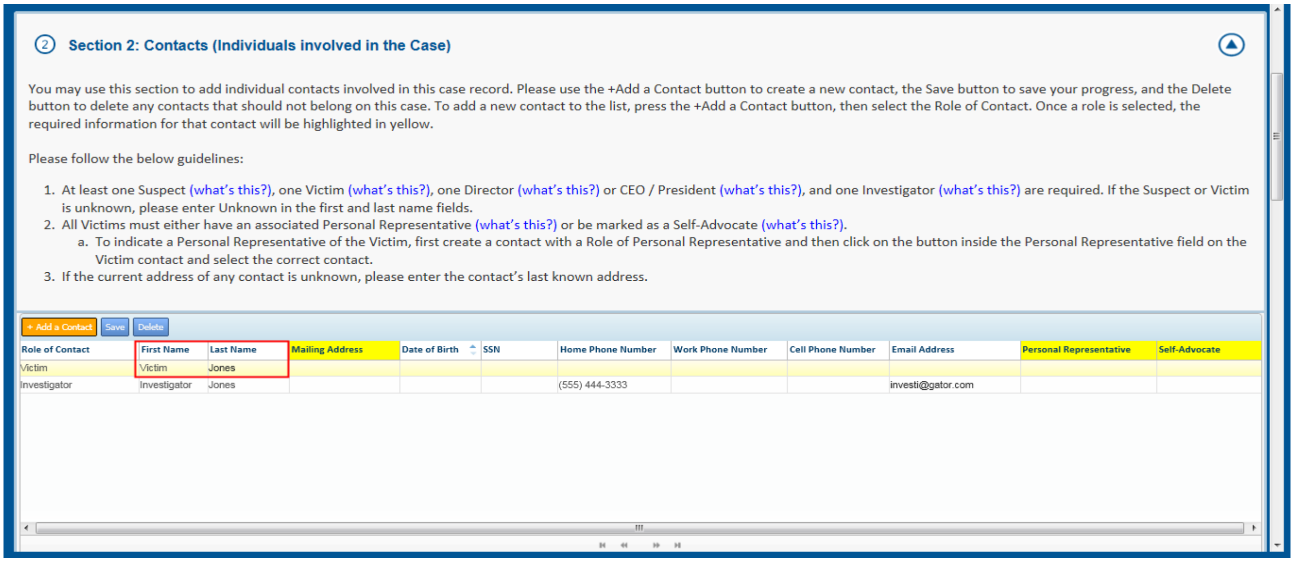


Figure 3.4-10

a. If the Victim is not known, enter "Unknown" in the **First Name** and **Last Name** fields (Figure 3.4-11). The **Mailing Address**, **Personal Representative,** and **Self-Advocate** columns will no longer be highlighted since they are not required for unknown victims.

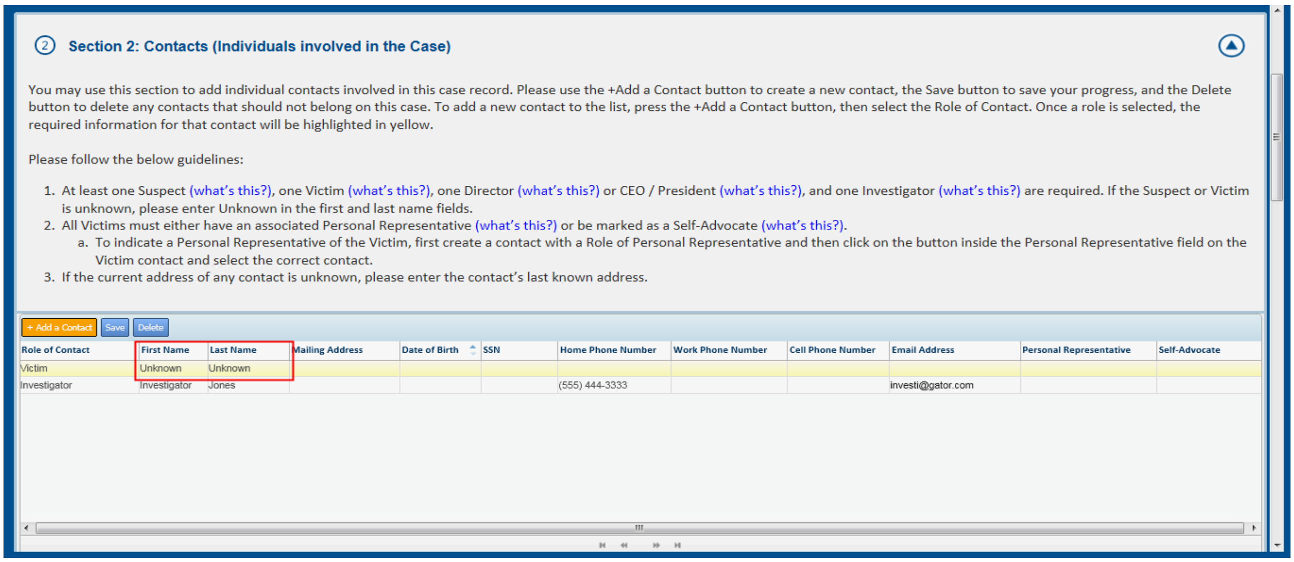


Figure 3.4-11

5. Click on the icon in the **Mailing Address** field, as shown in Figure 3.4-12.

Add a Victim

Figure 3.4-12

6. A popup window appears with instructions to associate an address to the Victim, as shown in Figure 3.4-13.

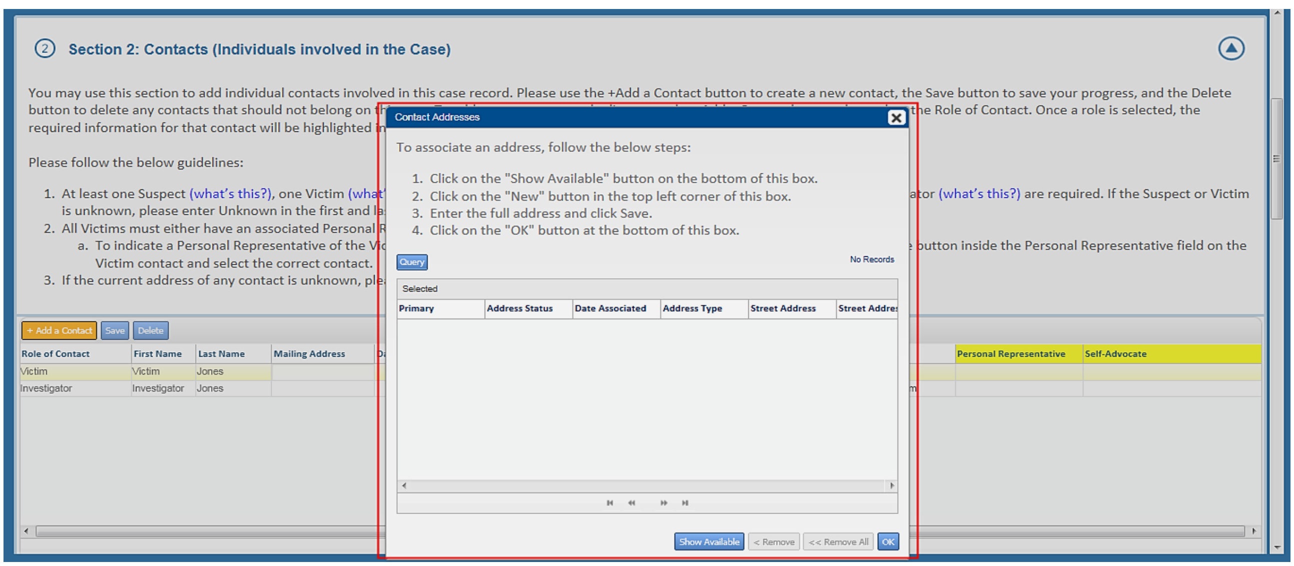


Figure 3.4-13

7. Click the **Show Available** button, as shown in Figure 3.4-14.

Add a Victim

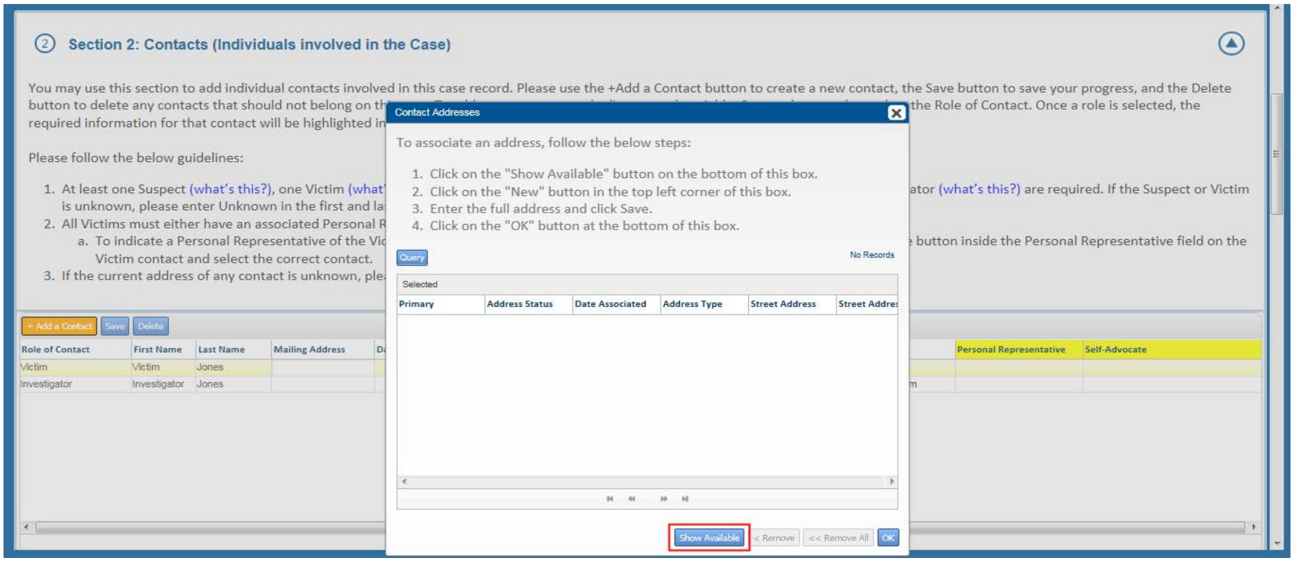


Figure 3.4-14

8. A list of addresses appears, as shown in Figure 3.4-15.

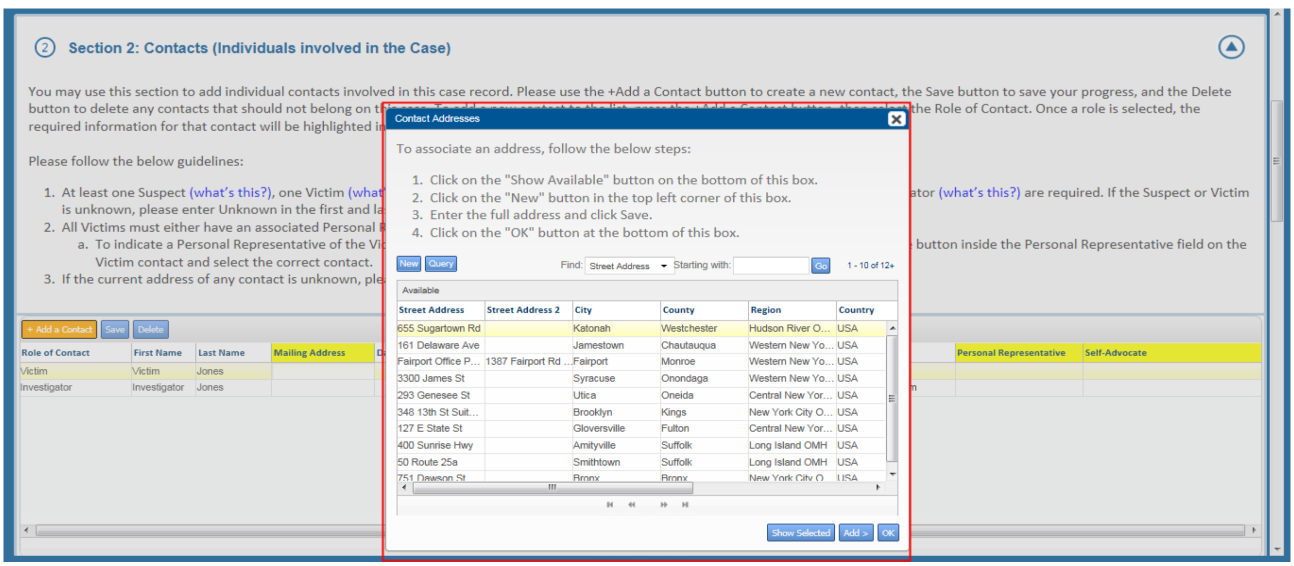


Figure 3.4-15

9. If the Victim's address is in the list, select it and click **OK**. Then, continue to Step 10 on page 33.

   If the Victim's address is not in the list, follow the instructions in Step a) on page 31 through Step g) on page 33.

Disclaimer: *The content is subject to change as Justice Center regulations and policies are finalized*

Add a Victim

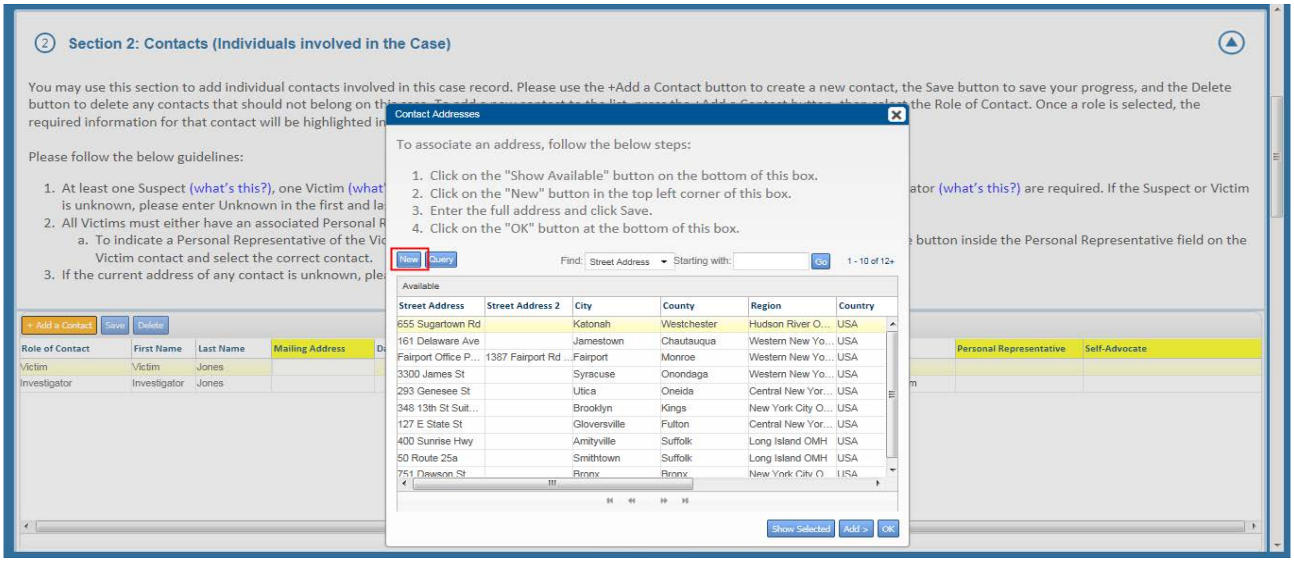


Figure 3.4-16

a) Click the **New** button shown in Figure 3.4-16.

b) A new popup window appears, as shown in Figure 3.4-17.

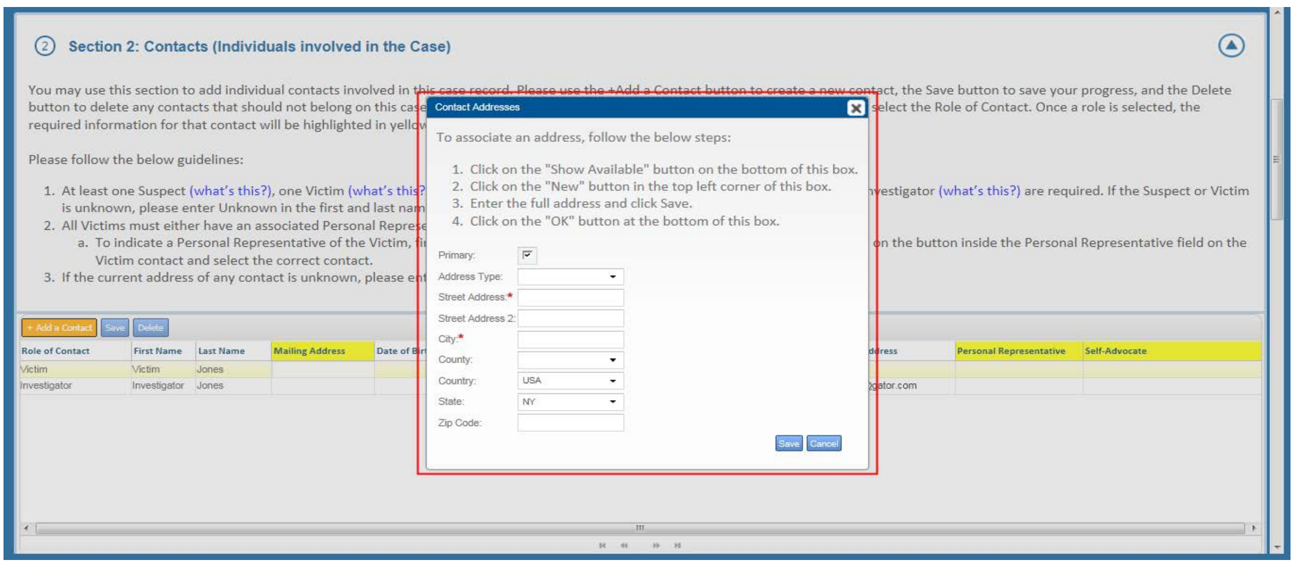


Figure 3.4-17

c) Click on the arrow in the **Address Type** field (Figure 3.4-18).

Add a Victim

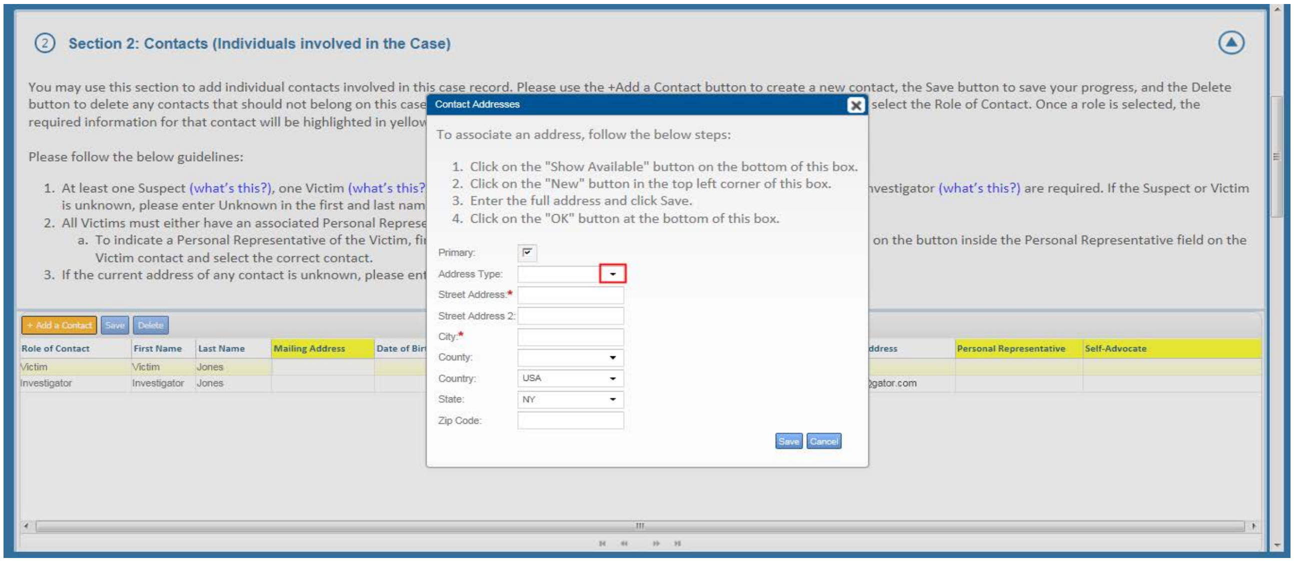


Figure 3.4-18

d) Select the **Address Type** from the dropdown list, as shown in Figure 3.4-19. **Note: Address Type** is not a required field, but this information is useful if available.

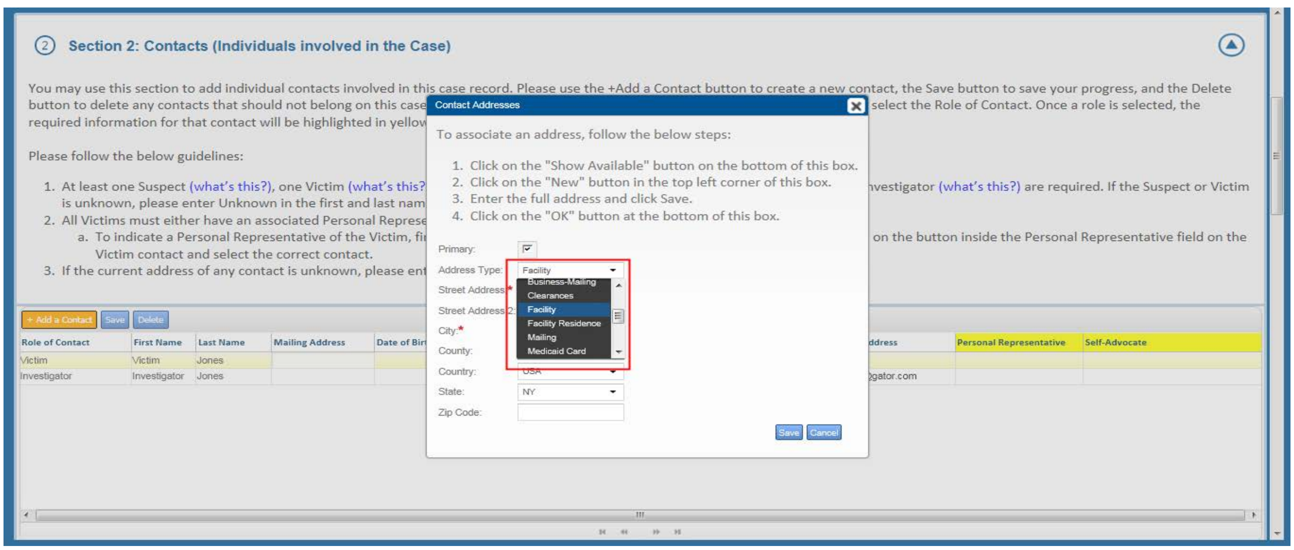


Figure 3.4-19

e) Complete the required address fields by entering the Victim's information in the **Street Address** and **City** in the fields, as shown in Figure 3.4-20. **Note: County**, **Country**, **State**, and **Zip Code** are not required fields, but this information is useful if it is available.

Add a Victim

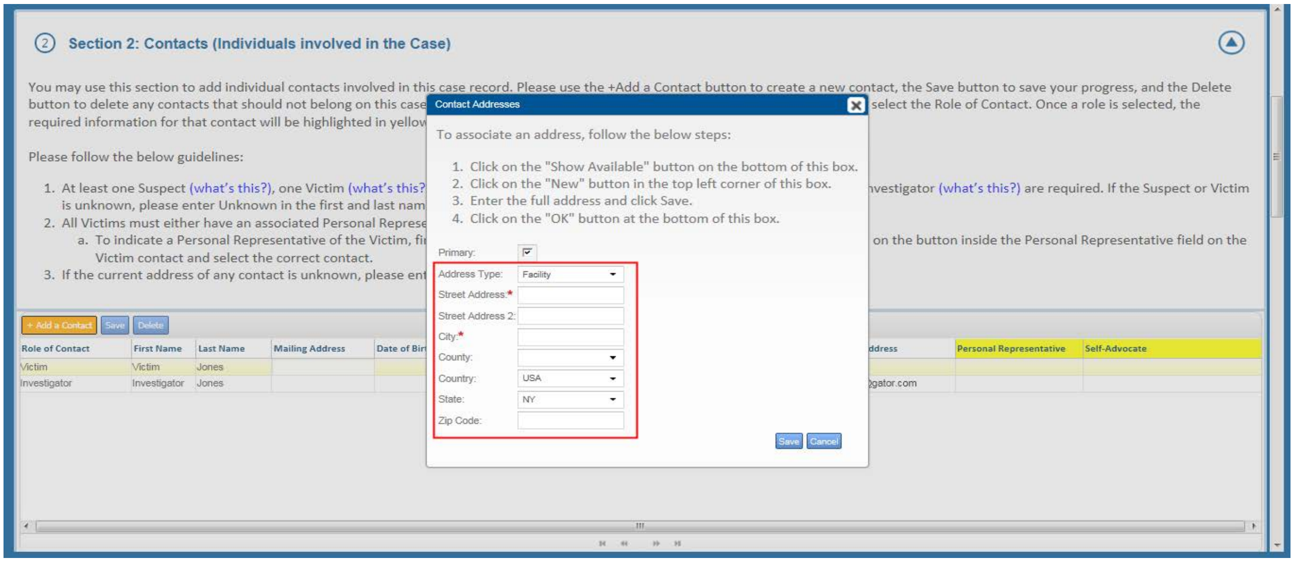


Figure 3.4-20

f) Click **Save** to add the information or **Cancel** if you need to start over. After you have saved the information, the **Address Status** field appears as **Verified** or **Unverified**. In Figure 3.4-21, the **Address Status** field indicates the address is **Verified**.

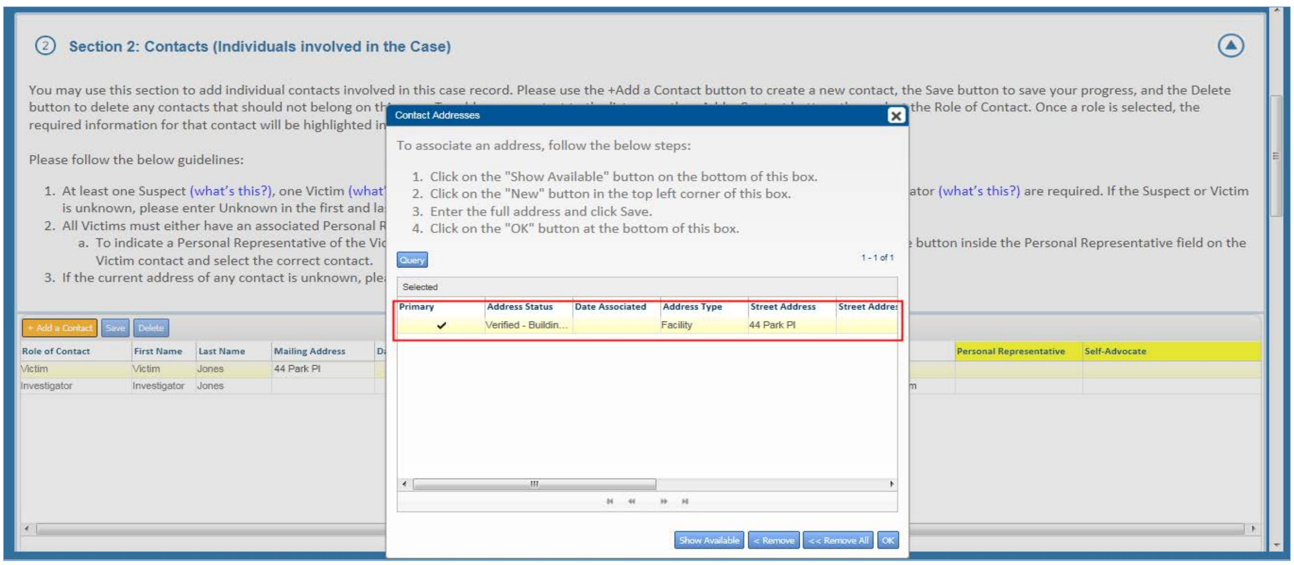


Figure 3.4-21

g) Click **OK** to save the information, if you are satisfied with the entry. If you need to start over, you can click **Remove**.

10. Designate that the Victim is either a Self-Advocate or has a Personal Representative.

- If the Victim is a Self-Advocate, check the **Self-Advocate** field as shown in Figure 3.4-22, and proceed to Step 12 on page 36.
- If the Victim has a Personal Representative, follow Step a) on page 34 through Step e) on page 35.

Add a Victim

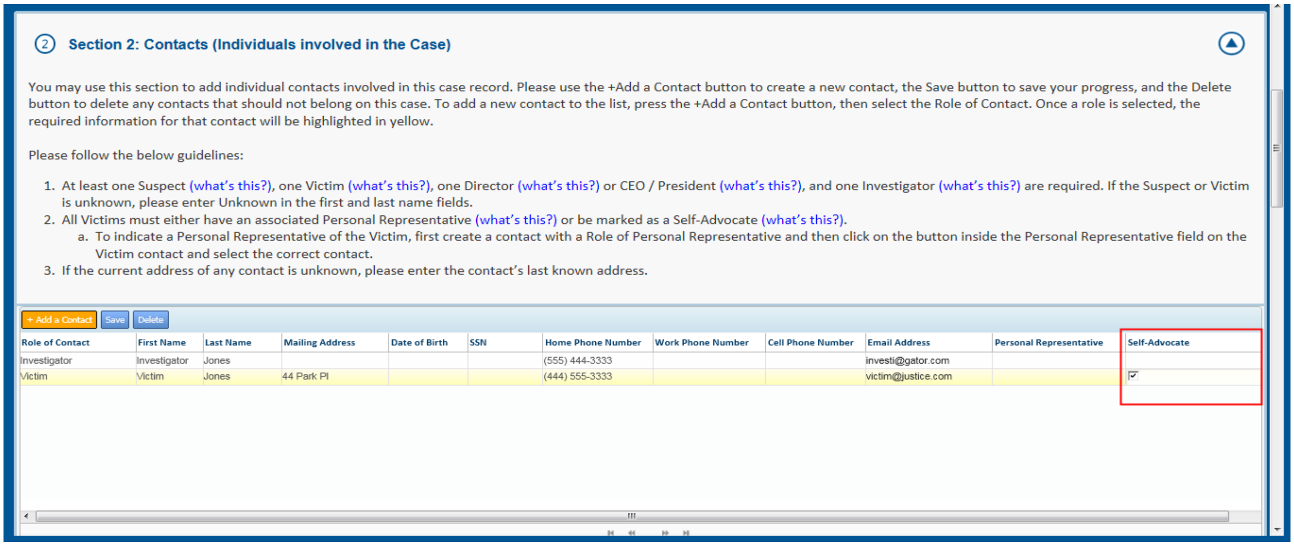


Figure 3.4-22

a) Click the **Save** button to save your work.

b) Follow the steps described in **Add a Personal Representative** on page 37; then continue to Step c) below.

c) Click on the icon in the **Personal Representative** field, as shown in Figure 3.4-23.

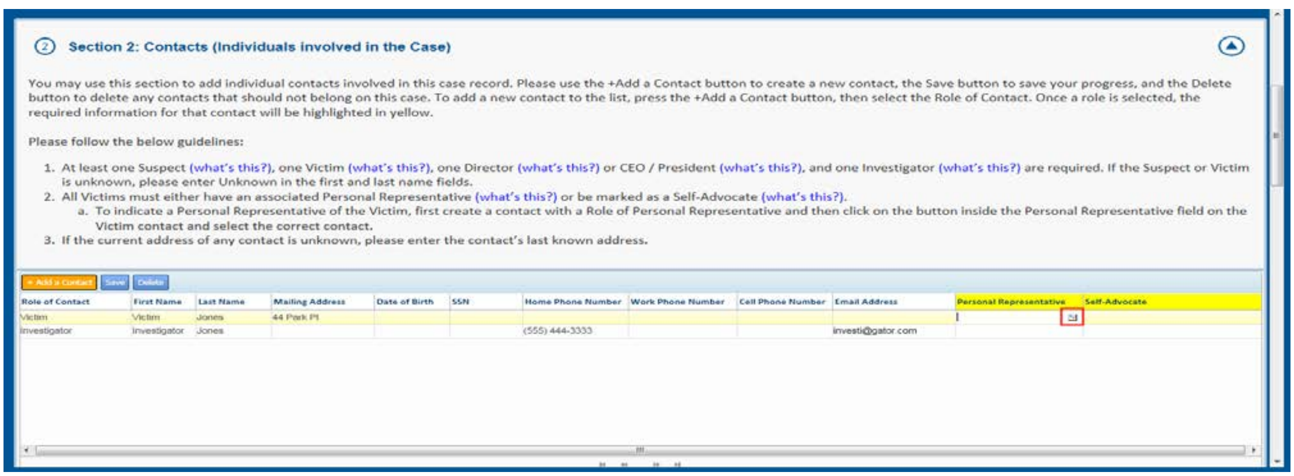


Figure 3.4-23

d) A popup window appears as shown in Figure 3.4-24.

Note: If you have not completed the steps in **Add a Personal Representative** on page 37, this will box be blank or it will not contain the correct name. Before continuing, be sure to complete the process described in **Add a Personal Representative.**

Add a Victim

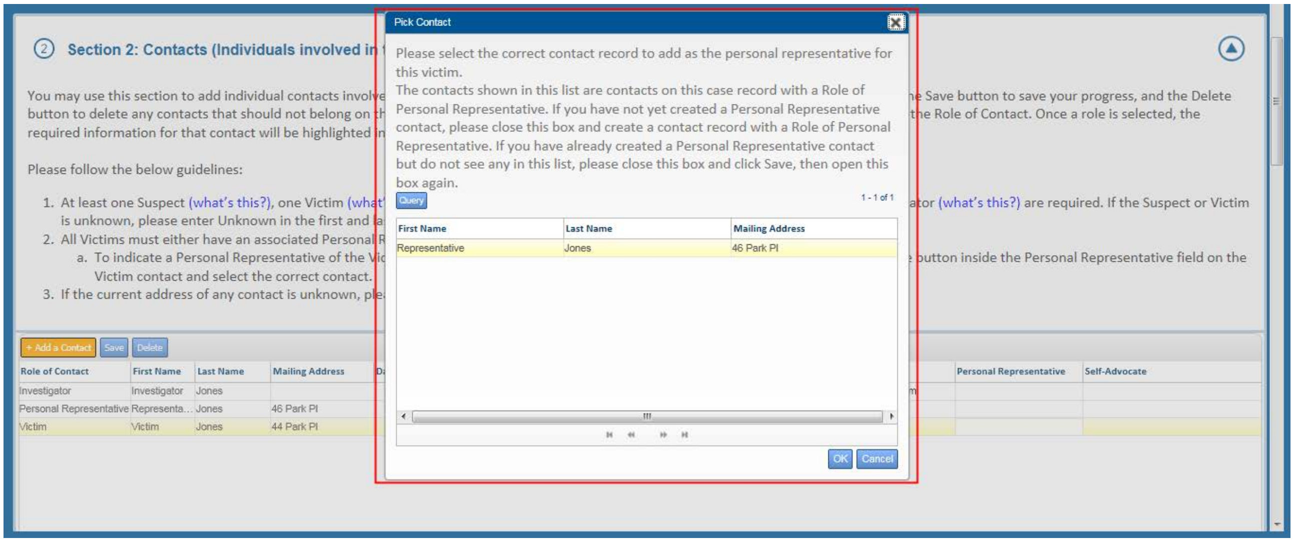


Figure 3.4-24

e) Choose the correct Personal Representative from the list and click **OK** (Figure 3.4-25). You have associated the Personal Representative with the Victim.

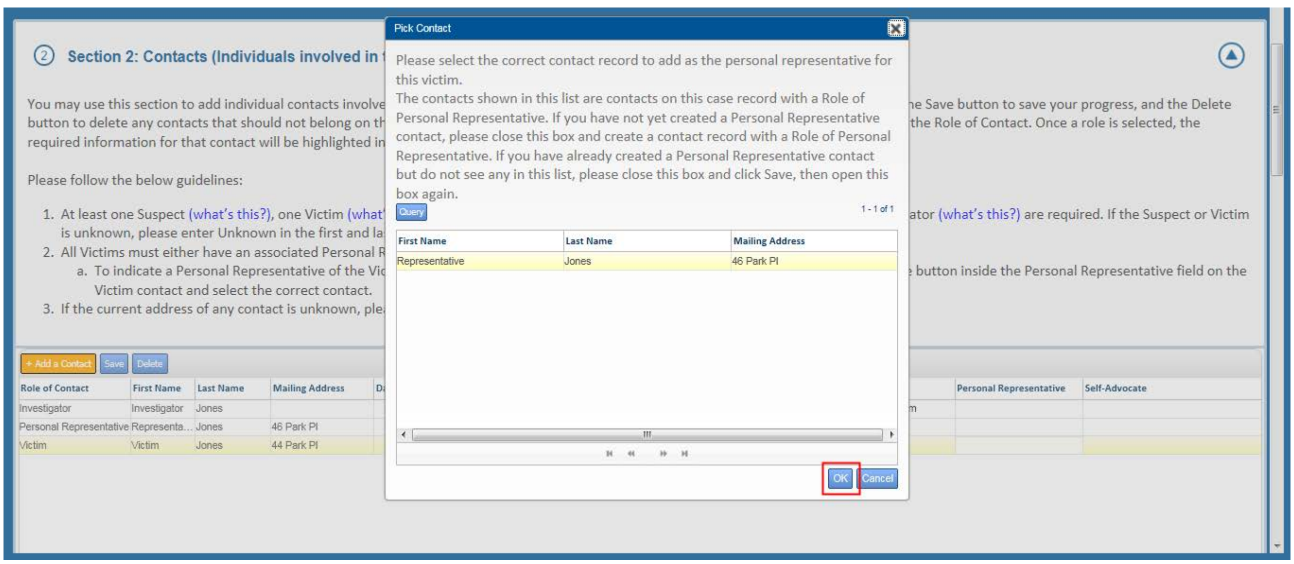


Figure 3.4-25

11. The last name of the associated Personal Representative appears in the **Personal Representative** field, as shown in Figure 3.4-26.

Add a Victim

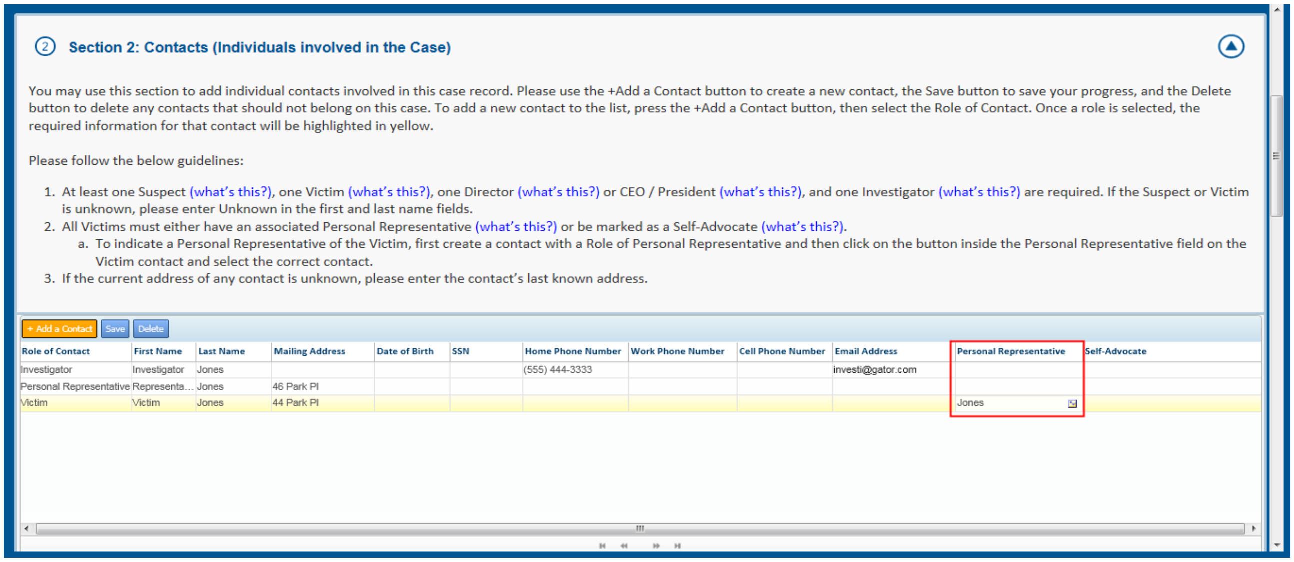


Figure 3.4-26

12. Click the **Save** button to save your work.
13. You can enter additional information about the Victim, as shown in Figure 3.4-27. **Note: Home Phone Number**, **Work Phone Number**, **Cell Phone Number**, and **Email Address** are not required fields but this information is useful if it is available.

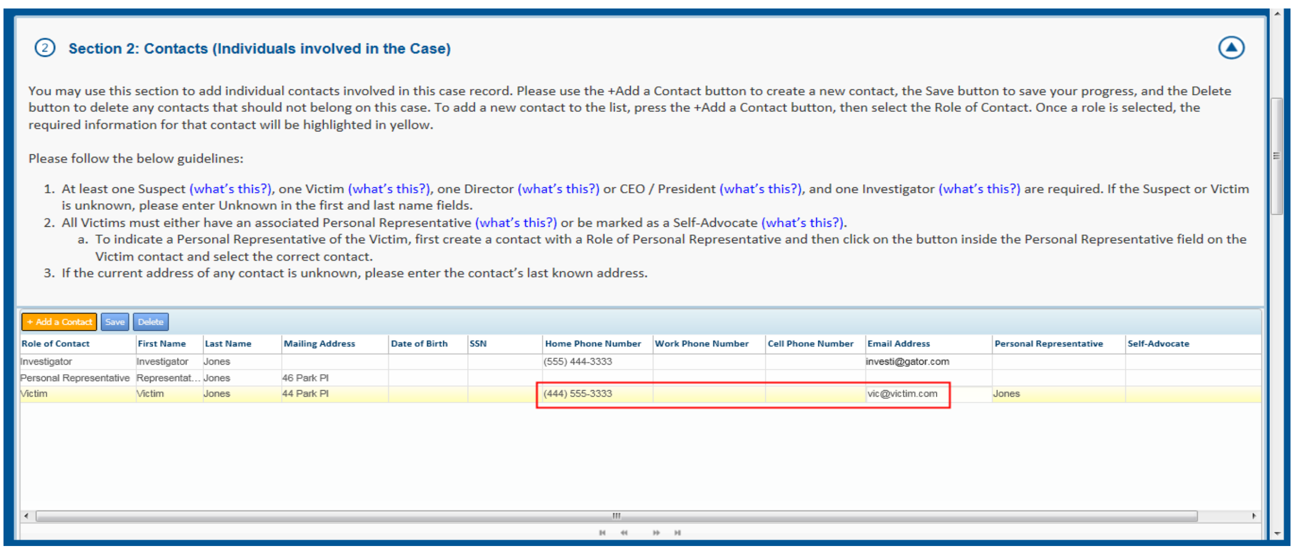


Figure 3.4-27

14. Click the **Save** button. You are now ready to continue to **Add a Suspect** on page 45.

3.4.4 Add a Personal Representative

Each Victim must either be associated with a Personal Representative or be designated as a Self-Advocate.

A Victim (service recipient) is a self-advocate if he/she declares himself/herself to have the ability to effectively communicate, convey, negotiate or assert his or her own interests, desires, needs, and rights. The self-advocate makes informed decisions and takes responsibility for those decisions. If the Victim has been designated as a Self-Advocate, you do not need to review this section and can proceed to **Add a Suspect** on page 45.

A Personal Representative is the person who represents a Victim (vulnerable person). If the Victim has a Personal Representative, you must complete this section as part of the process of adding a Victim as a Contact to the investigation.

Add a Personal Representative

1. Click the **Add a Contact** button; a new contact line displays in the list.
2. Click **Role of Contact** and select **Personal Representative** from the dropdown list.

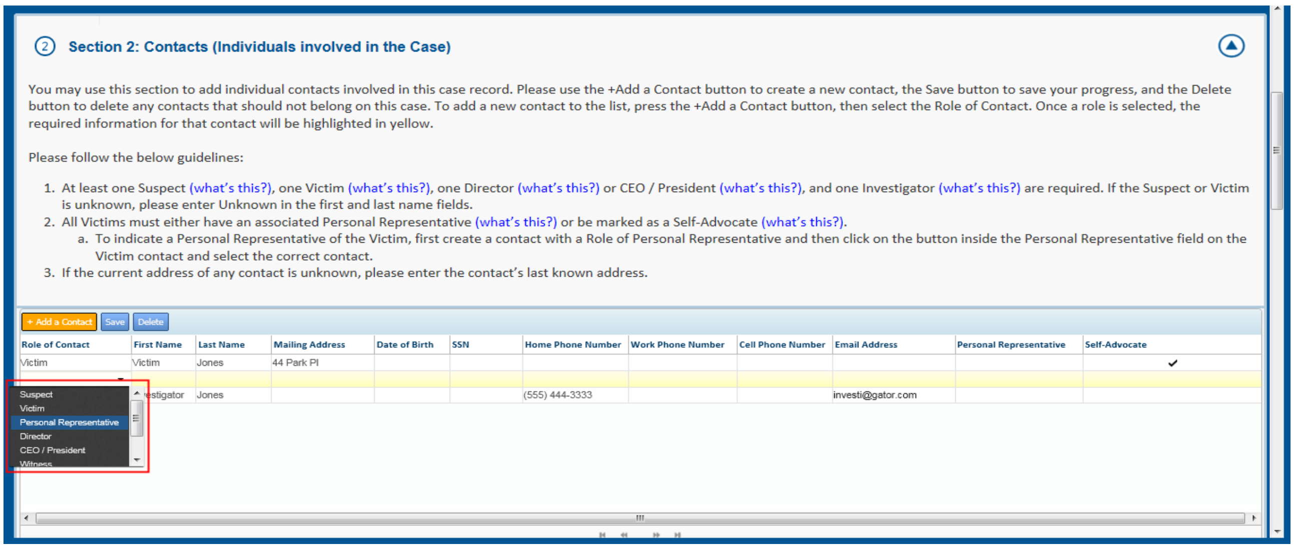


Figure 3.4-28

3. The column headings above the required fields for a Personal Representative are highlighted, as shown in Figure 3.4-29.

Add a Personal Representative

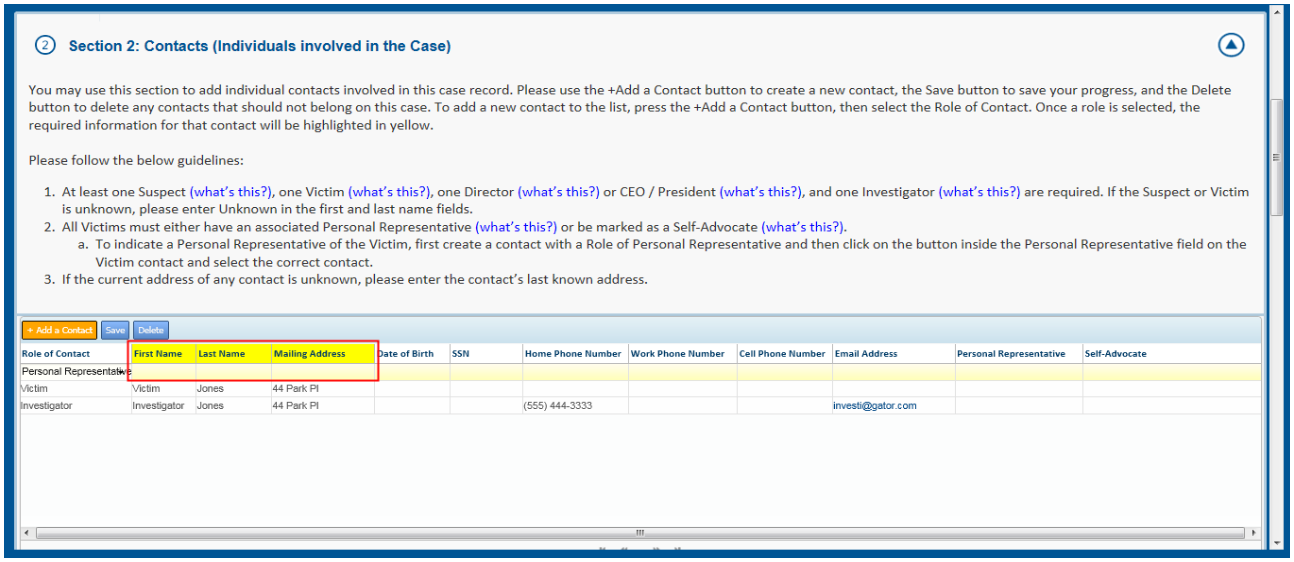


Figure 3.4-29

4. Enter the Personal Representative's information in the **First Name** and **Last Name** fields, as shown in Figure 3.4-30.

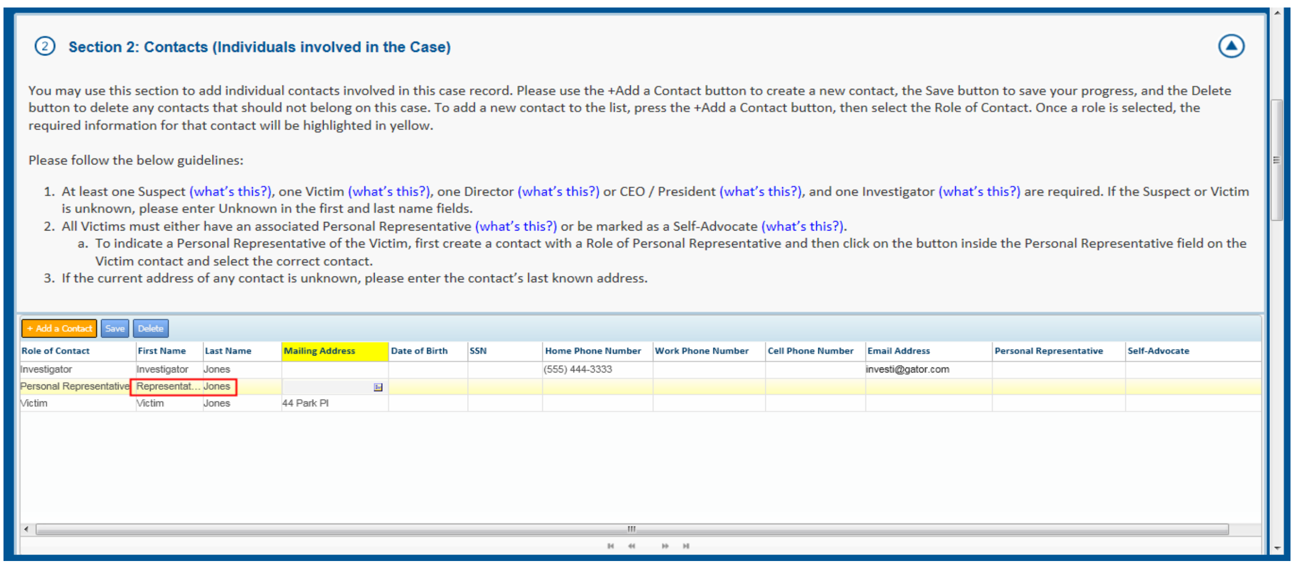


Figure 3.4-30

5. Next, click on the icon in the **Mailing Address** field, as shown in Figure 3.4-31.

Add a Personal Representative

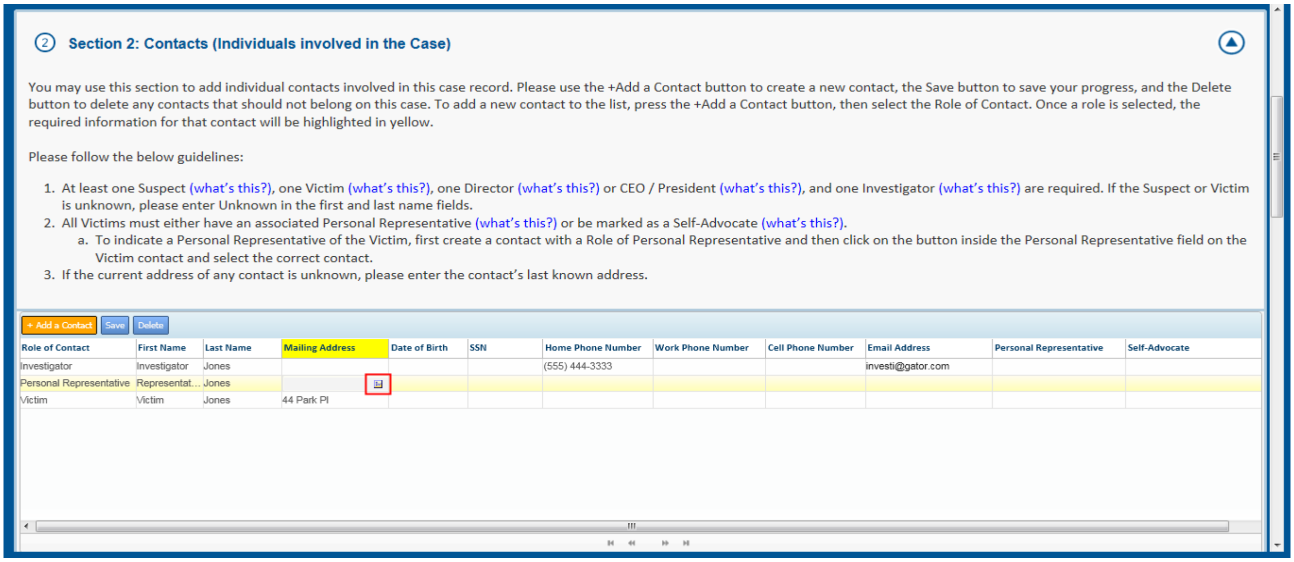


Figure 3.4-31

6. A popup window appears, as shown in Figure 3.4-32.

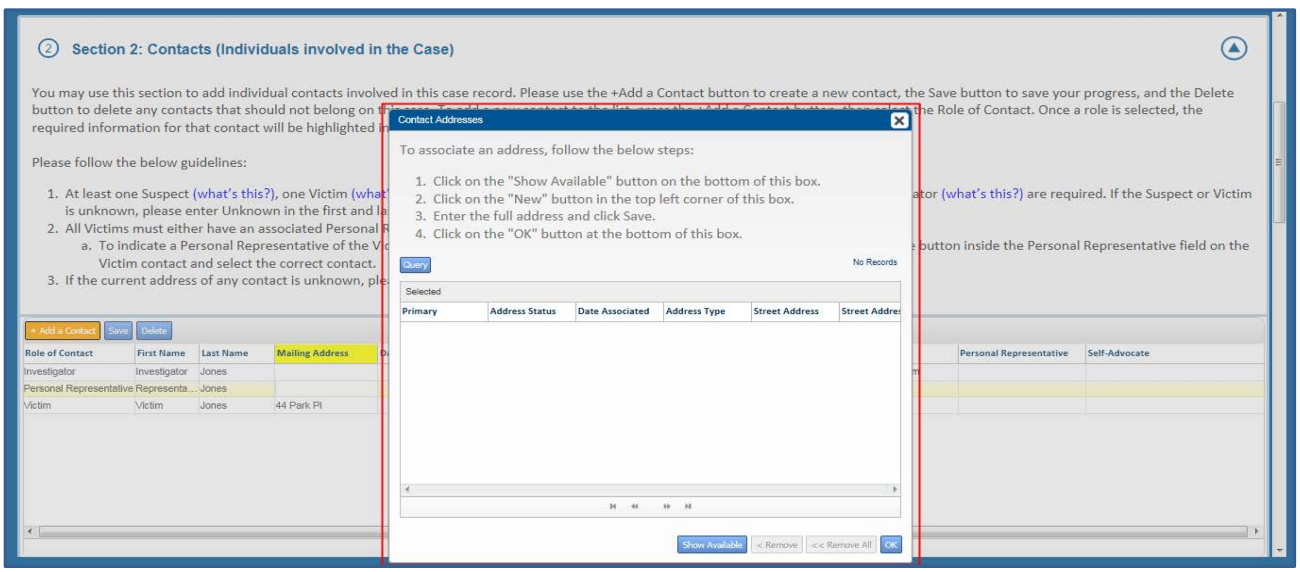


Figure 3.4-32

7. Click the **Show Available** button, as shown in Figure 3.4-33.

Add a Personal Representative

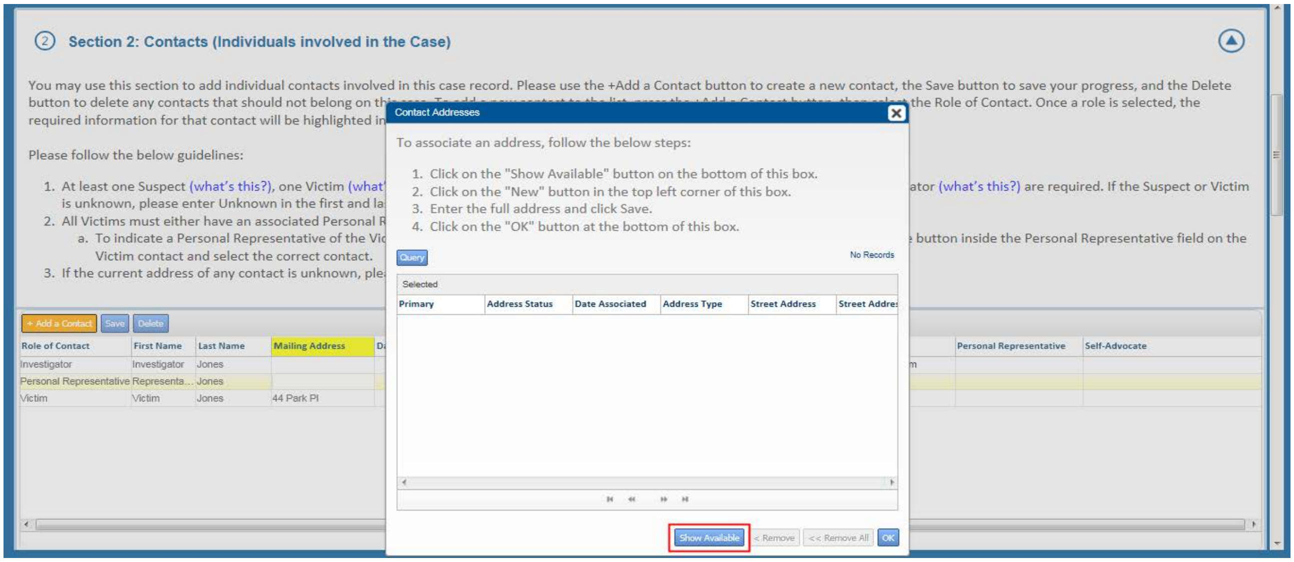


Figure 3.4-33

8. A list of existing addresses appears, as shown in Figure 3.4-34. Choose the correct address from the list and click **Add**. Then, click **OK** to save the address.

   If the address is not in the list, follow Step a) below through Step h) on page 44.

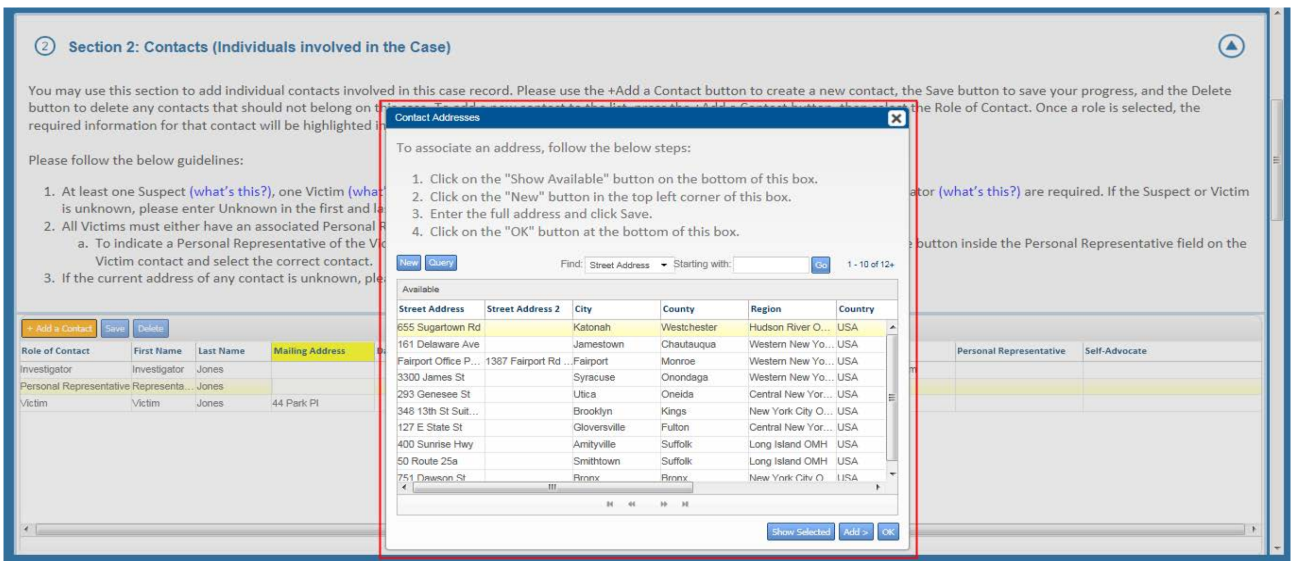


Figure 3.4-34

a) Click the **New** button, as shown in Figure 3.4-35.

Add a Personal Representative

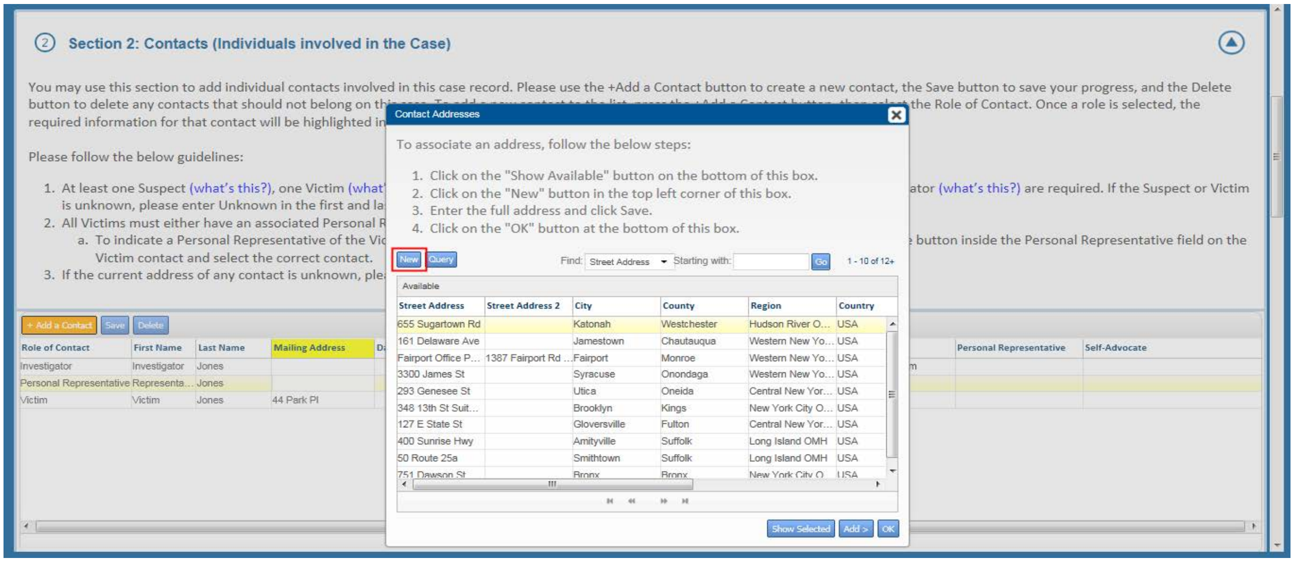


Figure 3.4-35

b) A popup window appears, as shown in Figure 3.4-36.

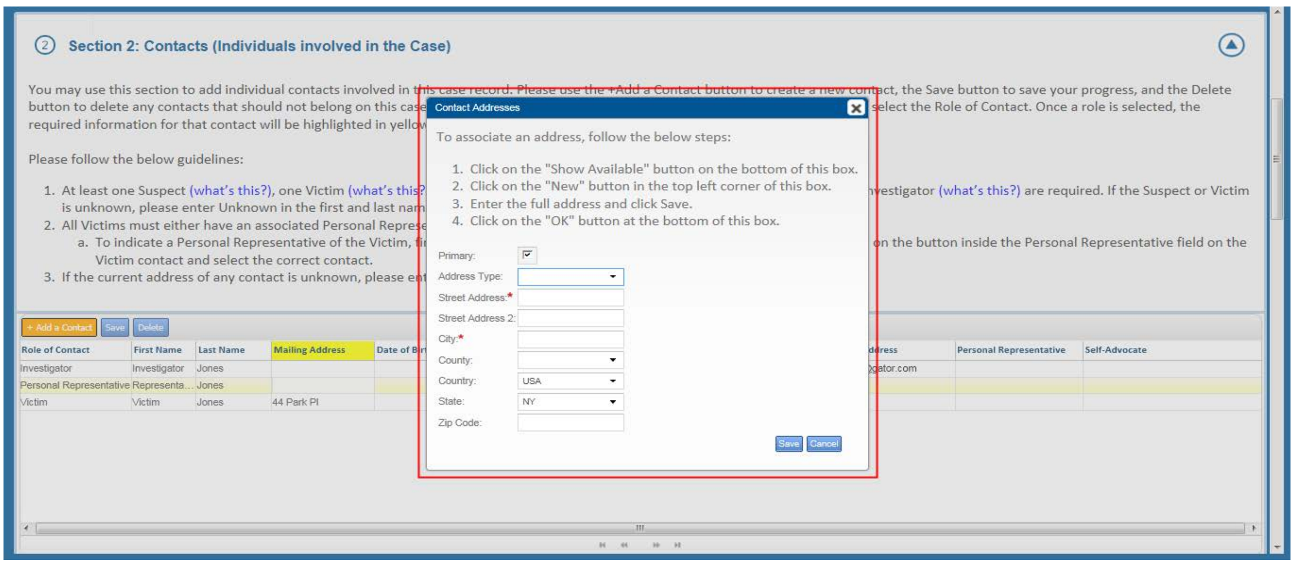


Figure 3.4-36

c) Click the arrow in the **Address Type** field, as shown in Figure 3.4-37.

Add a Personal Representative

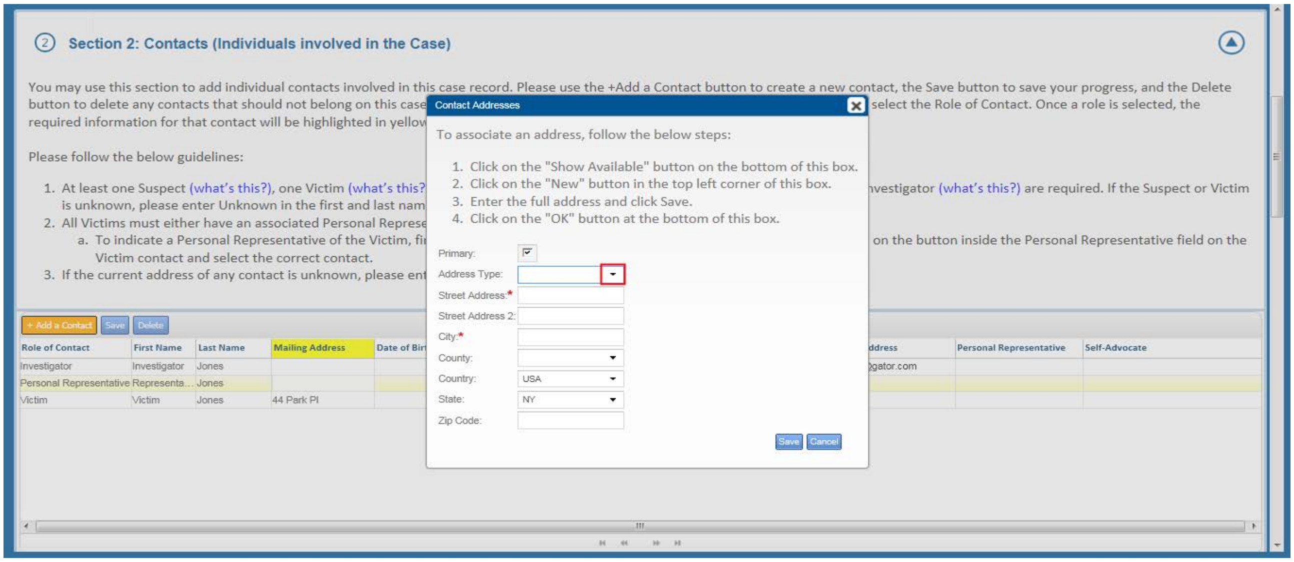


Figure 3.4-37

d) Select the type of address you are entering from the dropdown list, as shown in Figure 3.4-38. **Note: Address Type** is not a required field, but this information is useful if it is available.

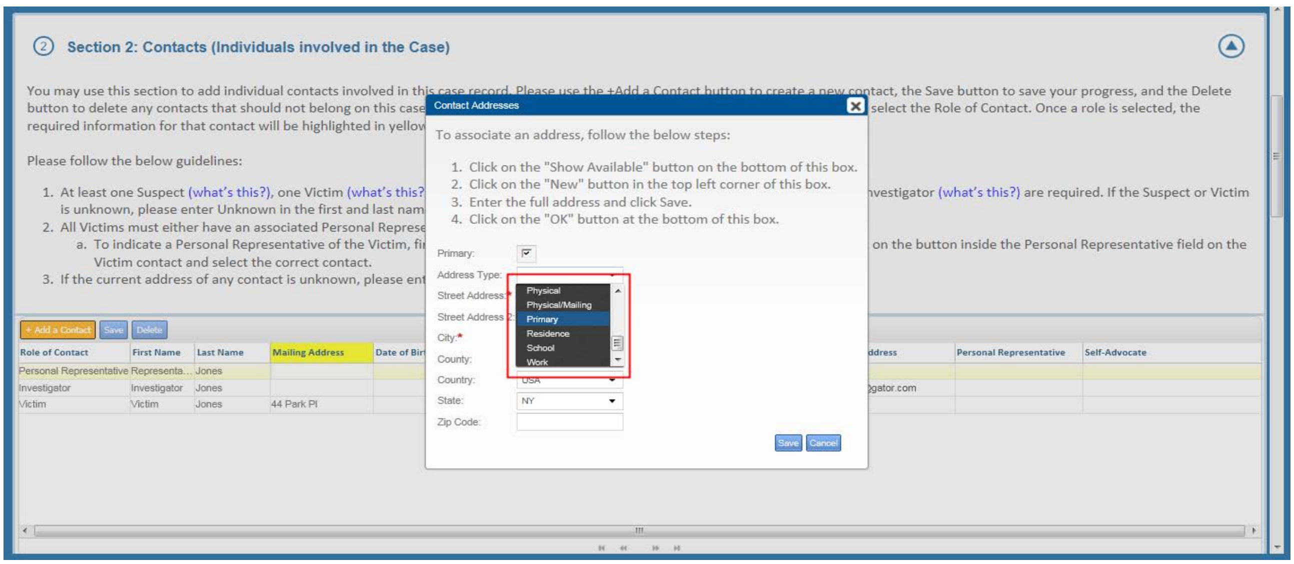


Figure 3.4-38

e) Enter the Personal Representative's information in the **Street Address** field, as shown in Figure 3.4-39.

Add a Personal Representative

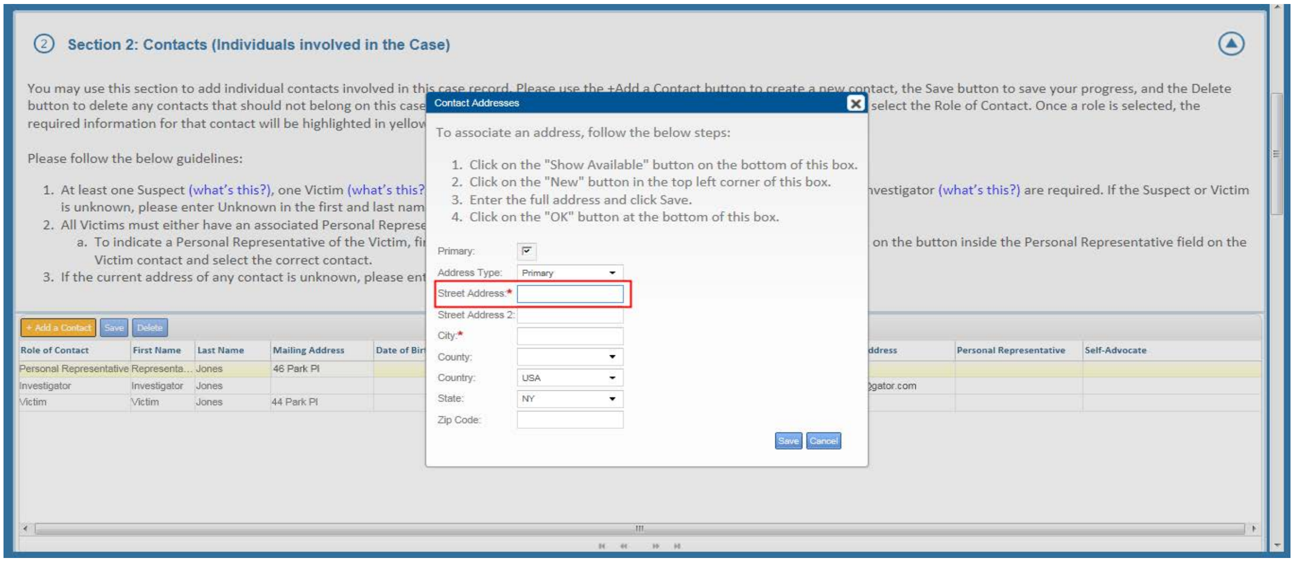


Figure 3.4-39

f) Enter the Personal Representative's information in the **City** field shown in Figure 3.4-40. **Note**: **County**, **Country**, **State**, and **Zip Code** are not required fields, but this information is useful if it is available.

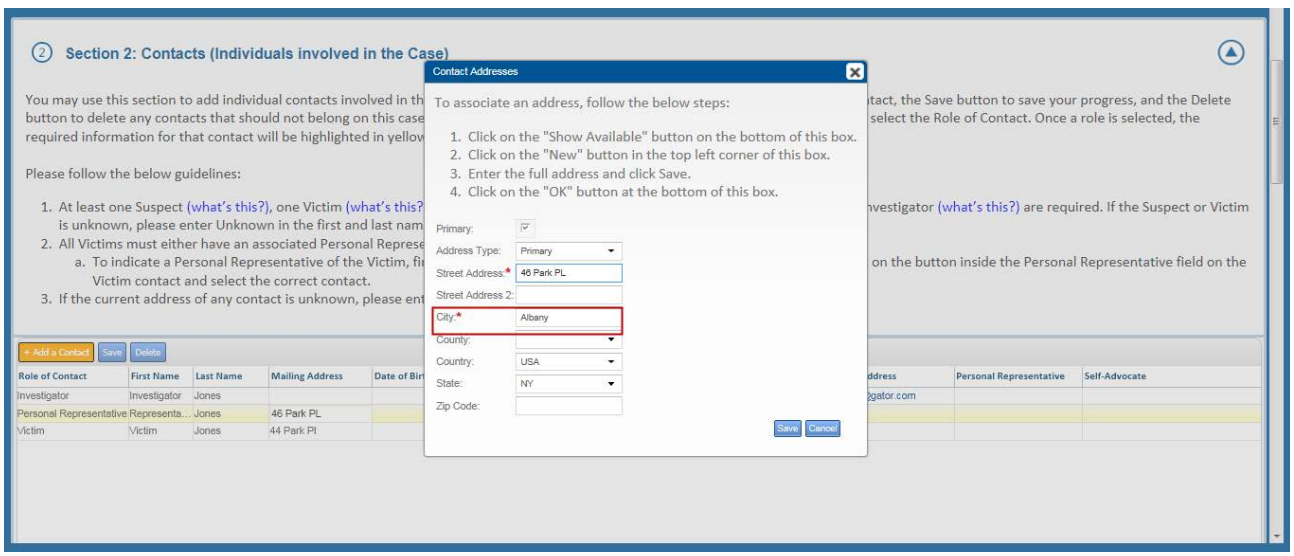


Figure 3.4-40

g) Click **Save**, as shown in Figure 3.4-41. If you need to start over, you can click **Cancel**.

Add a Personal Representative

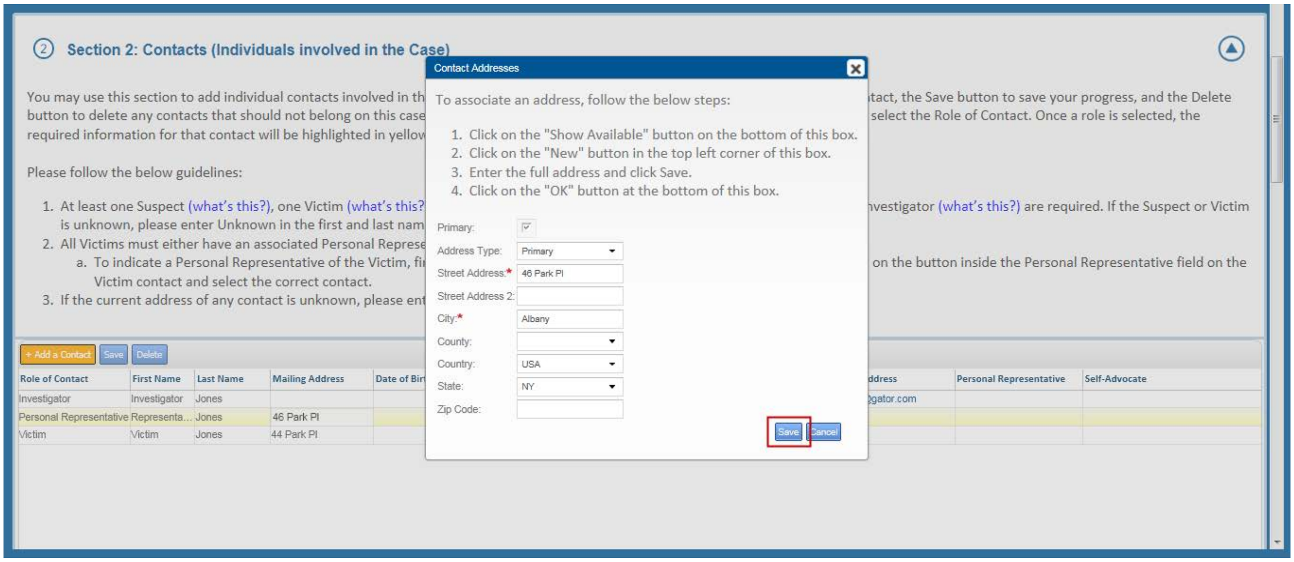


Figure 3.4-41

h) Once you save the information, the **Address Status** field will appear as **Verified** or **Unverified**; a verified address is shown in Figure 3.4-42.

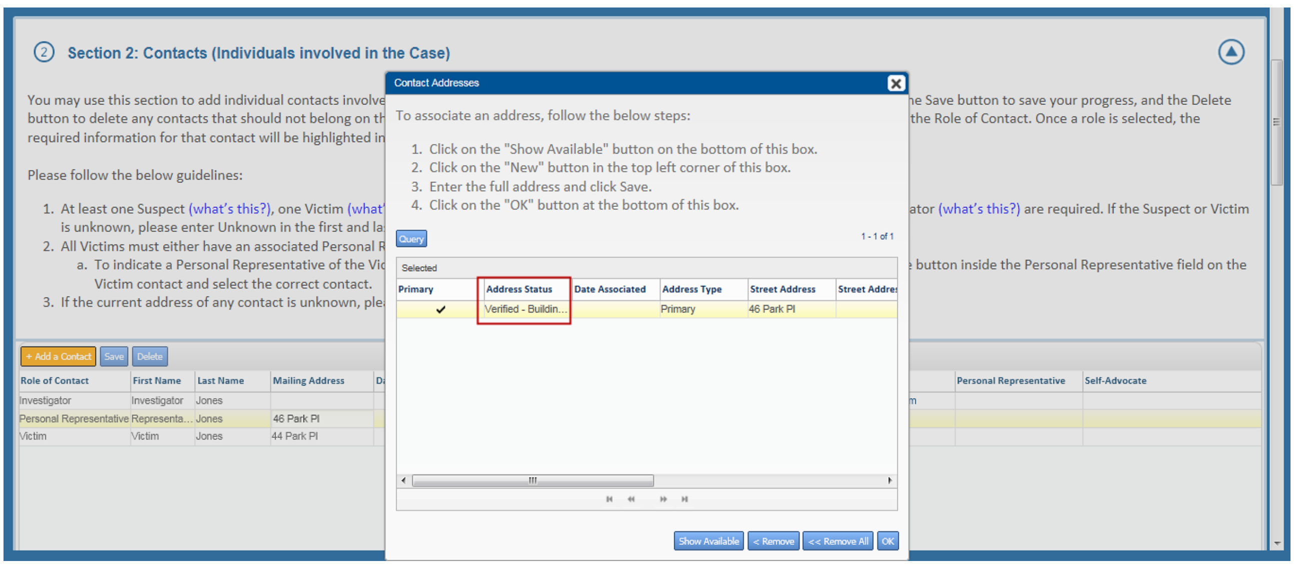


Figure 3.4-42

9. Check that the address is accurate; then, click **OK** to save the information. Or, if you need to start over, click **Remove**.

   Once you have saved the Personal Representative information, you can return to Step c) on page 34 to complete the steps required to add a contact with the Role of Victim.

3.4.5 Add a Suspect

Add Suspect

1. Click the **Add a Contact** button; a new contact line displays in the list.
2. Click the **Role of Contact** dropdown list and select **Suspect**, as shown in Figure 3.4-43.

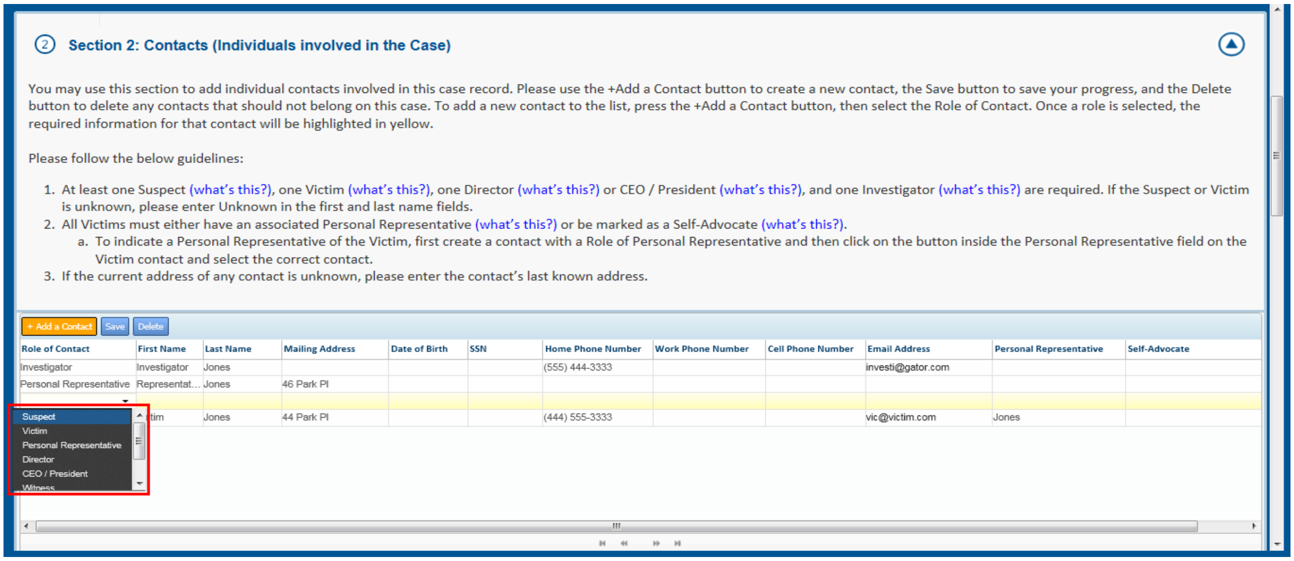


Figure 3.4-43

3. Once you have selected Suspect, the columns above the required fields will be highlighted, as shown in Figure 3-4.44.

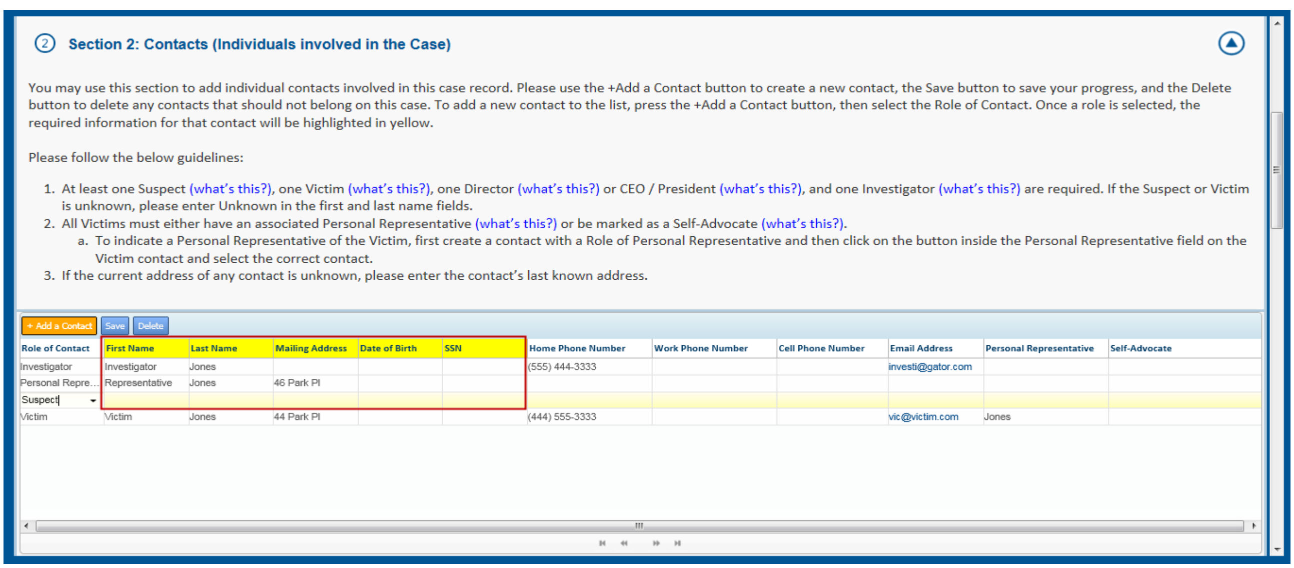


Figure 3.4-44

4. If known, enter the Suspect's information in the **First Name** and **Last Name** fields, as shown in Figure 3.4-45. If the Suspect's name is unknown, continue to Step a) on page 46.

Add Suspect

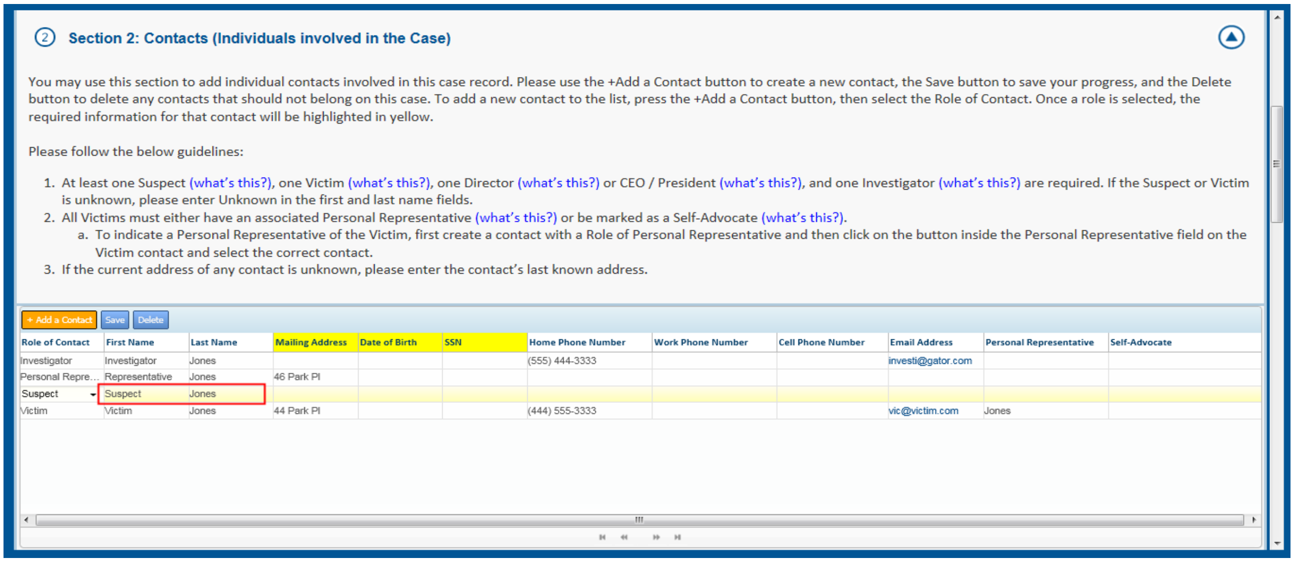


Figure 3.4-45

a) If the Suspect's name is unknown, enter **Unknown** in both the **First Name** and **Last Name** fields, as shown in Figure 3.4-46. **Note:** When Unknown is entered, the column headers above the other required fields will no longer appear highlighted.

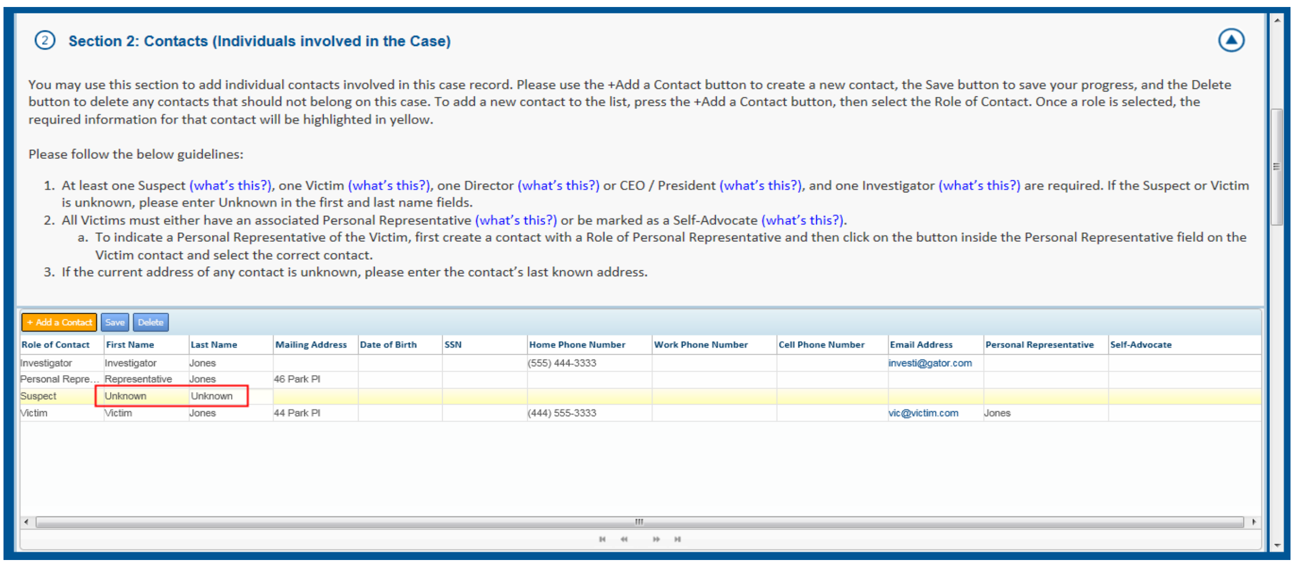


Figure 3.4-46

5. Click on the icon in the **Mailing Address** field, as shown in Figure 3.4-47.

Add Suspect

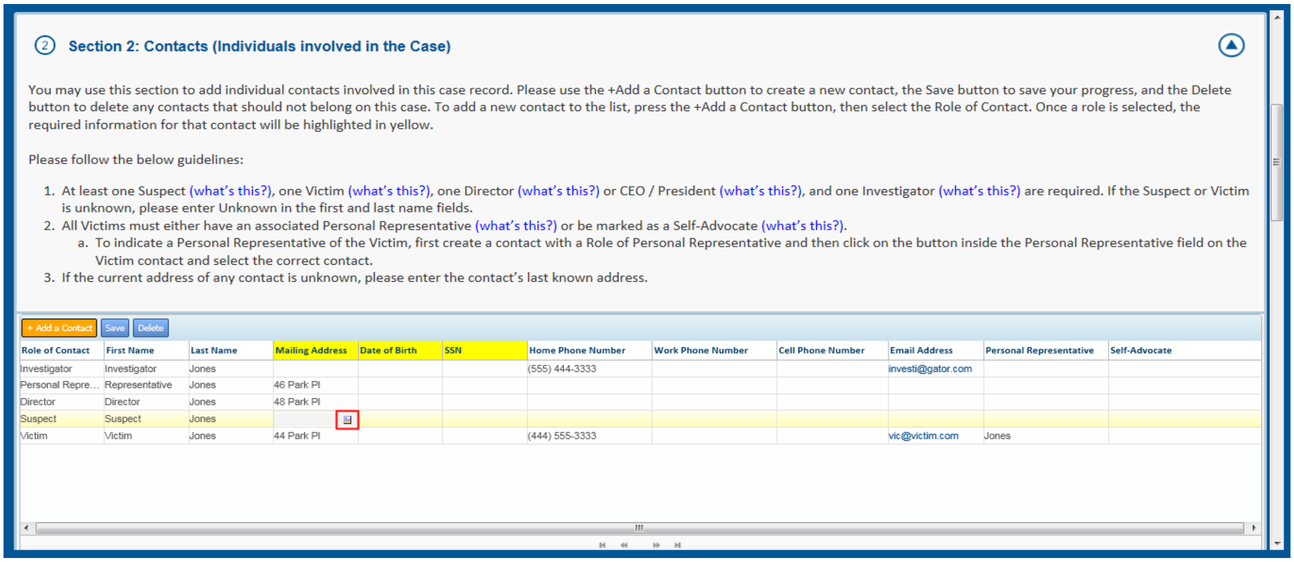


Figure 3.4-47

6. A popup window appears, as shown in Figure 3.4-48.

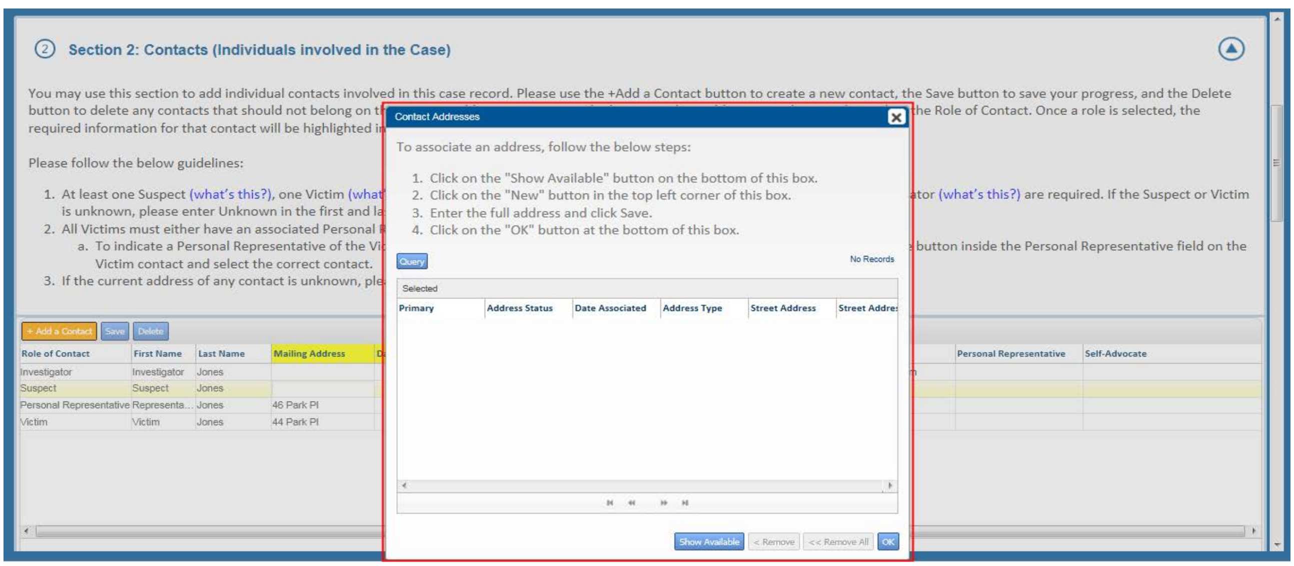


Figure 3.4-48

5. Click the **Show Available** button, as shown in Figure 3.4-49.

Add Suspect

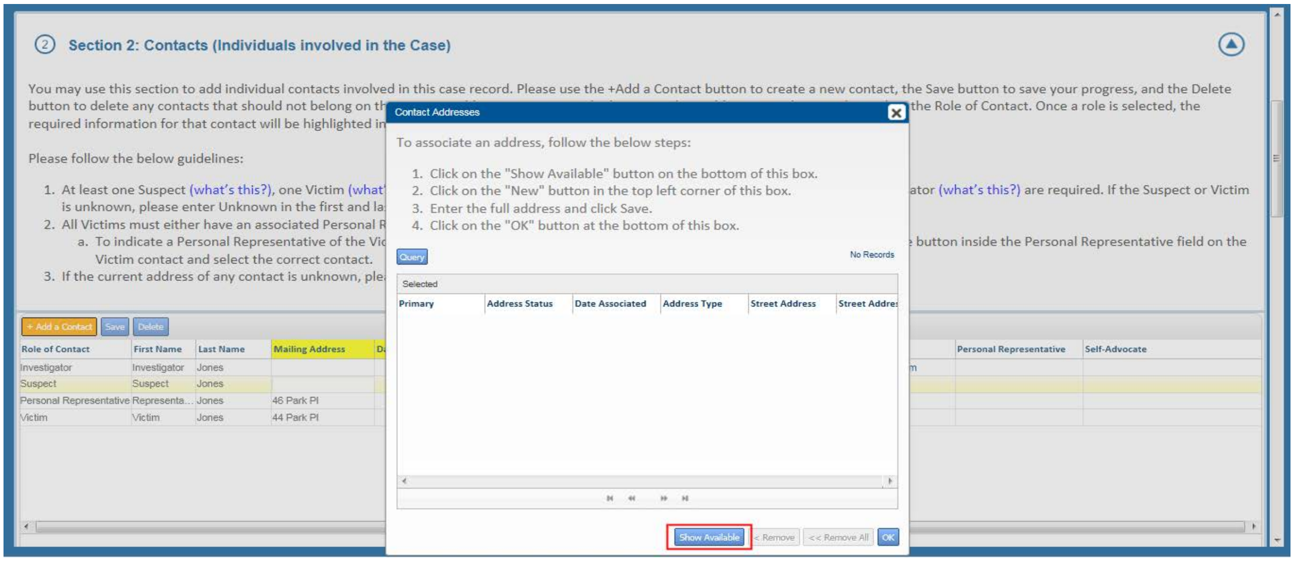


Figure 3.4-49

6. A list of addresses appears, as shown in Figure 3.4-50.

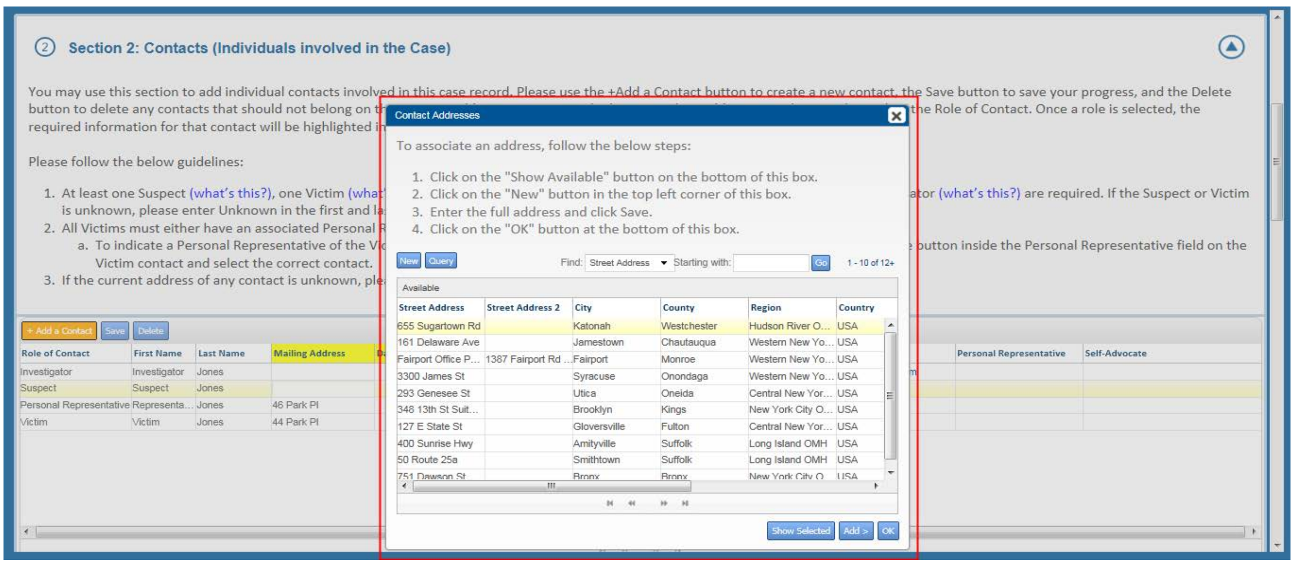


Figure 3.4-50

7. Choose the Suspect’s address and click **OK**. If the Suspect’s address is not in the list, follow the instructions in Step a) below through Step h) on page 52.

   a) Click the **New** button, as shown in Figure 3.4-51.

Add Suspect

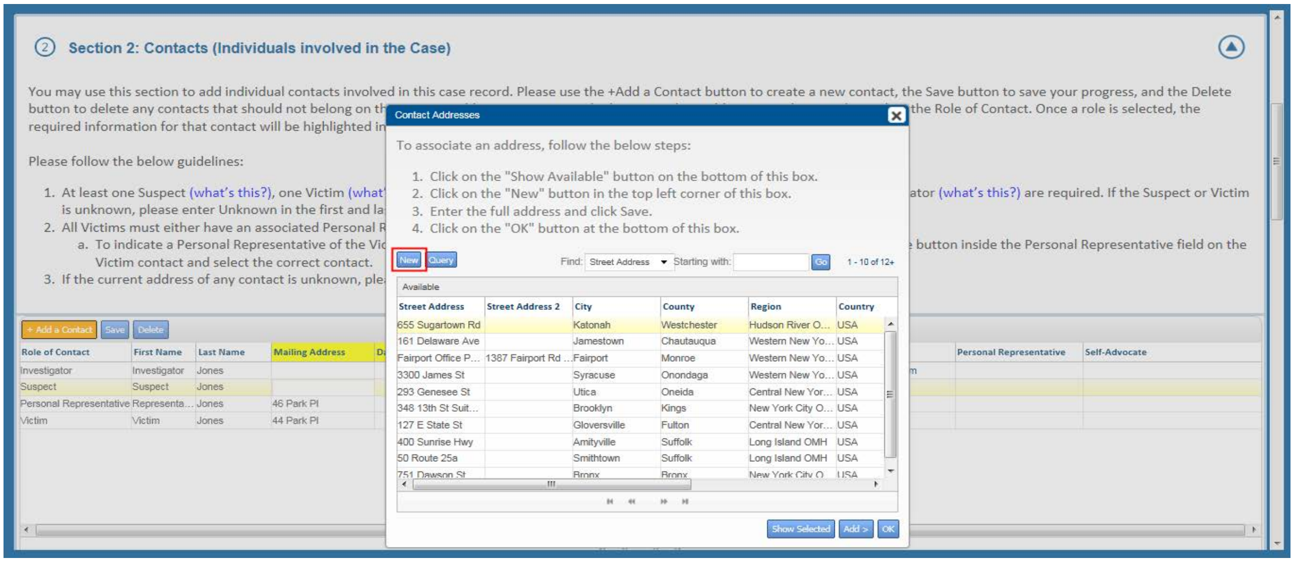


Figure 3.4-51

b) A popup window appears with blank fields. Click on the arrow in the **Address Type** field, as shown in Figure 4.4-52.

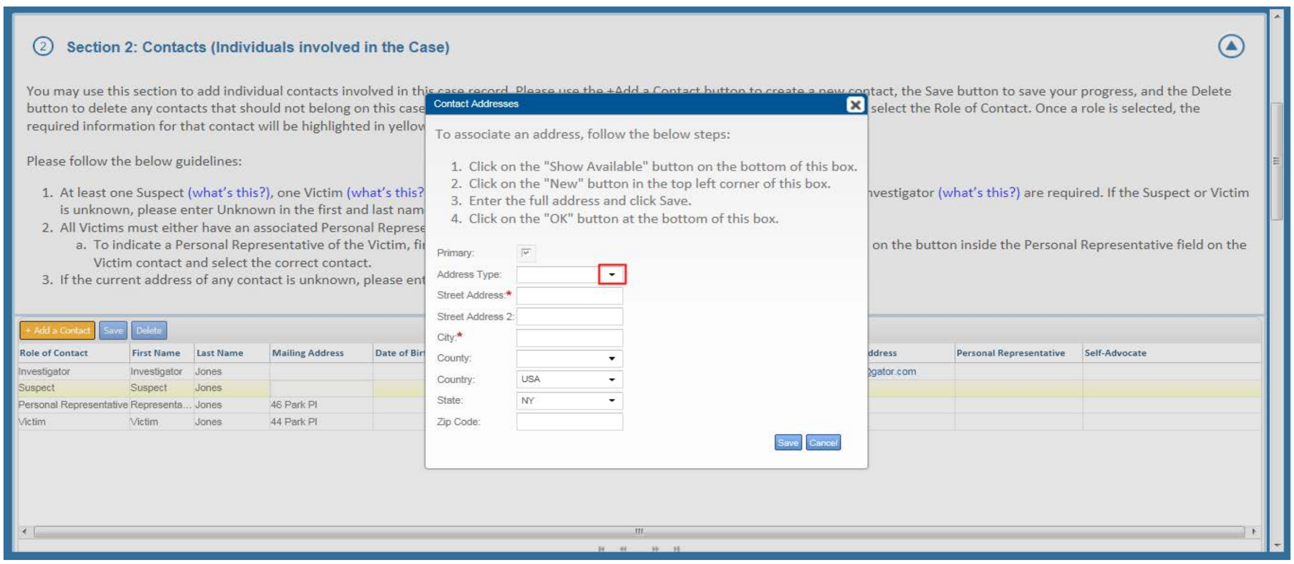


Figure 3.4-52

c) Select the appropriate value from the **Address Type** dropdown list, as shown in Figure 3.4-53. **Note: Address Type** is not a required field, but this information is useful if it is available.

Add Suspect

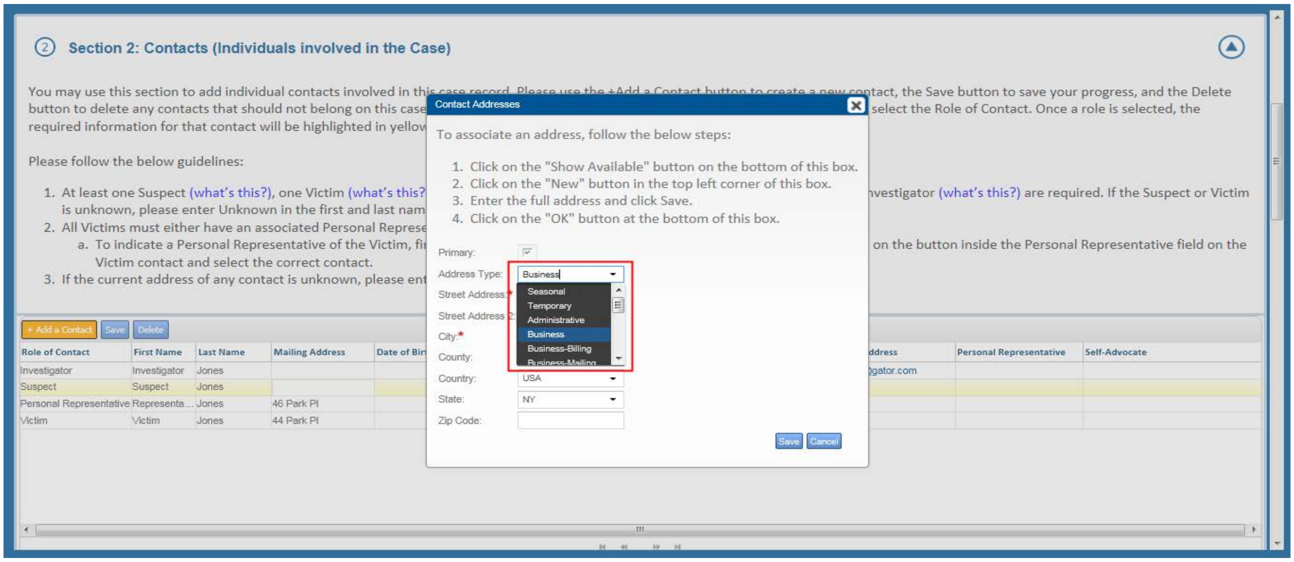


Figure 3.4-53

d) Enter the Suspect's information in the **Street Address** field shown in Figure 3.4-54.

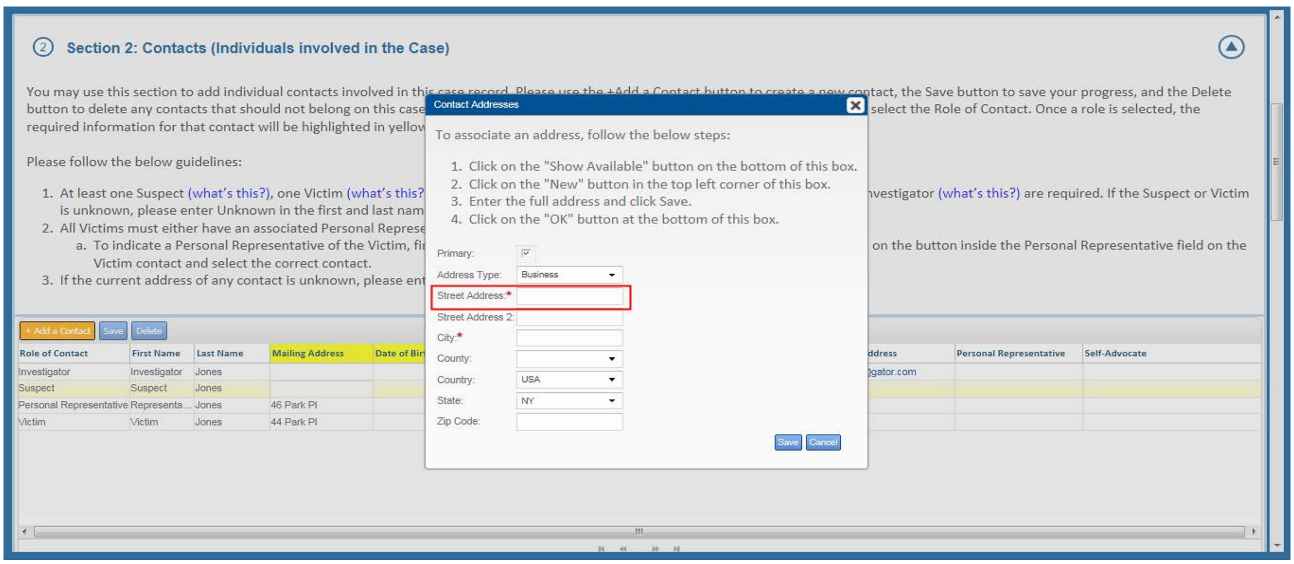


Figure 3.4-54

e) Enter the Suspect's information in the **City** field shown in Figure 3.4-55. **Note: County**, **Country**, **State**, and **Zip Code** are not required fields, but this information is useful if it is available.

Add Suspect

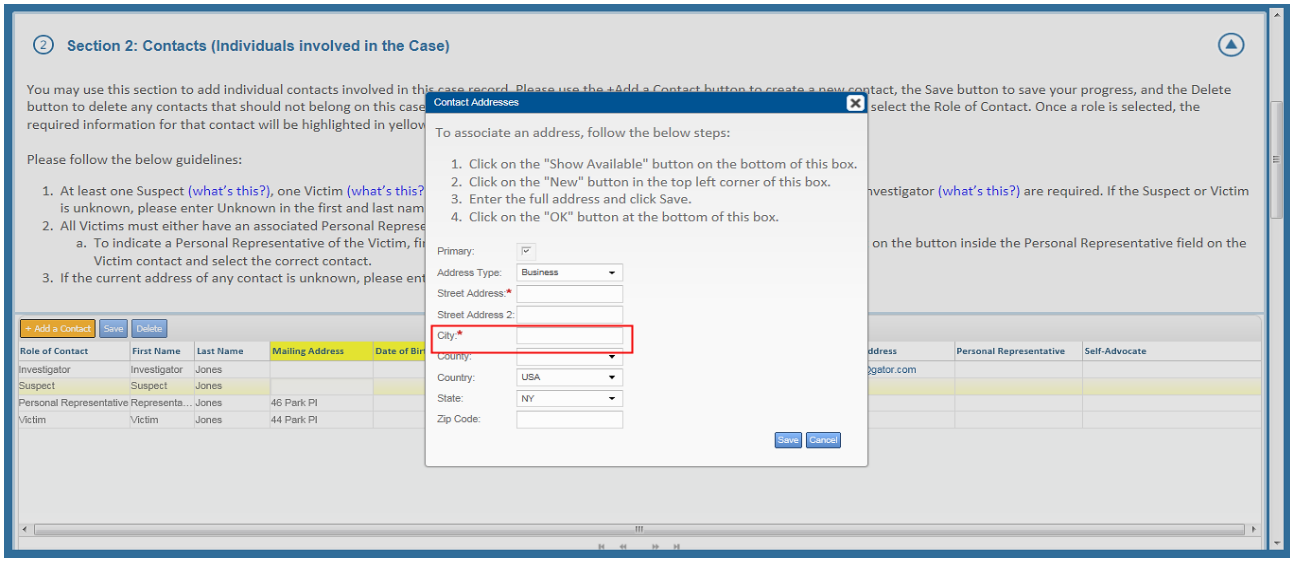


Figure 3.4-55

f) Once you have completed all the address fields with the available information, click **Save**, as shown in Figure 3.4-56. If you need to start over, you can click **Cancel**.

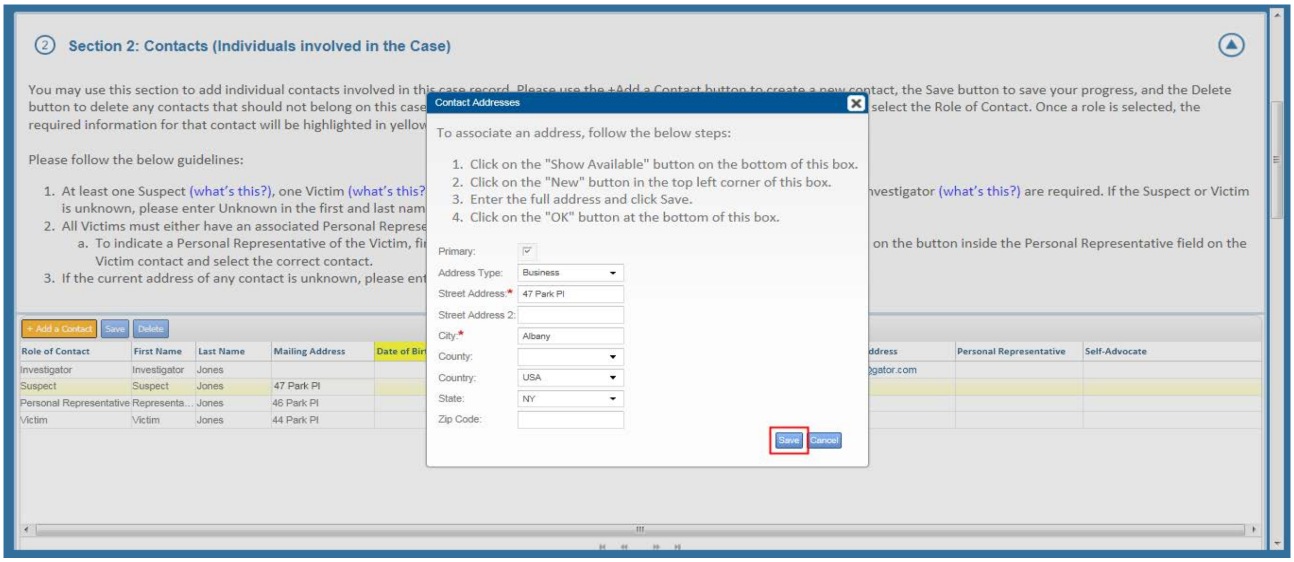


Figure 3.4-56

g) Once you save, the **Address Status** will appear as **Verified** or **Unverified**; a verified address is shown in Figure 3.4-57.

Add Suspect

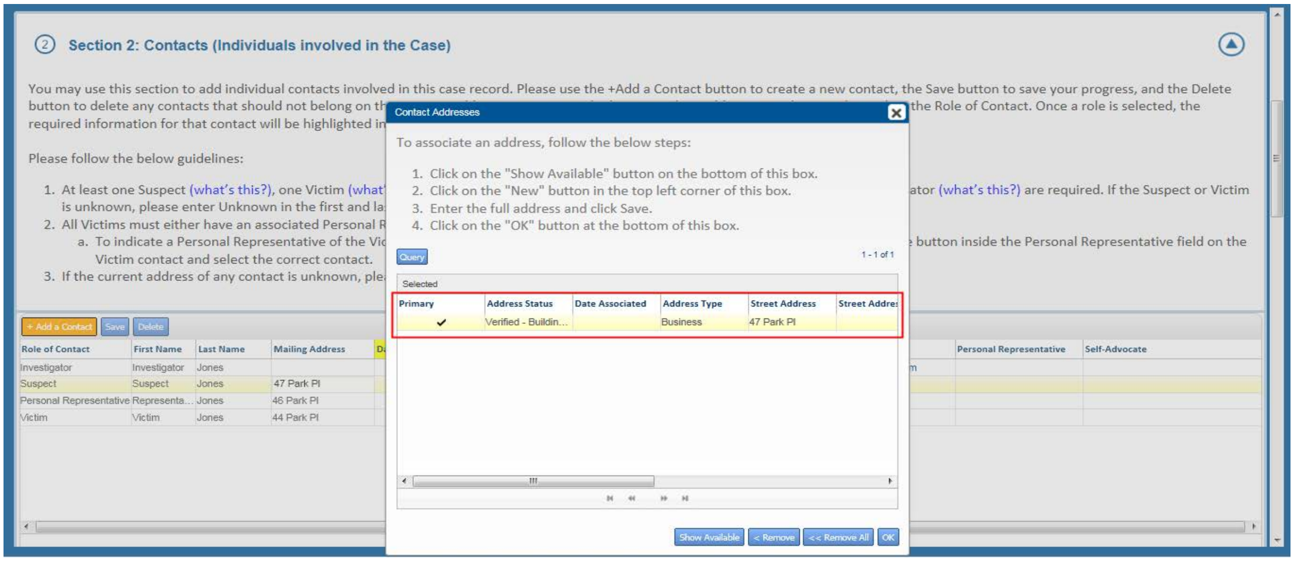


Figure 3.4-57

h) Check that the address is accurate and click **OK** to save. Then, click the **Save** button. Or, if you need to start over, click **Remove** to clear the address fields.

8. Click the icon in the **Date of Birth** field, as shown in Figure 3.4-58.

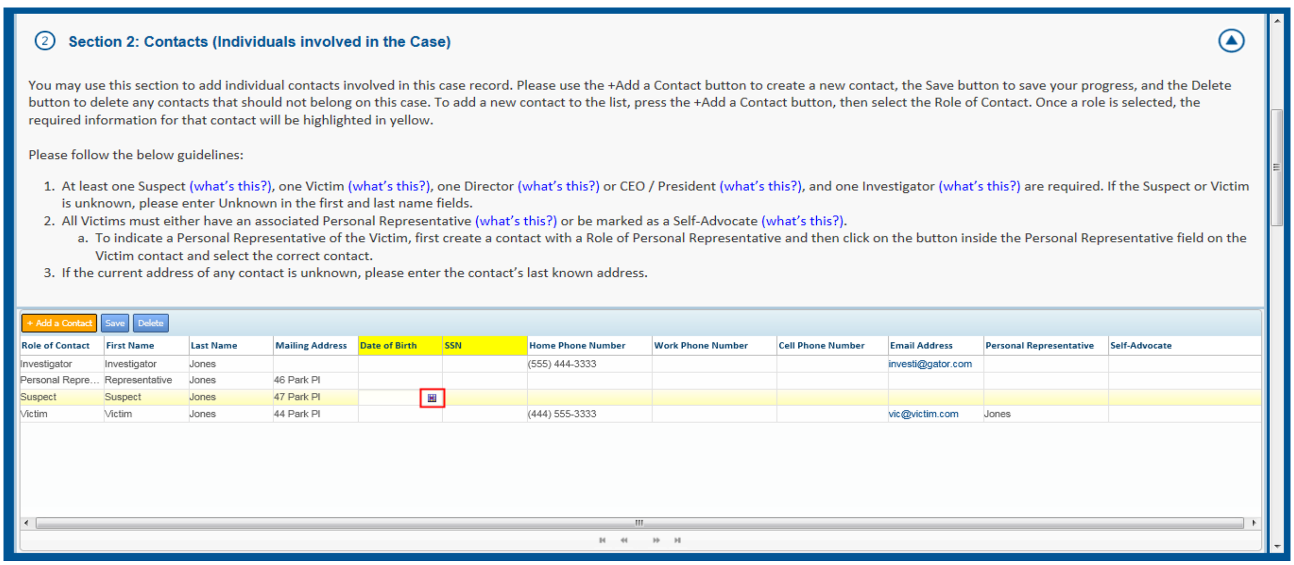


Figure 3.4-58

9. A pop-up calendar appears, as shown in Figure 3.4-59. Select the appropriate date of birth from the calendar options.

Add Suspect

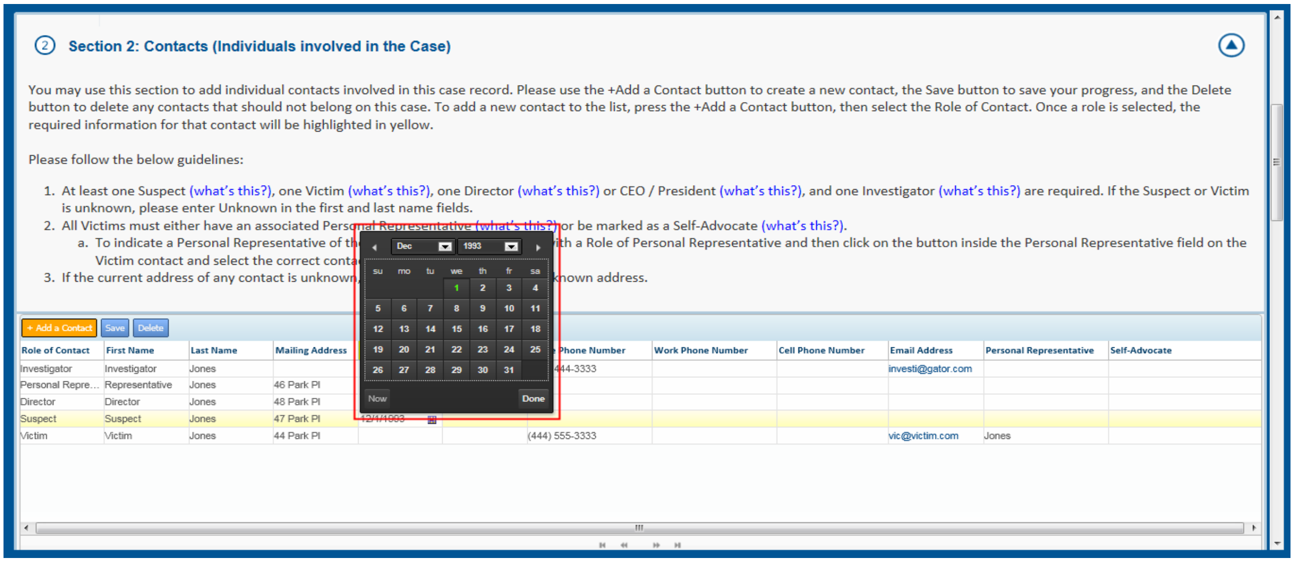


Figure 3.4-59

10. Click **Done**, as shown in Figure 3.4-60.

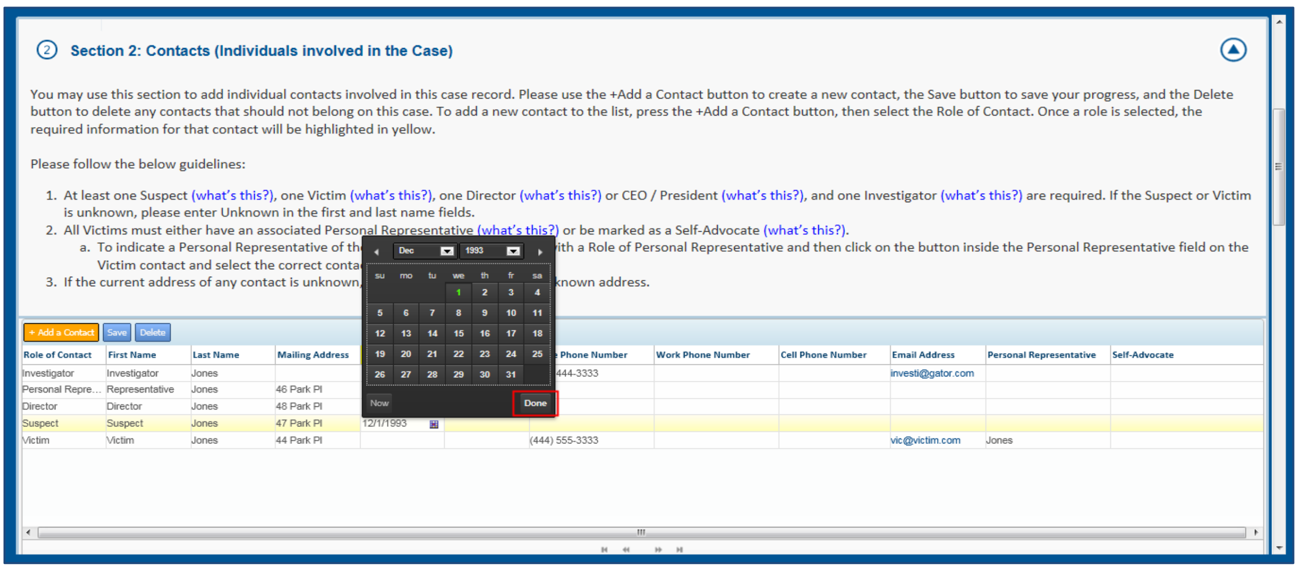


Figure 3.4-60

11. The Suspect’s information appears in the **Date of Birth** field, as shown in Figure 3.4-61.

Add Suspect

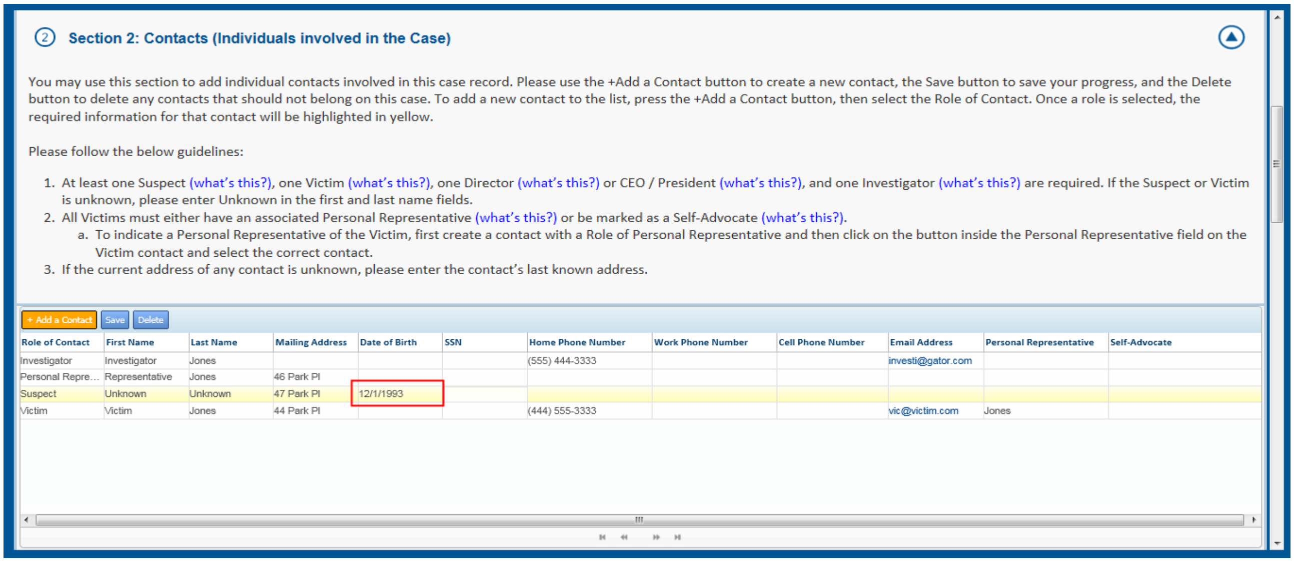


Figure 3.4-61

12. Enter the Suspect's Social Security Number in the **SSN** field, as shown in Figure 3.4-62.

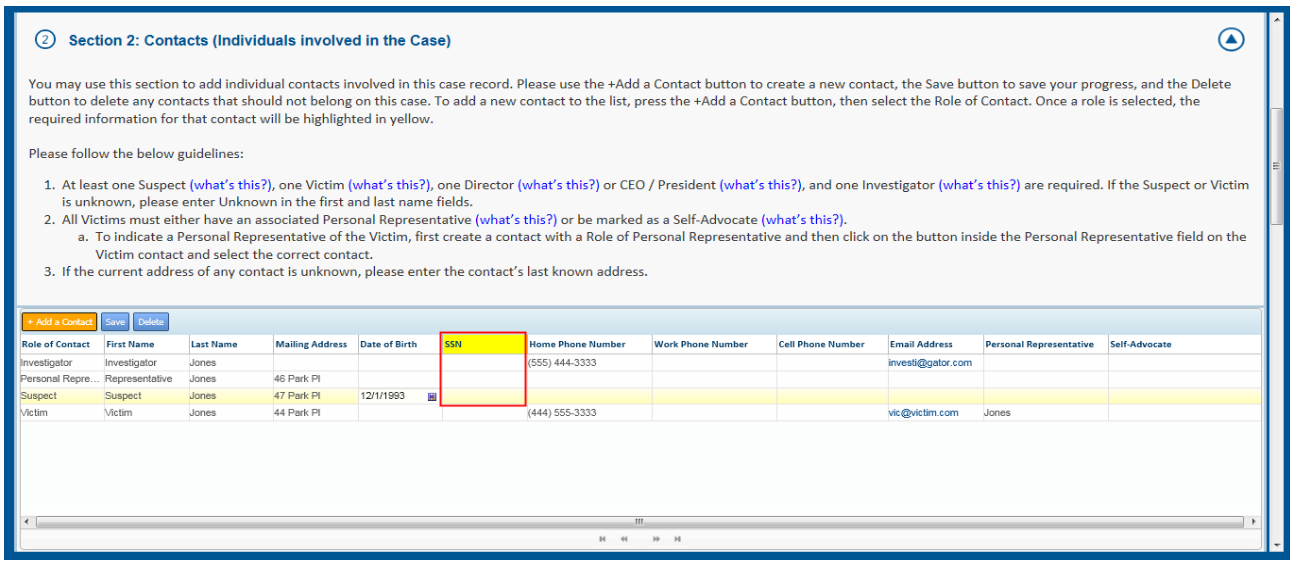


Figure 3.4-62

13. Click **Save**. After you have saved, only the last 4 digits of the number appear in the **SSN** field, as shown in Figure 3.4-63.

Add Suspect

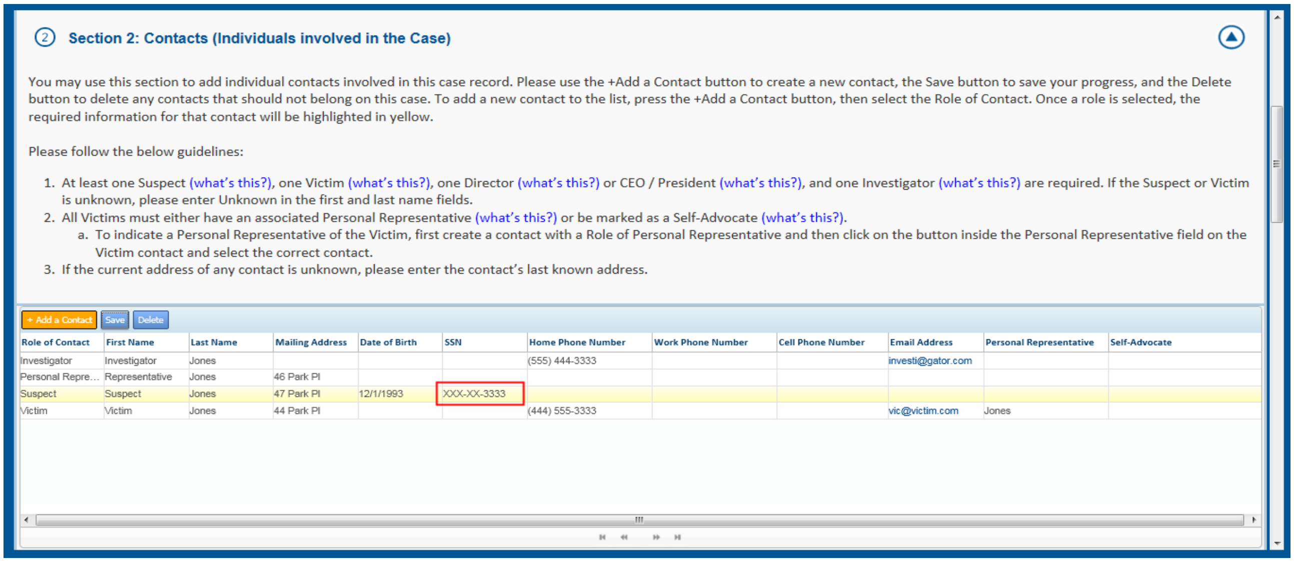


Figure 3.4-63

14. Enter the Suspect's information in the **Home Phone Number**, **Work Phone Number**, **Cell Phone Number**, and **Email Address** fields, as shown in Figure 3.4-64. **Note:** These fields are not required but this information is useful if it is available.

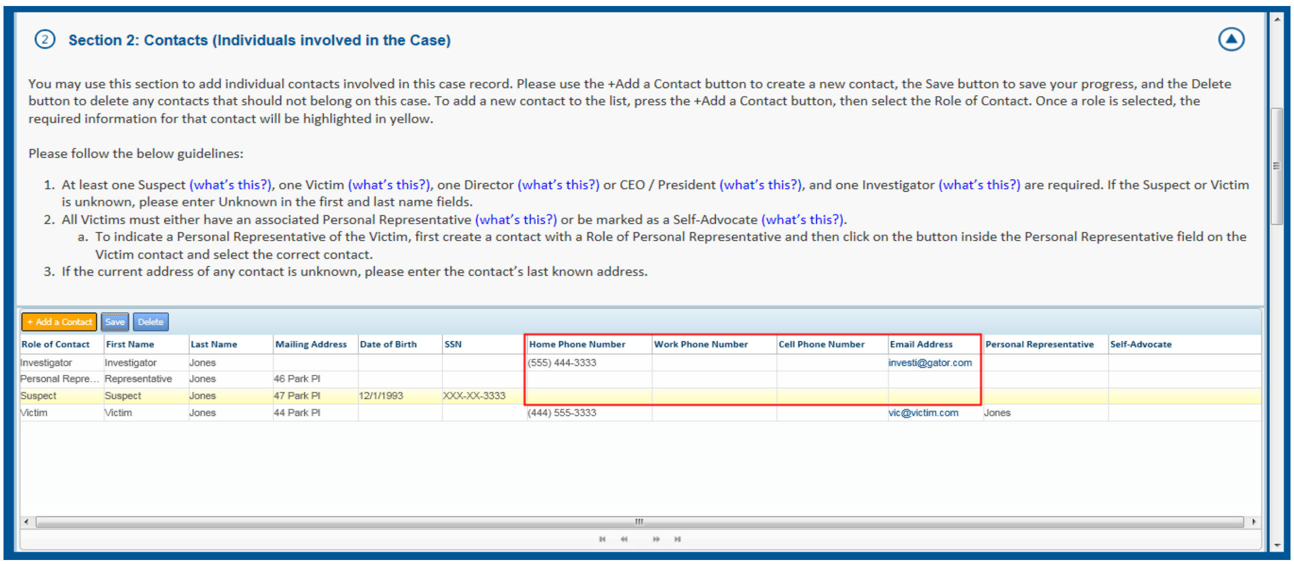


Figure 3.4-64

15. Click the **Save** button. Once you have saved your work, you can continue to **Add a Director or CEO/President** on page 56.

3.4.6 Add a Director or CEO/President

Add Director or CEO/President

1. Click the **Add a Contact** button; a new contact line displays in the list.
2. Click on the **Role of Contact** field and select **Director** or **CEO/President** from the dropdown list, as shown in Figure 3.4-65.

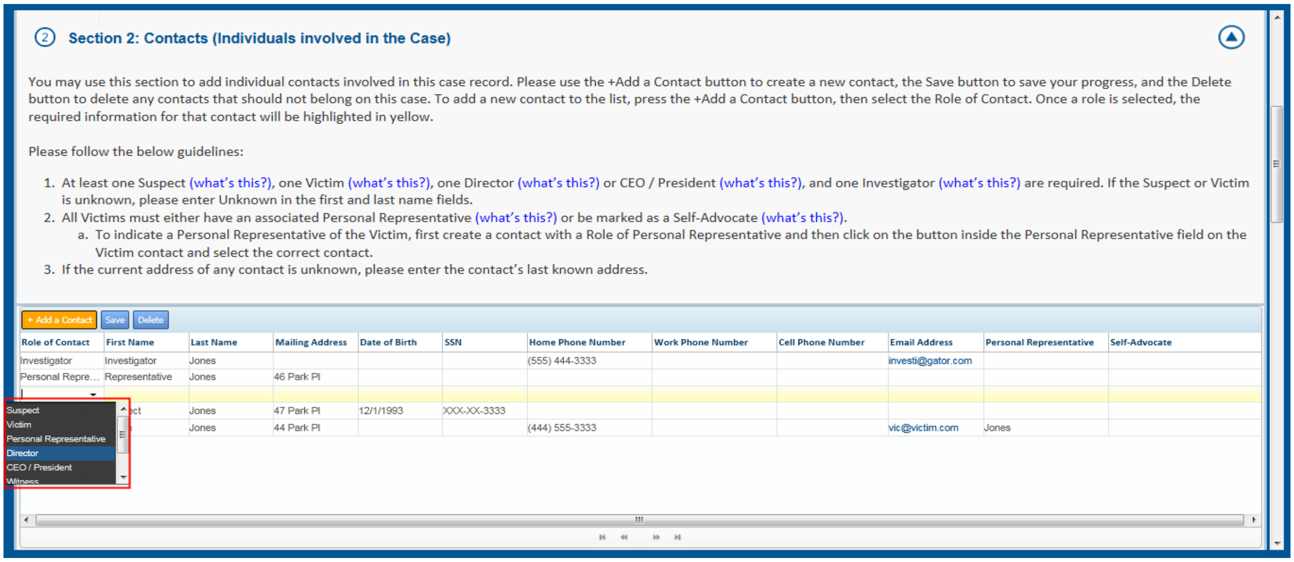


Figure 3.4-65

3. Once you have selected **Director** or **CEO/President**, the column headings above the required fields will be highlighted, as shown in Figure 3.4-66.

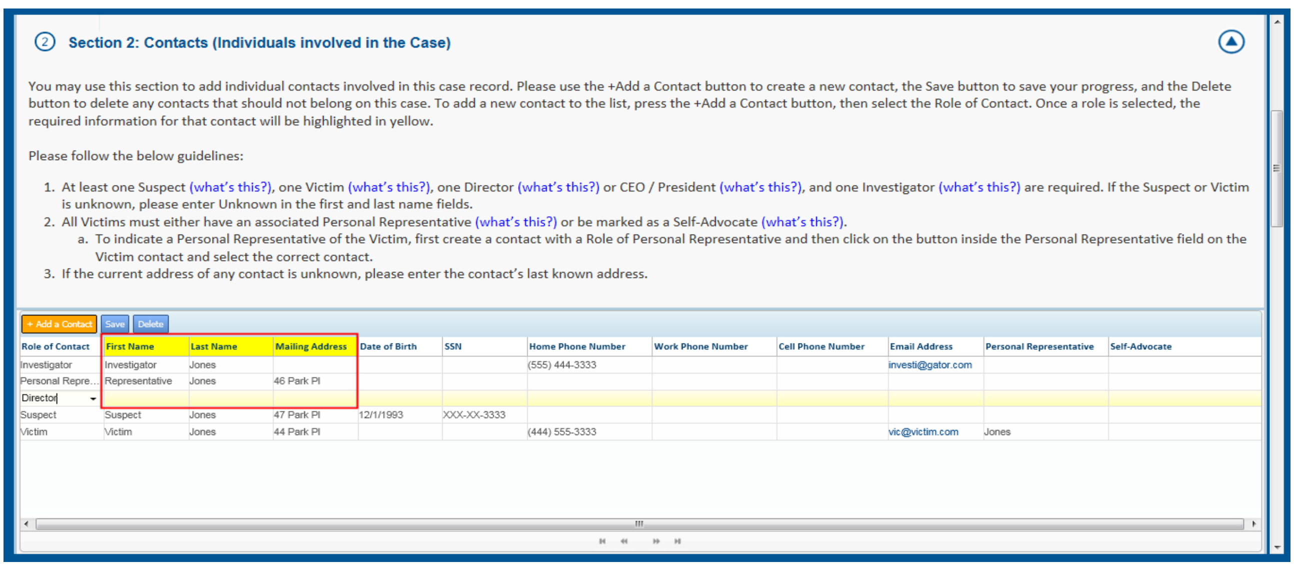


Figure 3.4-66

4. Enter the Director or CEO/President's information in the **First Name** and **Last Name** fields, as shown in Figure 3.4-67.

Add Director or CEO/President

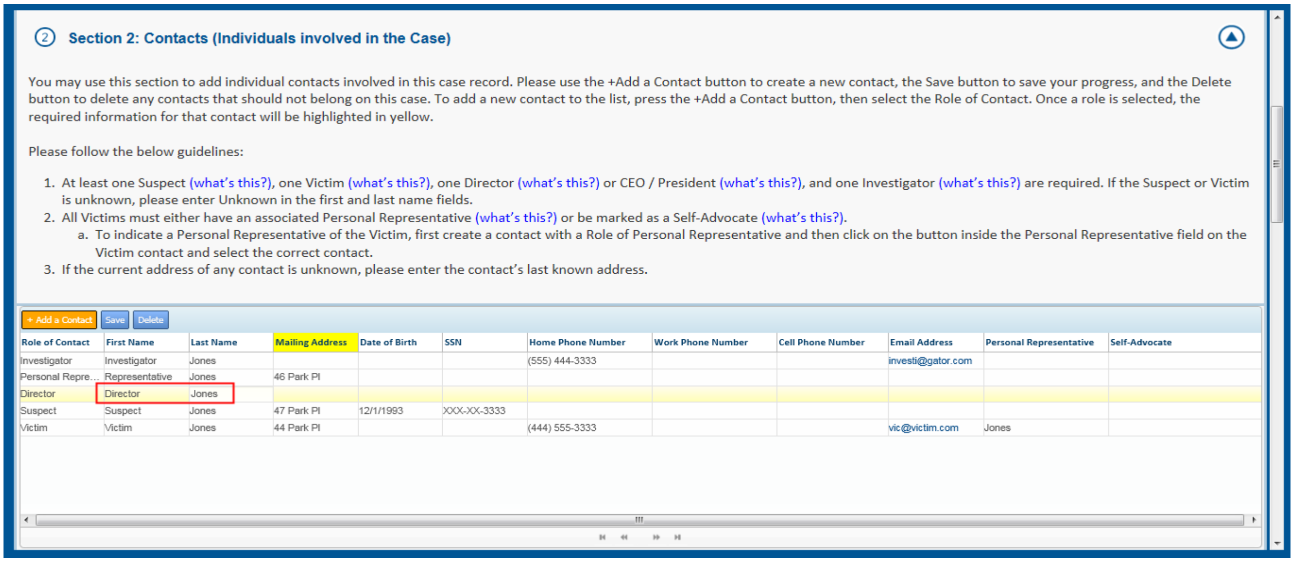


Figure 3.4-67

5. Click on the icon in the **Mailing Address** field, as shown in Figure 3.4-68.

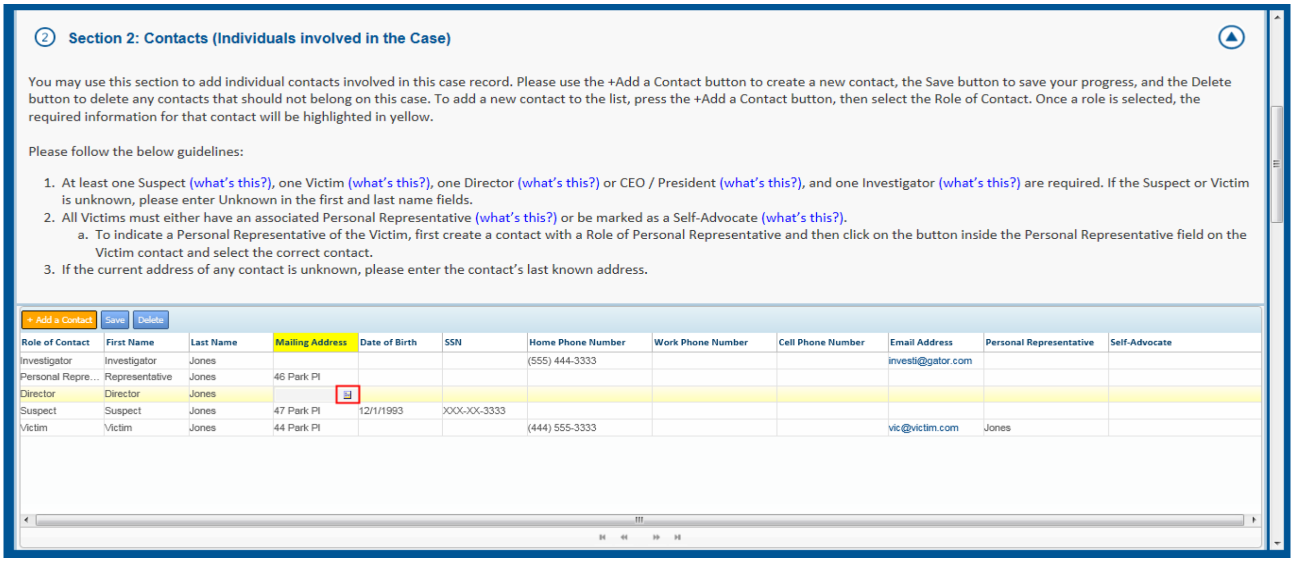


Figure 3.4-68

6. A popup window appears, as shown in Figure 3.4-69.

Add Director or CEO/President

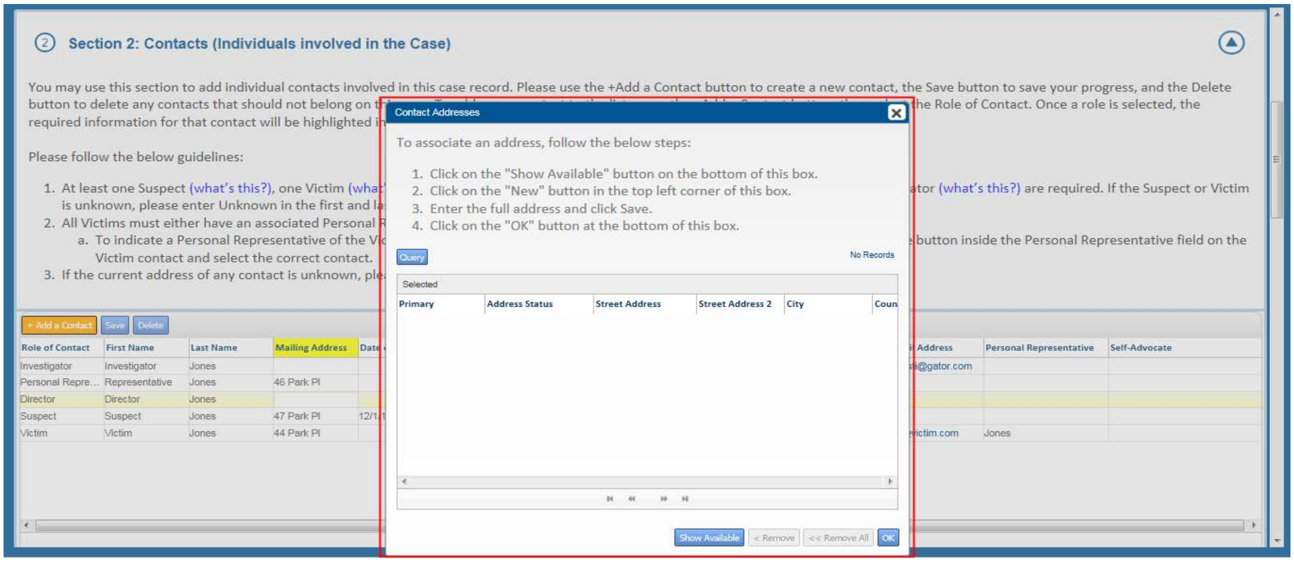


Figure 3.4-69

7. Click **Show Available**, as shown in Figure 3.4-70.

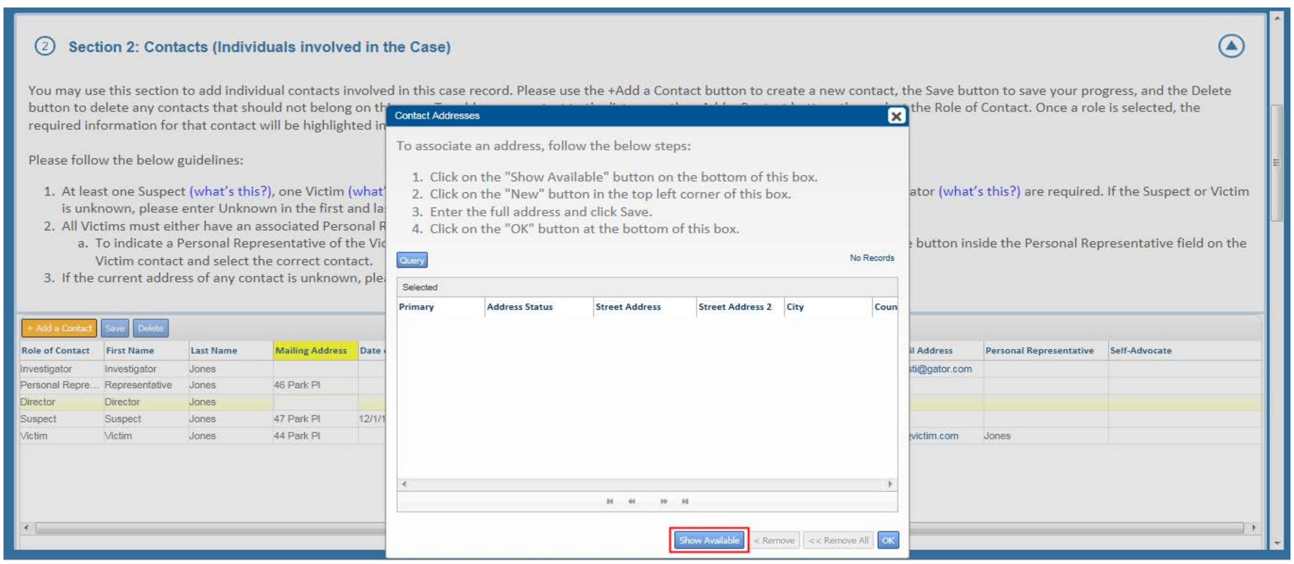


Figure 3.4-70

8. A list of addresses appears as shown in Figure 3.4-71.

Add Director or CEO/President

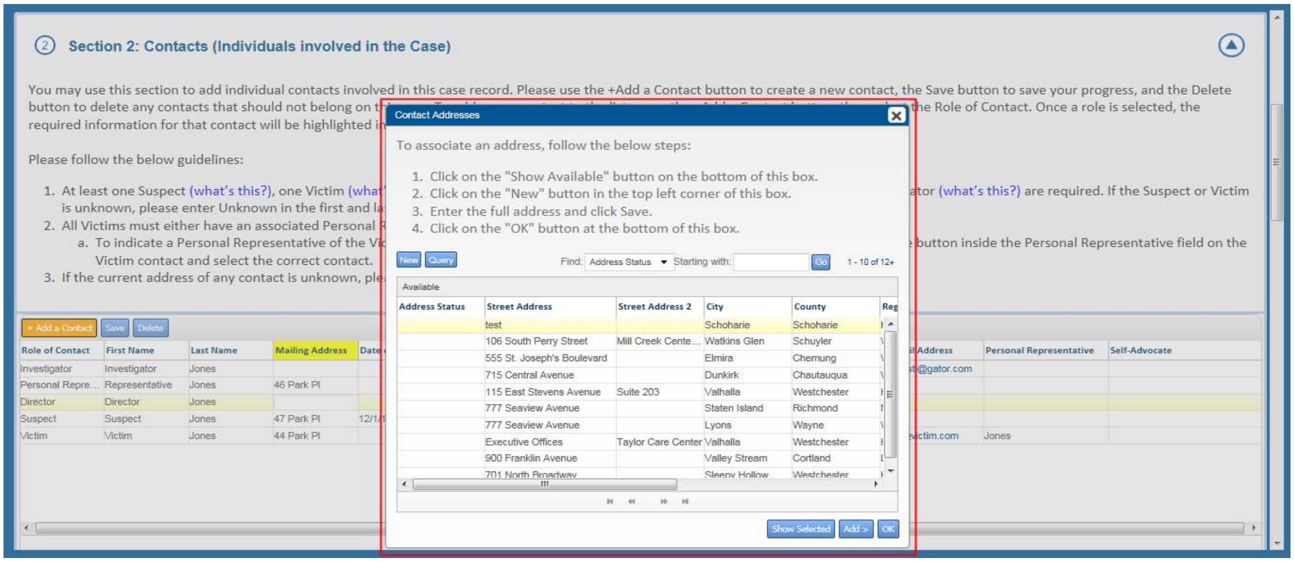


Figure 3.4-71

9. Choose the Director or CEO/President's address from the list and click **OK**. If the address is not in the list, follow the instructions below:

   a) Click the **New** button, as shown as shown in Figure 3.4-72.

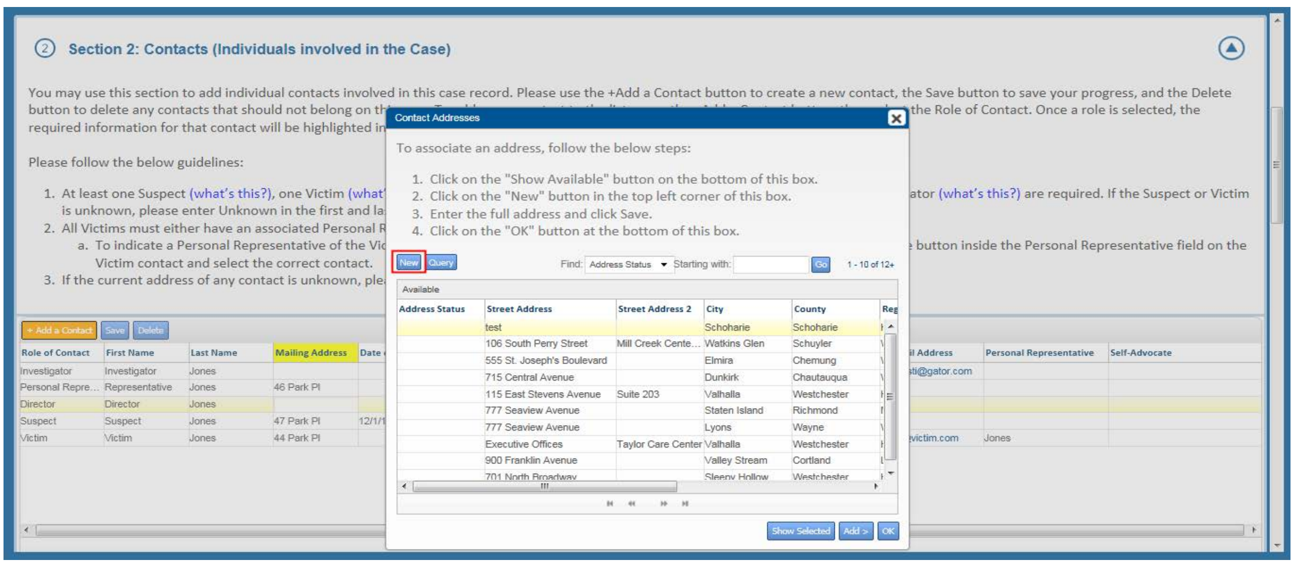


Figure 3.4-72

   b) A new popup window appears, as shown in Figure 3.4-73.

Add Director or CEO/President

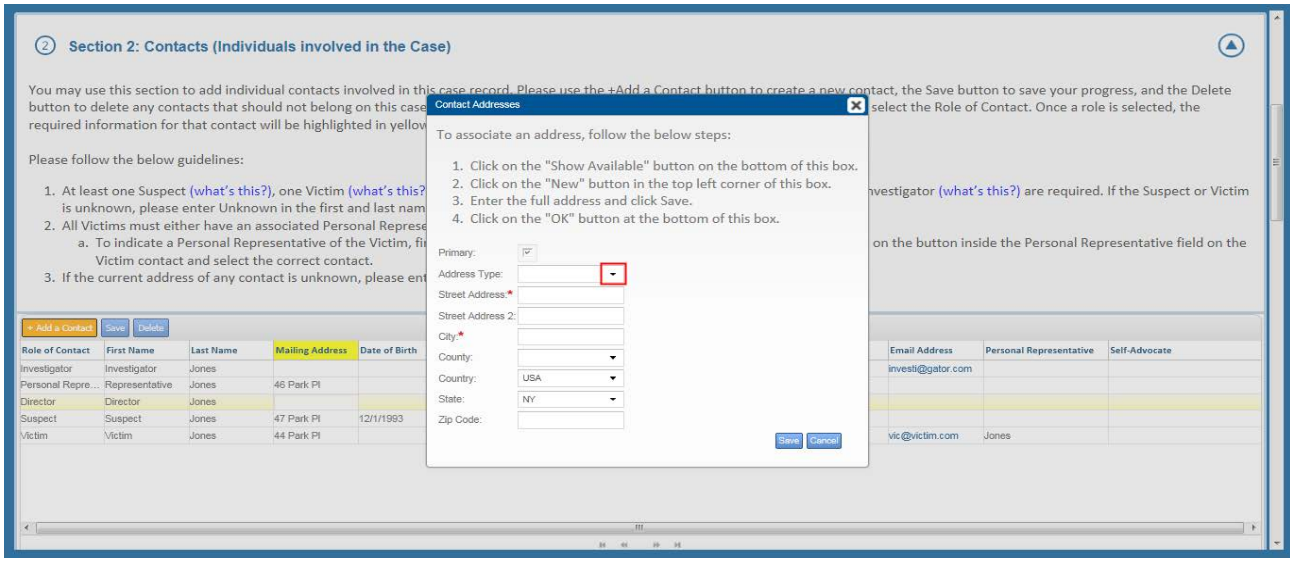


Figure 3.4-73

c) Select the appropriate **Address Type** from the dropdown list, as shown in Figure 3.4-74. **Note: Address Type** is not a required field, but this information may be helpful if it is available.

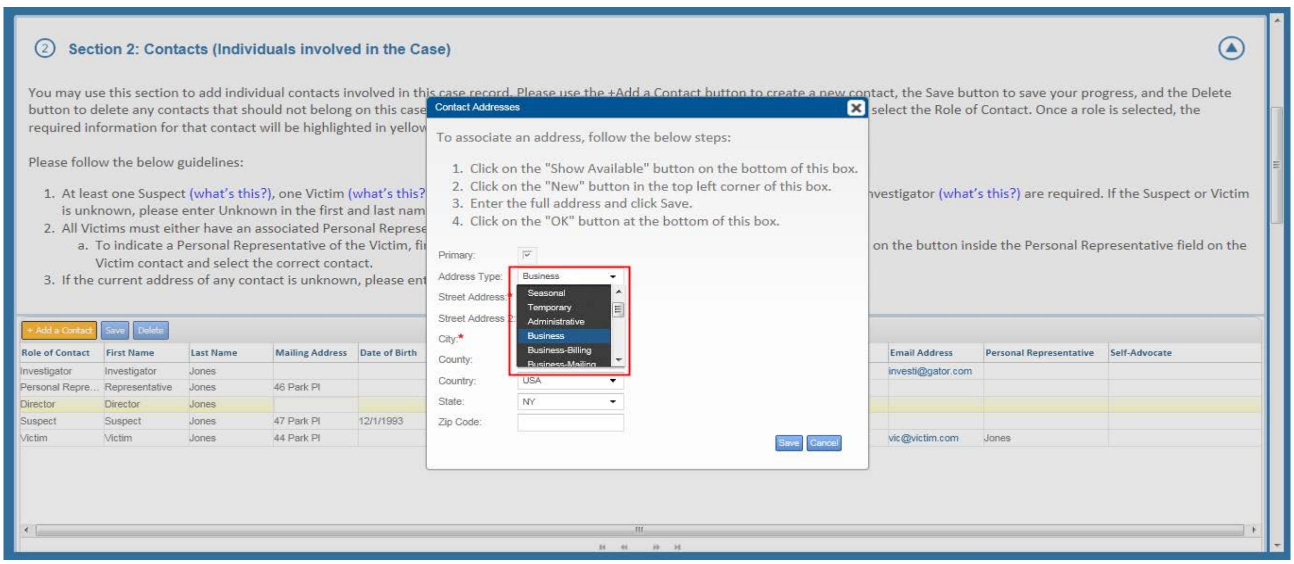


Figure 3.4-74

d) Enter the Director or CEO/President's information in the **Street Address** and **City** fields, as shown in Figure 3.4-75. **Note: County**, **State**, **Country**, and **Zip Code** are not required fields but the information may be helpful if the information is available.

Add Director or CEO/President

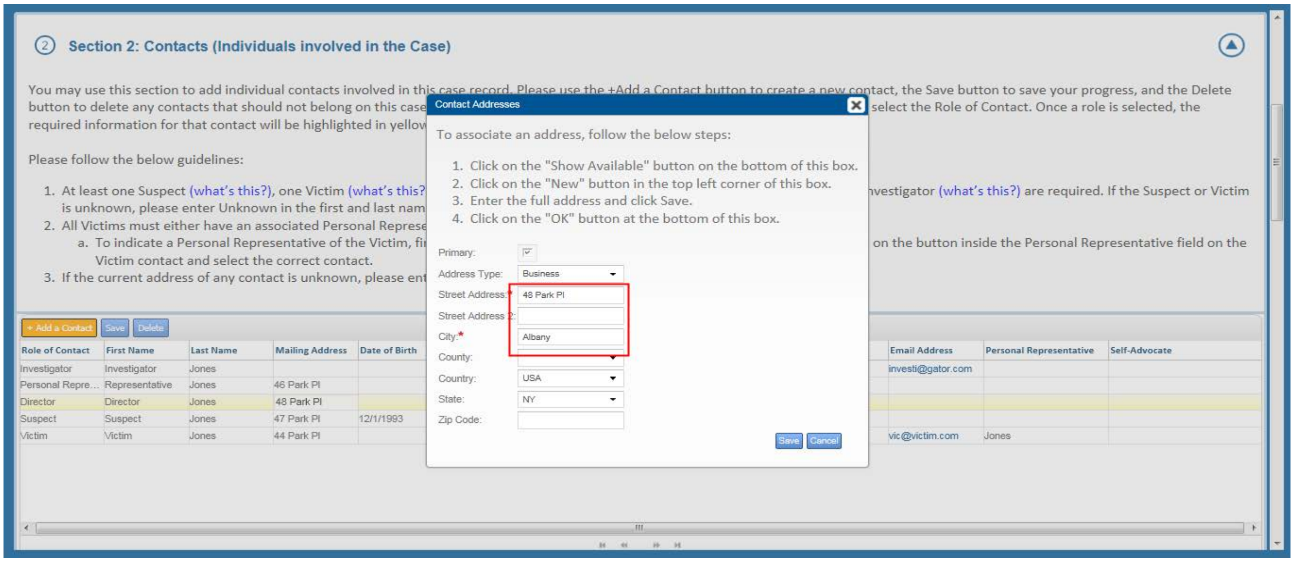


Figure 3.4-75

e) Click **Save**, as shown in Figure 3.4-76. Or, you can click **Cancel**, if you need to start over.

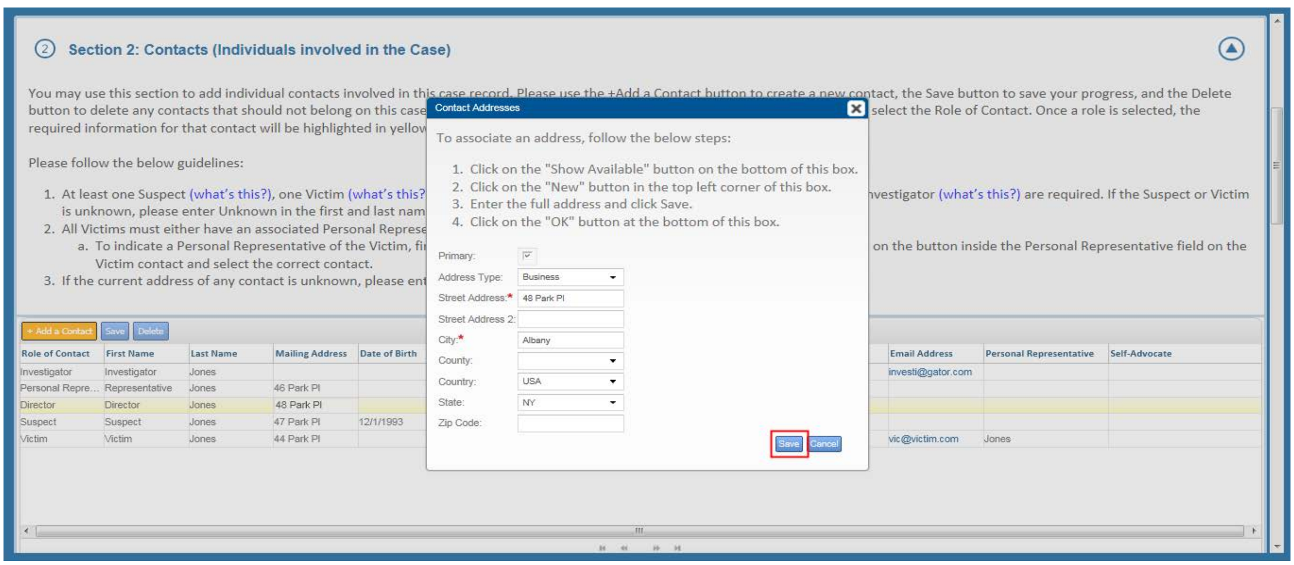


Figure 3.4-76

f) The Address Status field automatically populates as Verified or Unverified; a verified address is shown in Figure 3.4-77.

Add Director or CEO/President

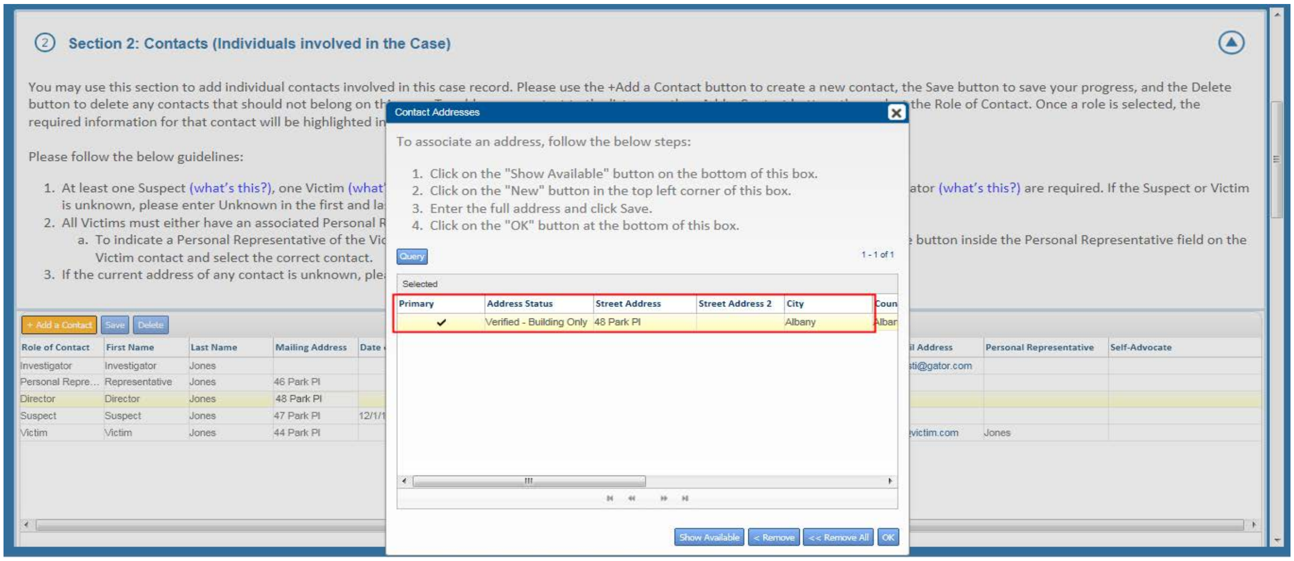
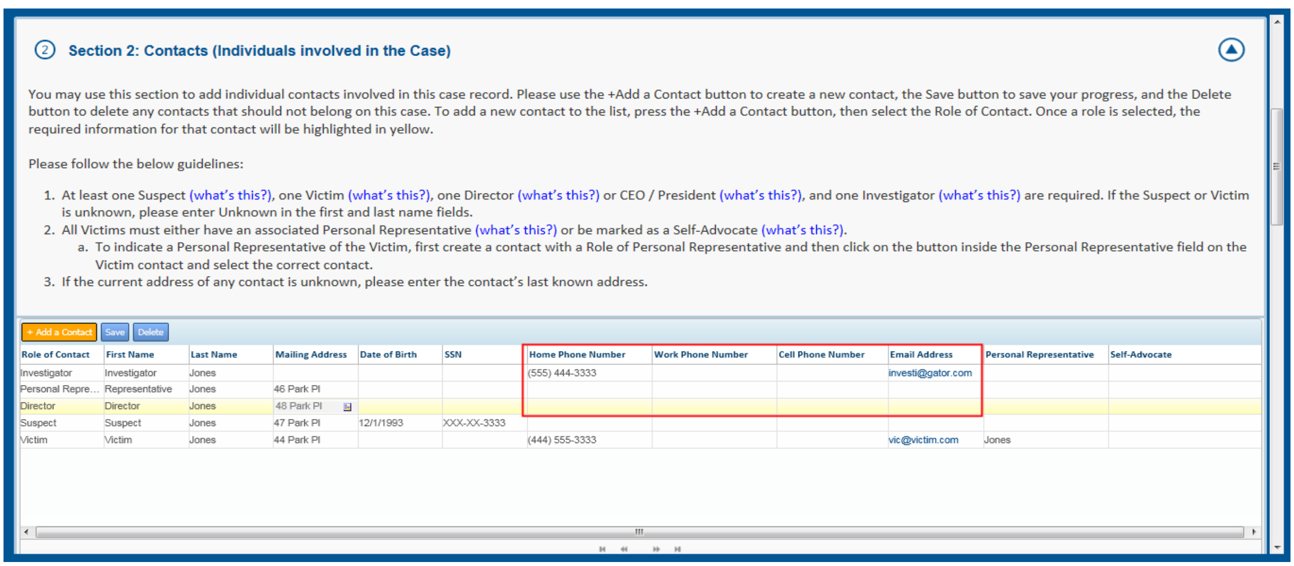


Figure 3.4-77

g) Check that the address is accurate and click **OK** to save the information. If you need to start over, click **Remove**.

10. Complete the **Home Phone Number**, **Work Phone Number**, and/or **Cell Phone Number**, and **Email Address** fields, as shown in Figure 3.4-78. **Note:** These fields are not required, but this information may be useful if it is available.



Role of Contact	First Name	Last Name	Mailing Address	Date of Birth	SSN	Home Phone Number	Work Phone Number	Cell Phone Number	Email Address	Personal Representative	Self-Advocate
Investigator	Investigator	Jones				(555) 444-3333			investi@gator.com		
Personal Repre...	Representative	Jones	46 Park Pl								
Director	Director	Jones	48 Park Pl								
Suspect	Suspect	Jones	47 Park Pl	12/1/1993	XXX-XX-3333						
Victim	Victim	Jones	44 Park Pl			(444) 555-3333			vic@victim.com	Jones	

Figure 3.4-78

11. Click the **Save** button. Once you have saved your work, you can continue to **Add Witnesses and/or Other Contacts** on page 63.

3.4.7 Add Witnesses and/or Other Contacts

Add Witnesses and/or Other Contacts

1. Click the **Add a Contact** button; a new contact line displays in the list.
2. Click on the **Role of Contact** field and select **Witness** or **Other** from the dropdown list, as shown in Figure 3.4-79.

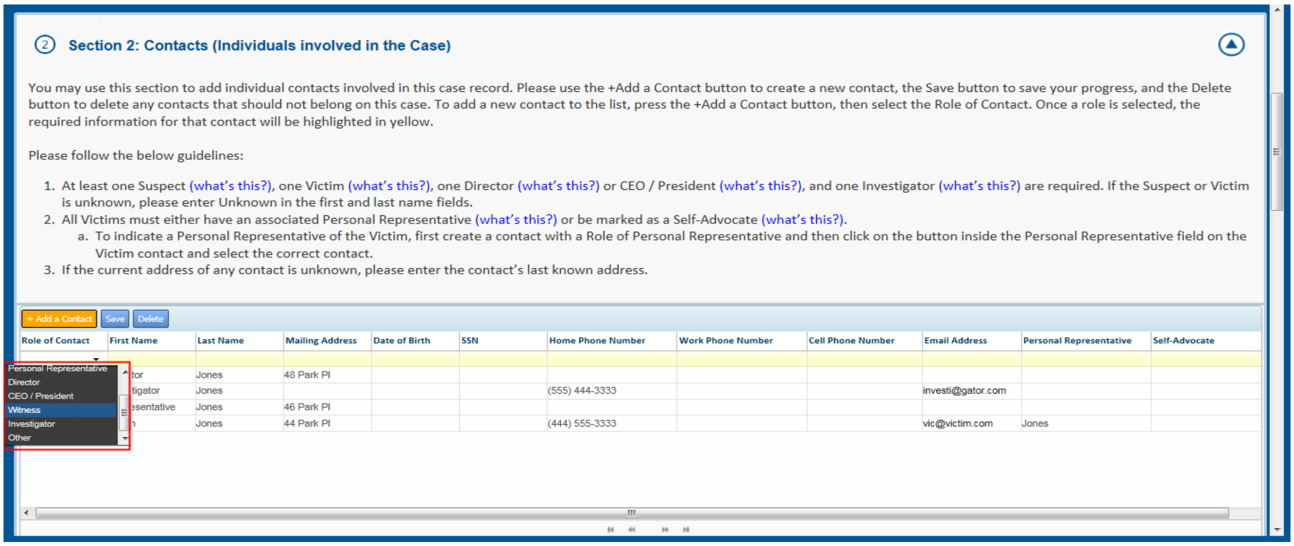


Figure 3.4-79

3. Enter the Witness or Other contact's information in the **First Name** and **Last Name** fields as shown in Figure 3.4-80. **Note:** Entries with the **Role of Contact** as **Witness** or **Other** are optional; you do not have to add these contacts to the record. However, this information may be useful if it is available.

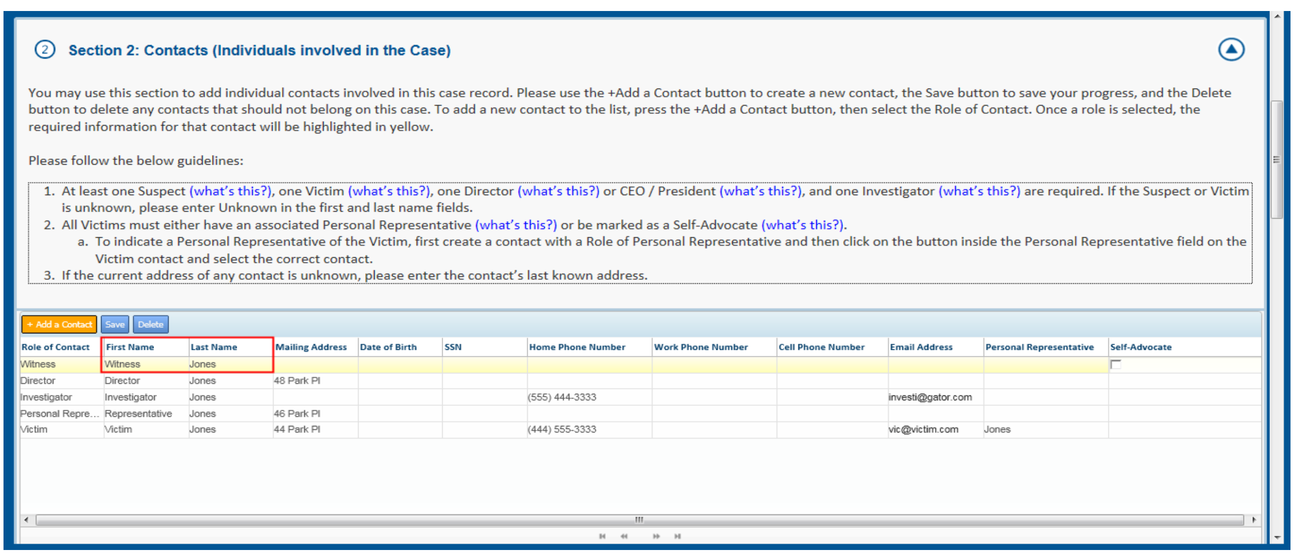


Figure 3.4-80

4. Click on the icon in the **Mailing Address** field, as shown in Figure 3.4-81.

Add Witnesses and/or Other Contacts

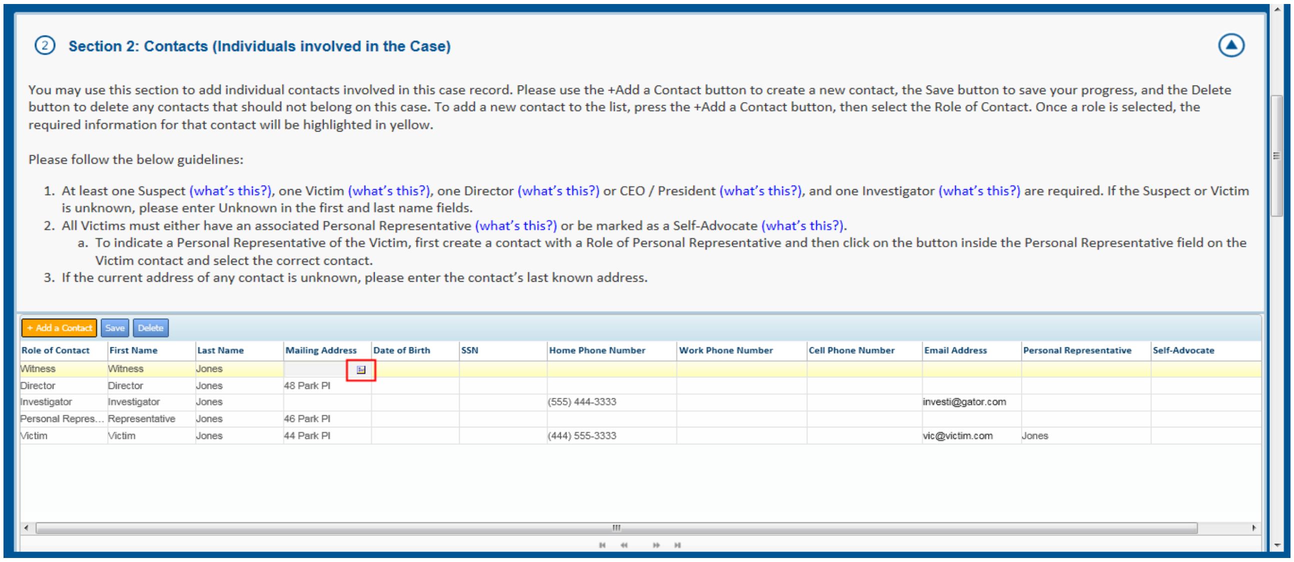


Figure 3.4-81

5. A popup window appears, as shown in Figure 3.4-82.

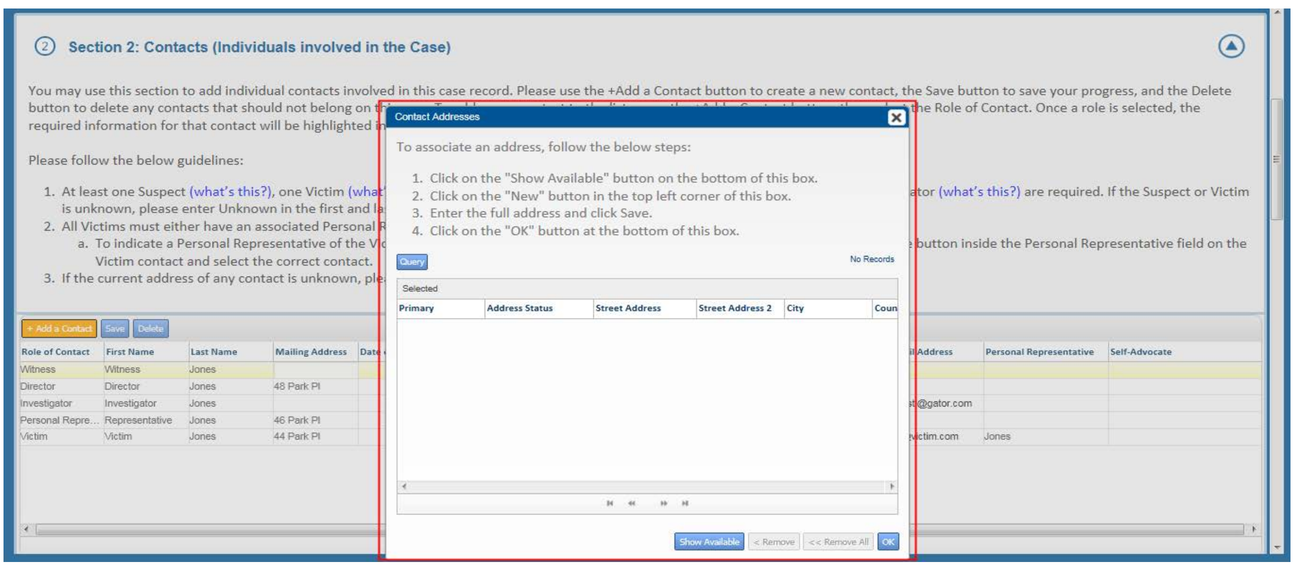


Figure 3.4-82

6. Click **Show Available**, as shown in Figure 3.4-83.

Add Witnesses and/or Other Contacts

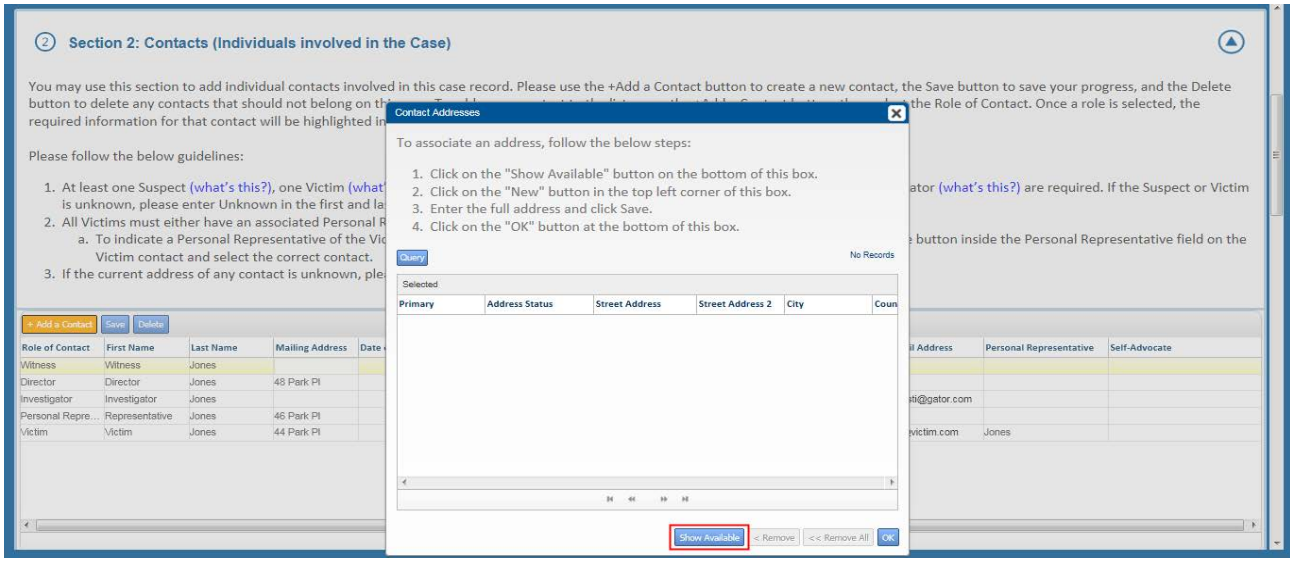


Figure 3.4-83

7. A list of addresses will appear, as shown in Figure 3.4-84. Choose the appropriate address for the contact from the list. If the address is not in the list, follow these steps.

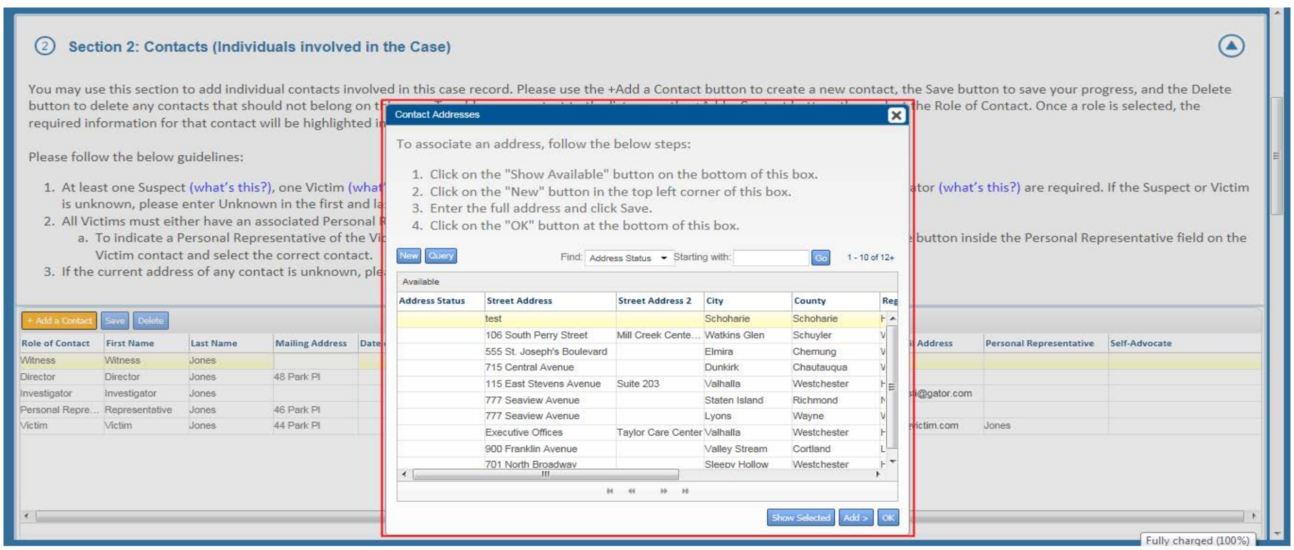


Figure 3.4-84

a) Click the **New** button, as shown in Figure 3.4-85.

Add Witnesses and/or Other Contacts

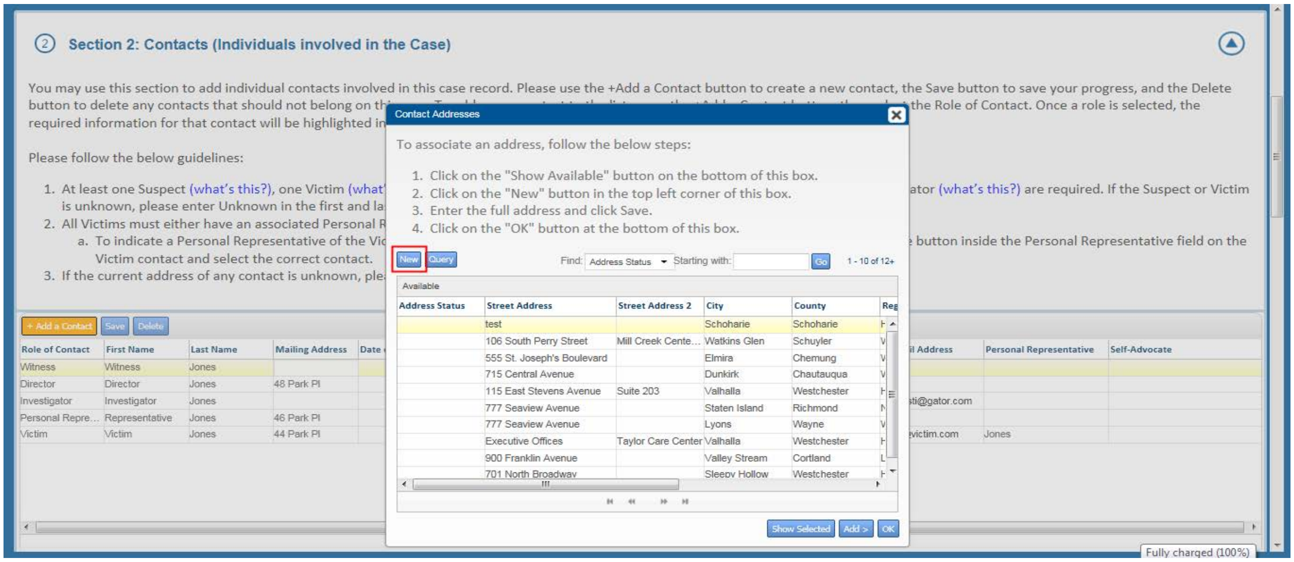


Figure 3.4-85

b) A popup window will appear, as shown in Figure 3.4-86.

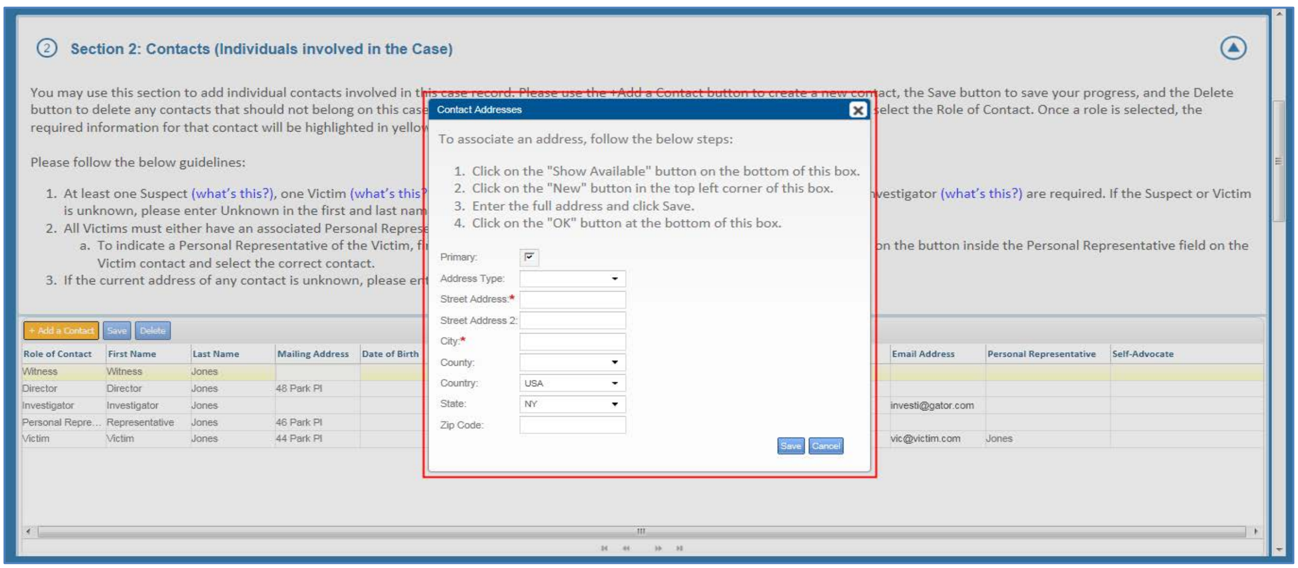


Figure 3.4-86

c) Click on the icon in the **Address Type** field, as shown in Figure 3.4-87.

Add Witnesses and/or Other Contacts

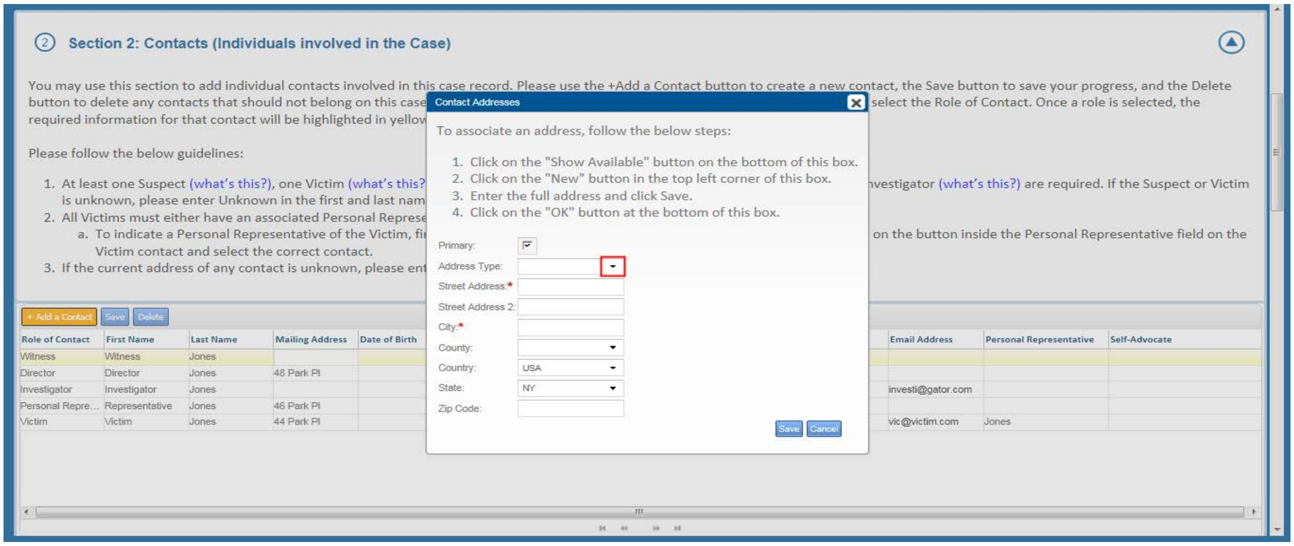


Figure 3.4-87

d) Select the appropriate value from the dropdown list in the **Address Type** field, as shown in Figure 3.4-88.

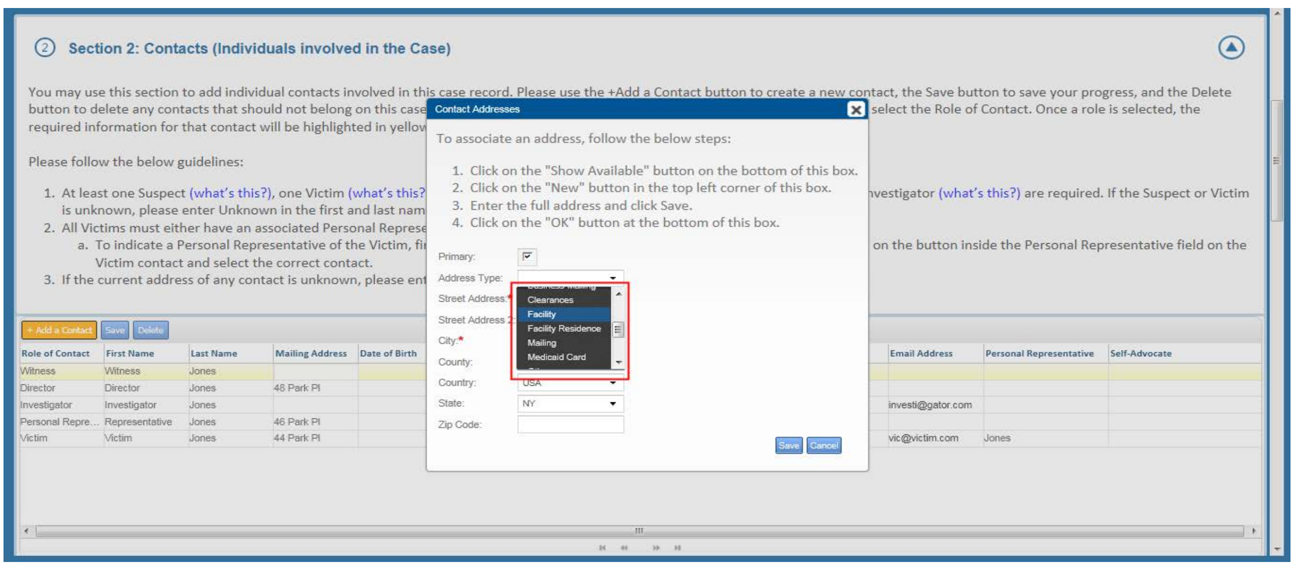


Figure 3.4-88

e) Enter the contact's information in the **Street Address** and **City** fields, as shown in Figure 3.4-89.

Add Witnesses and/or Other Contacts

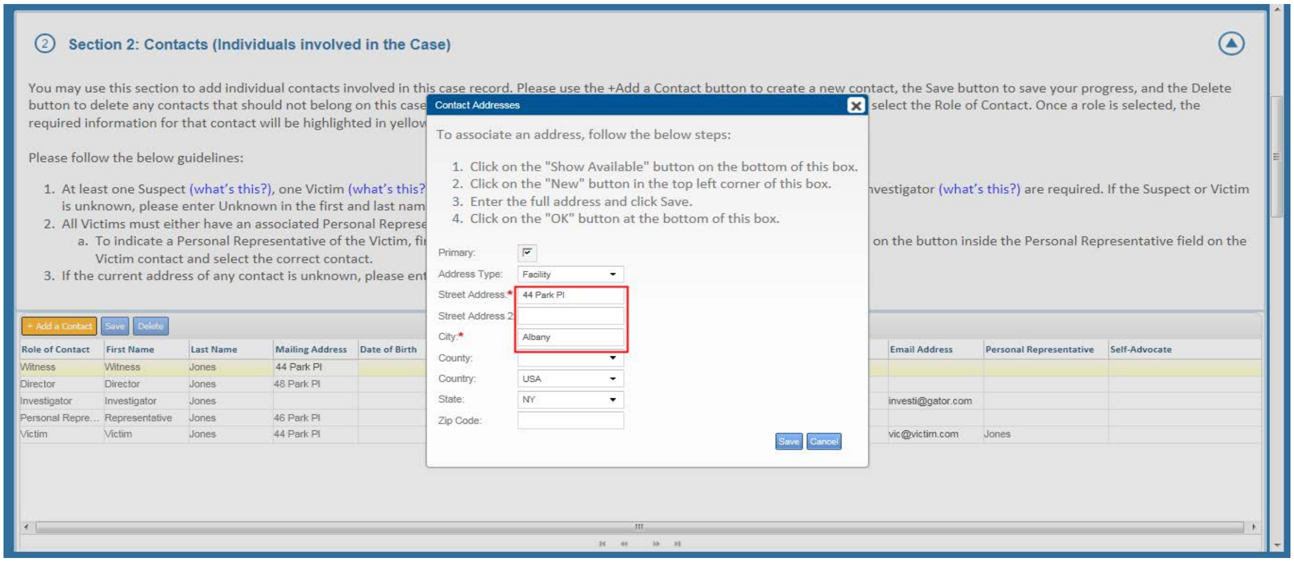


Figure 3.4-89

f) You can also update the **County**, **Country**, **State**, and **Zip Code** fields. **Note:** These fields are not required but the information may be useful if it is available.

g) Click **Save**, as shown in Figure 3.4-90.

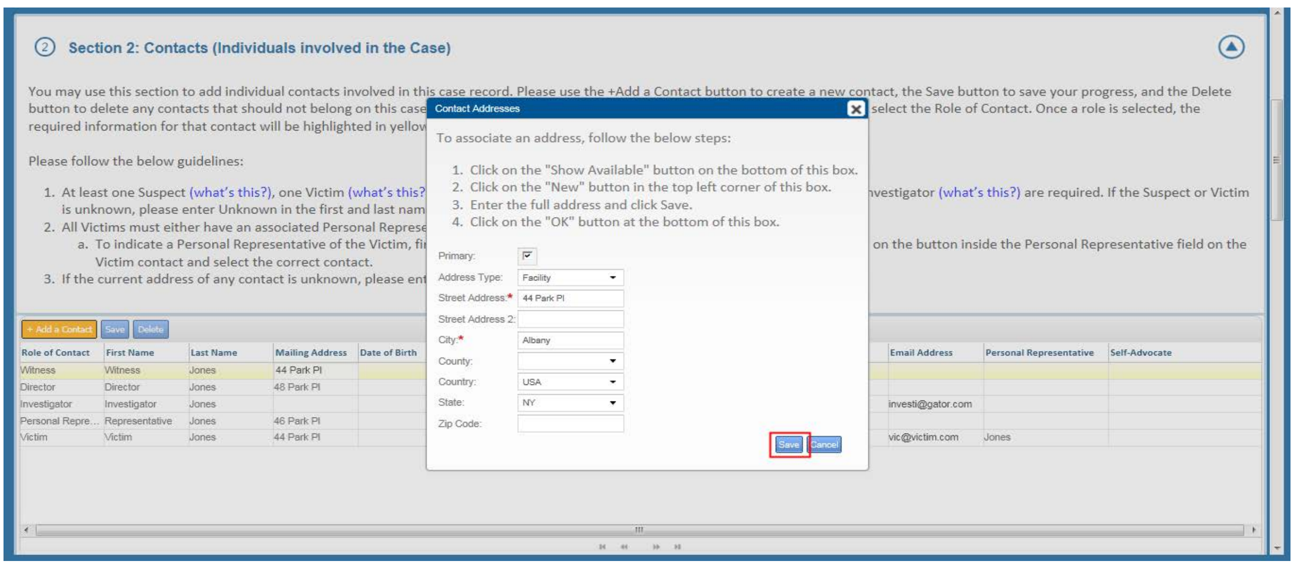


Figure 3.4-90

h) The **Address Status** field will automatically populate as **Verified** or **Unverified**, as shown in Figure 3.4-91. Or, click **Cancel** if you need to start over.

Add Witnesses and/or Other Contacts

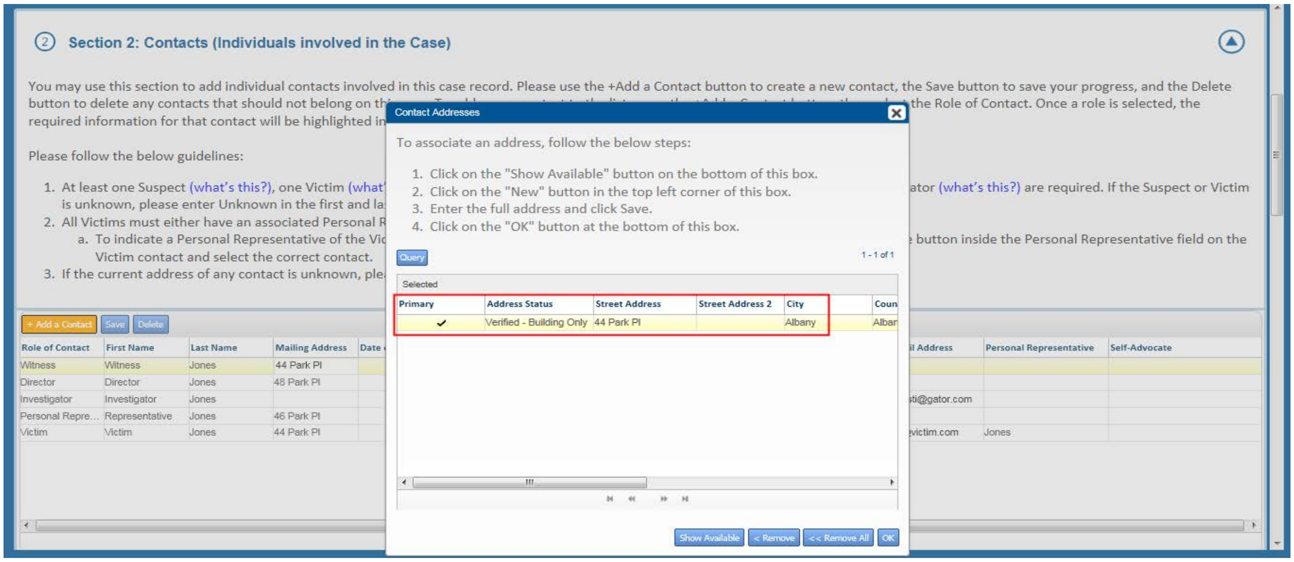


Figure 3.4-91

i) Check the address is correct; then, click **OK** to save. Or, you can click **Remove** if you need to start over.

8. Complete the **Home Phone Number**, **Work Phone Number**, and/or **Cell Phone Number**, and **Email Address** fields, as shown in Figure 3.4-92. **Note:** These fields are not required, but the information may be useful if it is available.

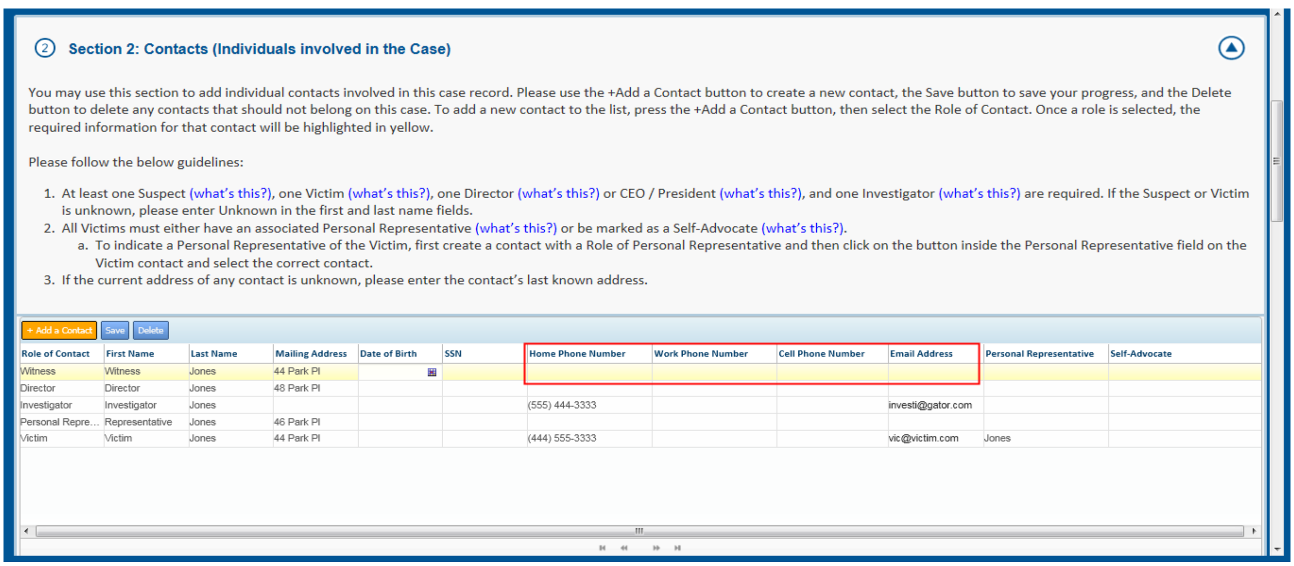


Figure 3.4-92

9. Click the **Save** button. Once you have saved your work, you can continue to **Section 3: Offenses** on page 70.

3.5 Section 3: Offenses

You must add at least one offense to the case before you can submit the WSIR web form. The offense record must include a description, Suspect, and Victim before it can be saved. If you need to add additional information or offenses, you can save the web form and return to the WSIR later to edit the Offenses section. However, once you have submitted the web form, you cannot make any changes.

Add Offenses

1. Click the **Add an Offense** button to create a new Offense; a blank row appears, as shown in Figure 3.5-1.

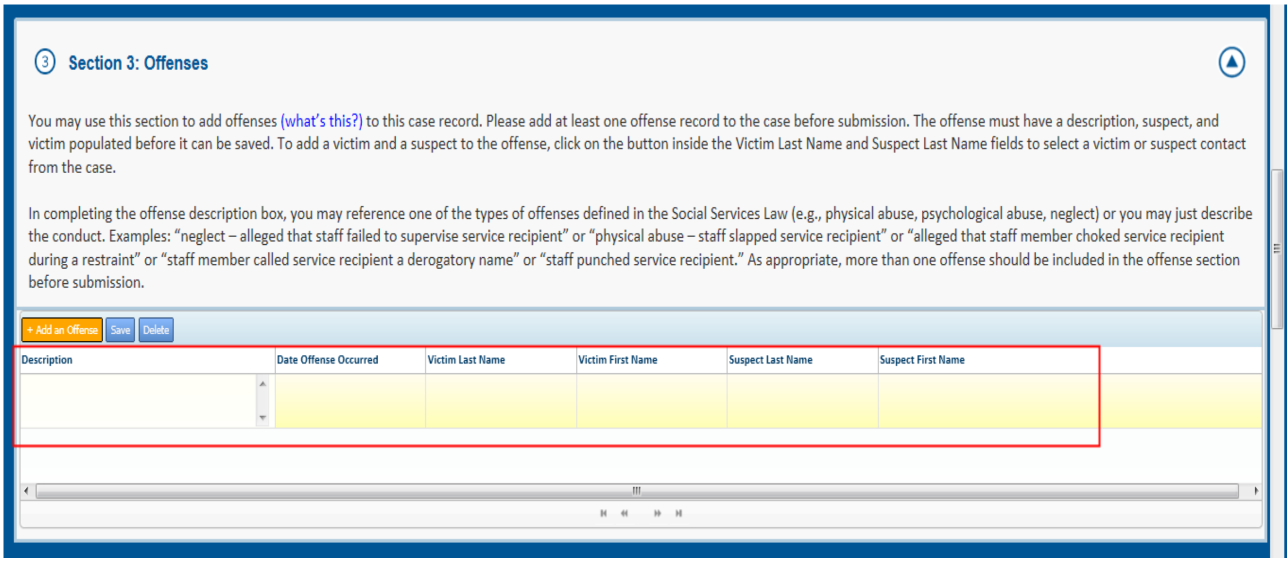


Figure 3.5-1

2. Enter a one to two sentence description of the offense in the **Description** field, as shown in Figure 3.5-2.

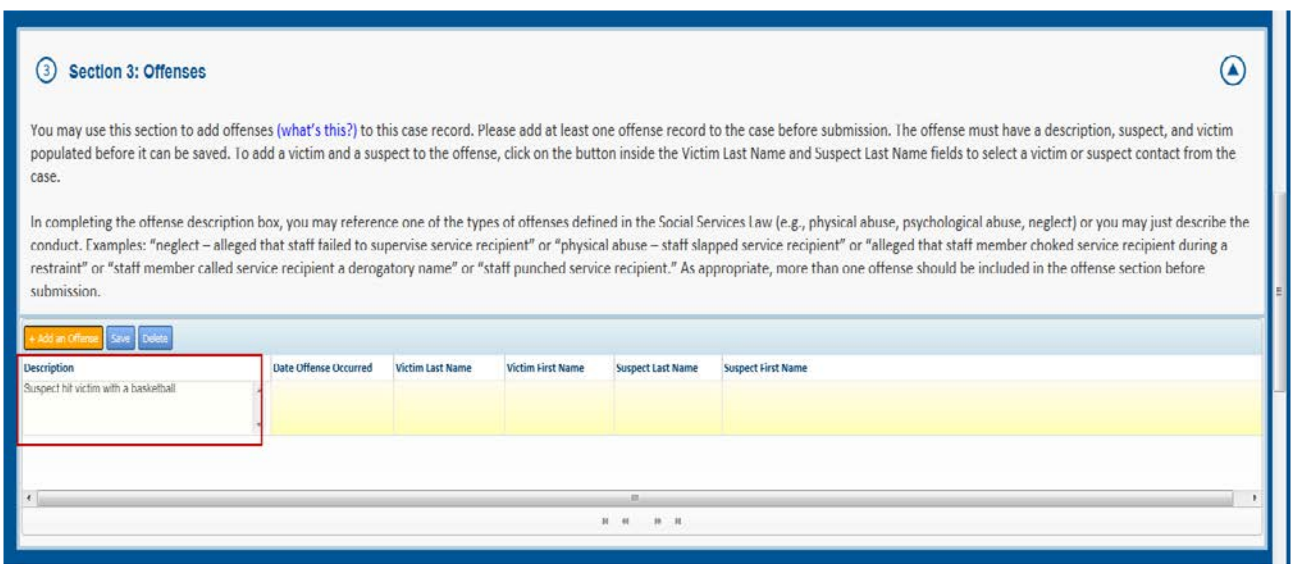


Figure 3.5-2

Add Offenses

3. Click the icon inside the **Date Offense Occurred** field, as shown in Figure 3.5-3.

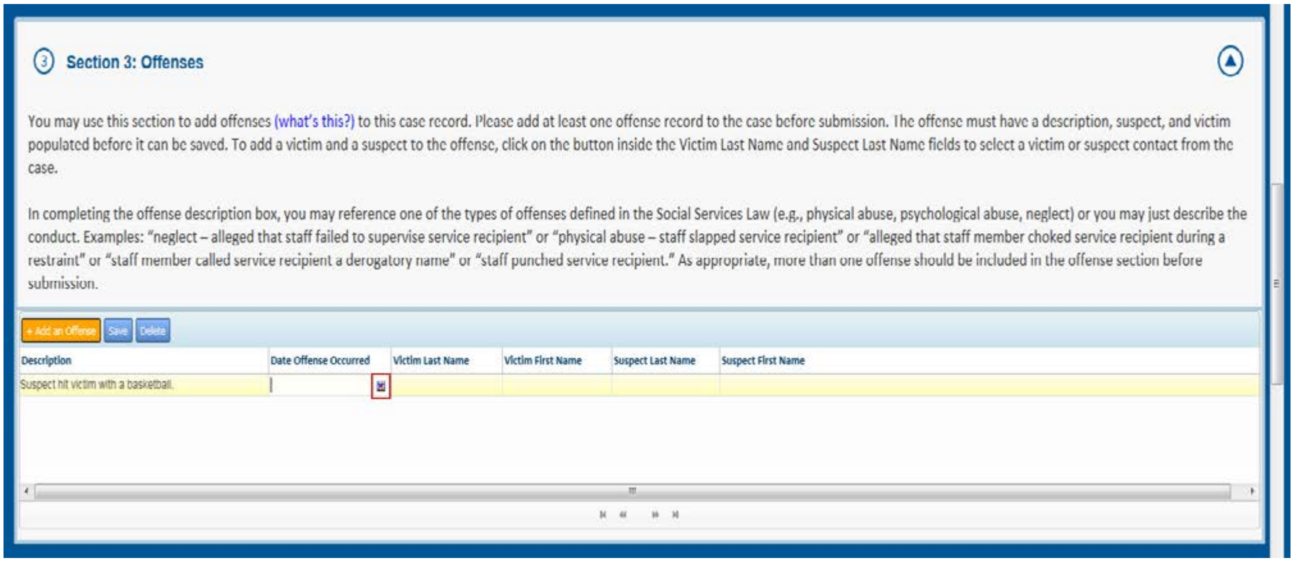


Figure 3.5-3

4. The date selection pop-up calendar window displays, as shown in Figure 3.5-4.

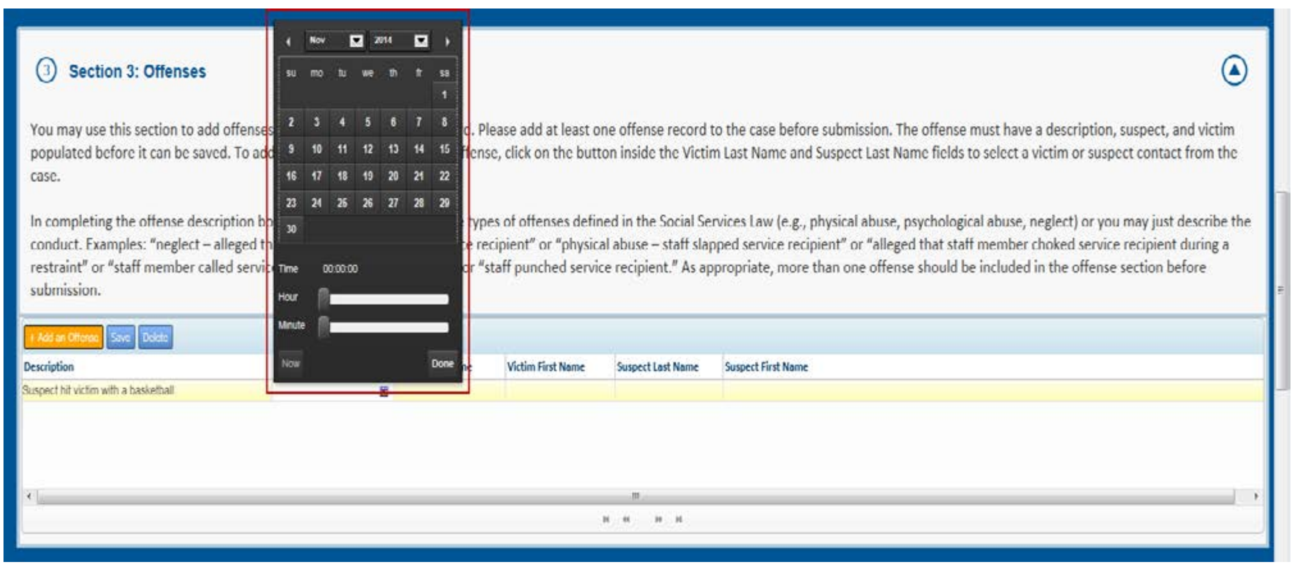


Figure 3.5-4

5. Select the appropriate date. Use the slide-bar controls on the calendar window to indicate the **Hour** and **Minute** of the offense, if available. Otherwise, leave the **Time** at 00:00:00, which is the default value.
6. When completed, click **Done**. The **Date Offense Occurred** field will automatically populate with the date and time you selected, as shown in Figure 3.5-5.

Add Offenses

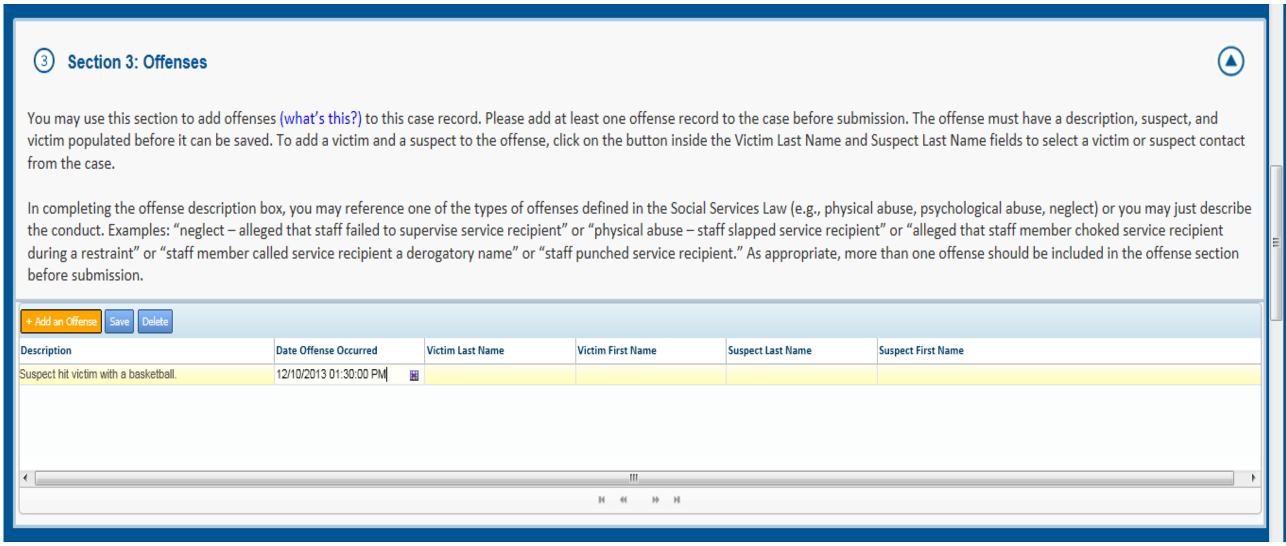


Figure 3.5-5

7. Click the icon in the **Victim Last Name** field, as shown in Figure 3.5-6.

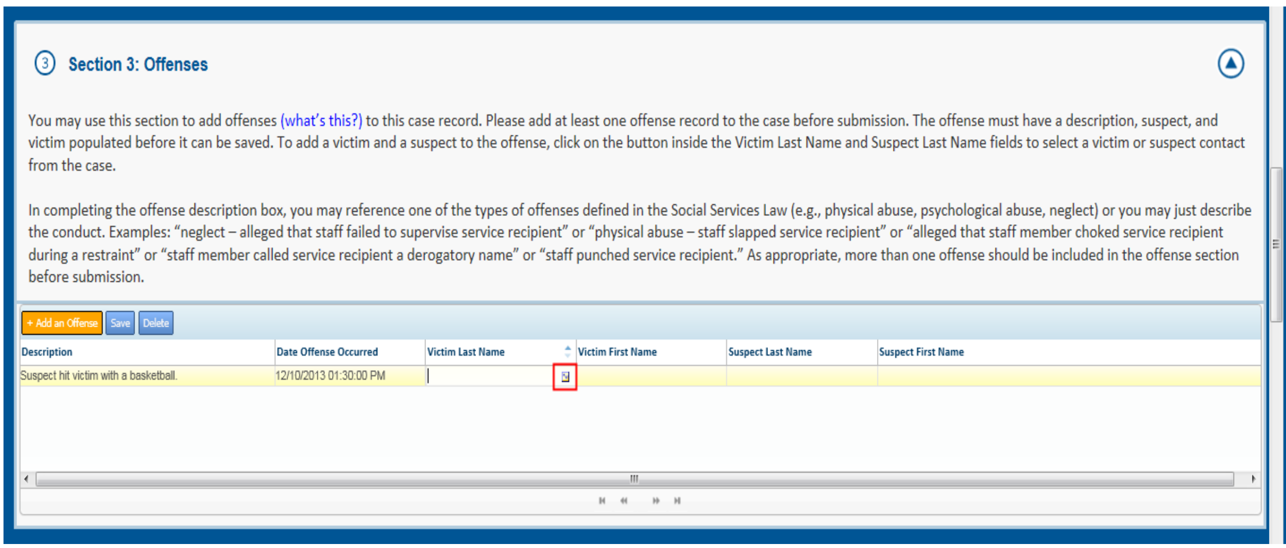


Figure 3.5-6

8. The **Pick Contact** popup window appears and lists all Victims associated to the case, as shown in Figure 3.5-7. (These are the Victims that were added in Section 2 of the web form; refer to **Add a Victim (Service Recipient)** on page 27.)

Add Offenses

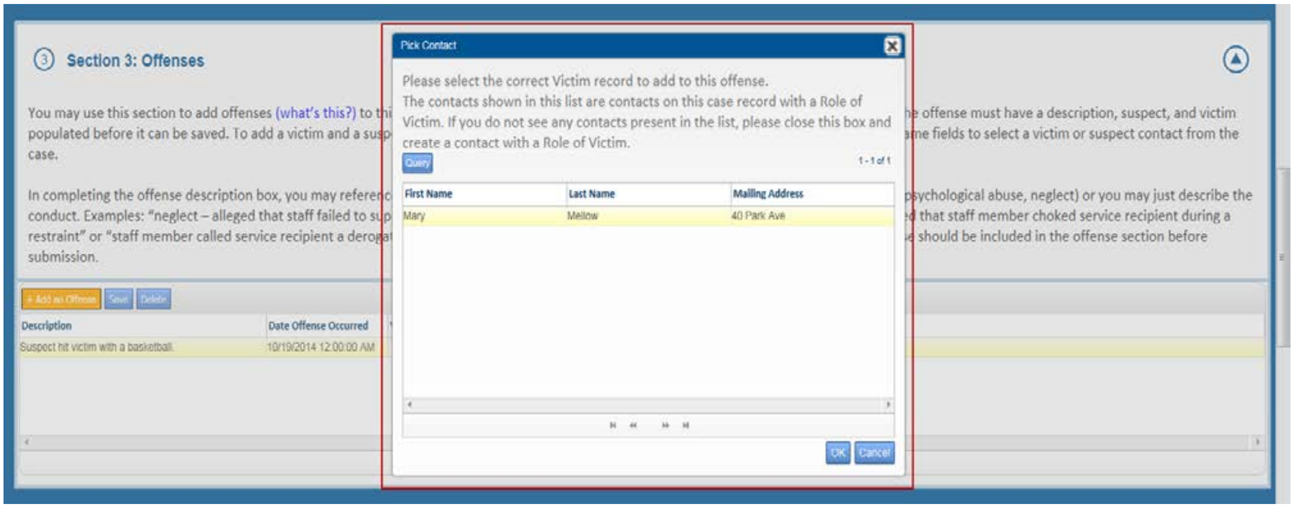


Figure 3.5-7

9. Select the correct Victim and click **OK**. The **Victim Last Name** and **Victim First Name** fields will automatically be populated, as shown in Figure 3.5-8.

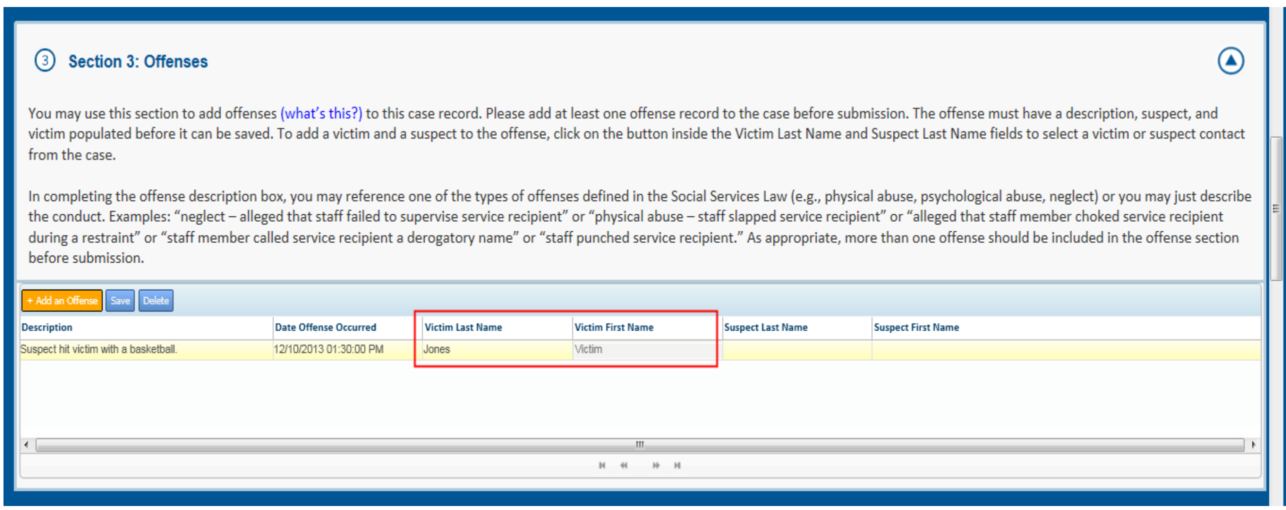


Figure 3.5-8

10. Click the **Save** button.
11. Click on the icon in the **Suspect Last Name** field, as shown in Figure 3.5-9.

Add Offenses

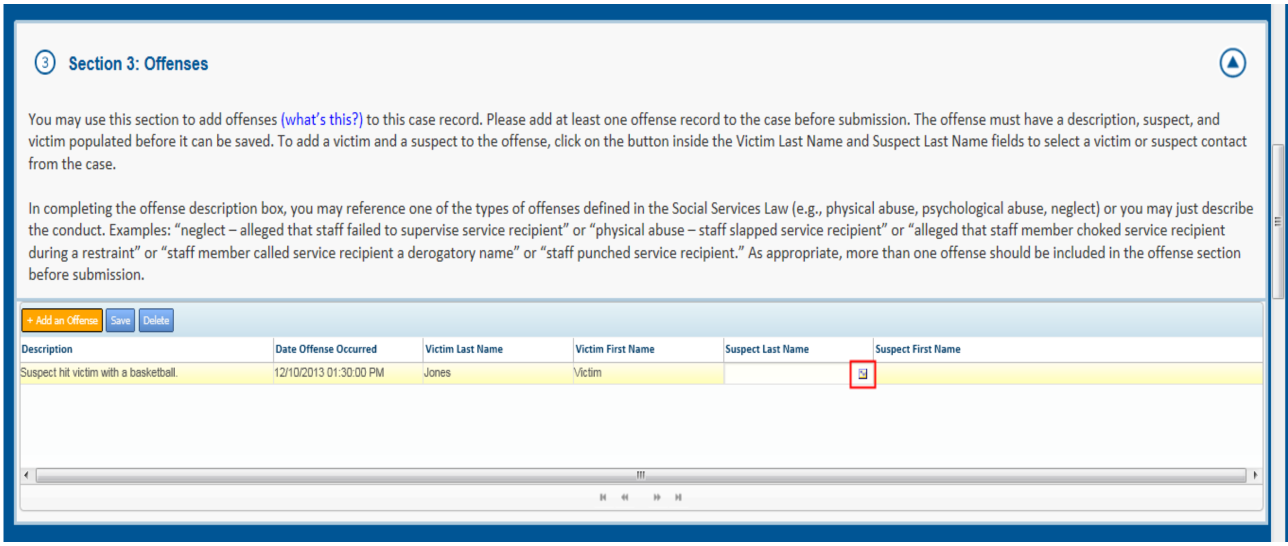


Figure 3.5-9

12. The **Pick Contact** popup window will appear and list all Suspects currently associated to the case, as shown in Figure 3.5-10. (These are the Suspects that were added in Section 2 of the web form.)

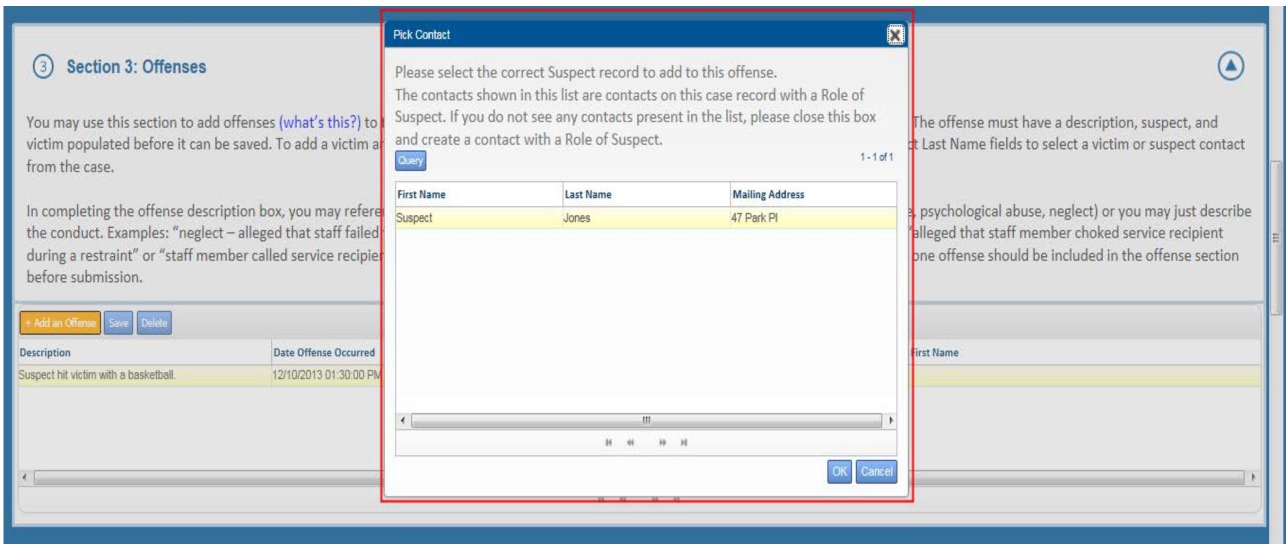


Figure 3.5-10

13. Choose the correct Suspect, as shown in Figure 3.5-11.

Add Offenses

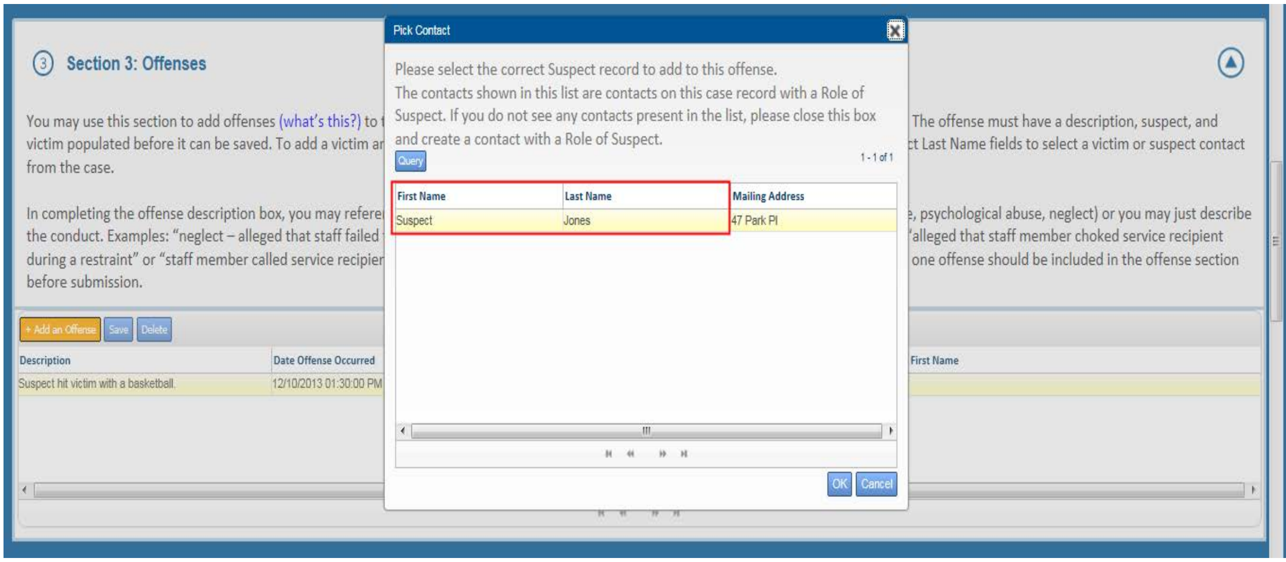


Figure 3.5-11

14. Click the **OK** button. The **Suspect Last Name** and **Suspect First Name** fields automatically populate, as shown in Figure 3.5-12.

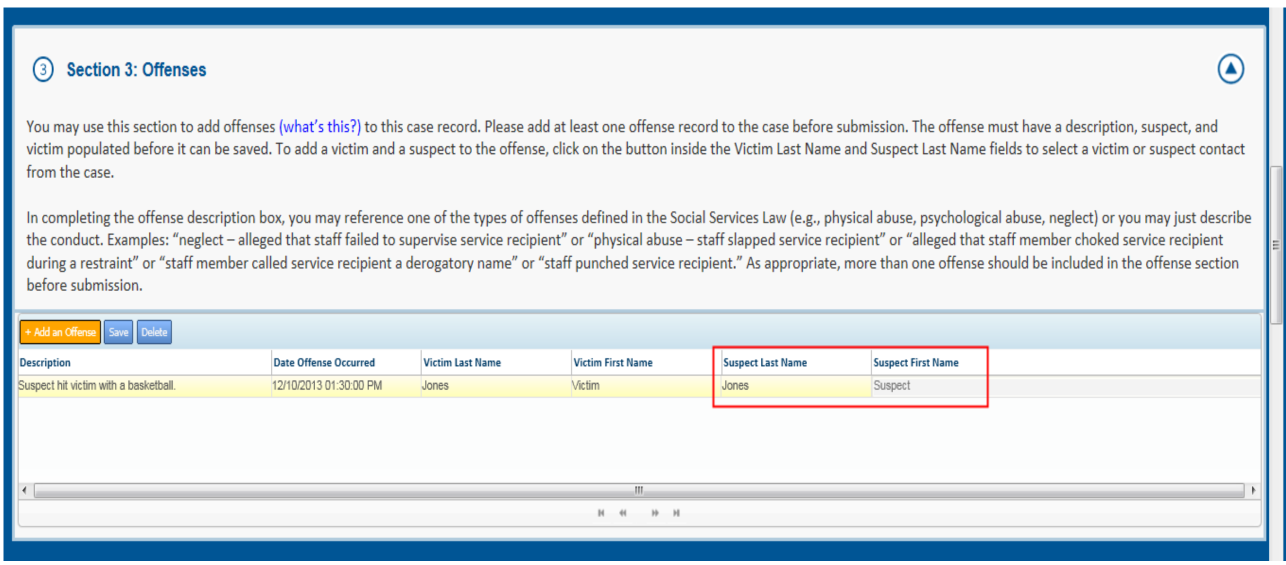


Figure 3.5-12

15. Click the **Save** button. You are ready to continue to Section 4: Attachments.

3.6 Section 4: Attachments

Provider Investigators can attach relevant documents to the web form. The files must be a conventional type, such as .PDF, .JPEG, .DOC, or .DOCX. Documents that are only available in printed format (hardcopy only) must be scanned and uploaded to the web form as attachments.

These files can be any size. However, very large files may take a long time to upload to the web form, depending on the speed of your computer and network limitations. If possible, compress your files before uploading them to the web form. *Do not close the browser window before the upload is complete* or you will need to upload the file again.

Add Attachments

1. Click the **Add a File** button, shown in Figure 3.6-1.

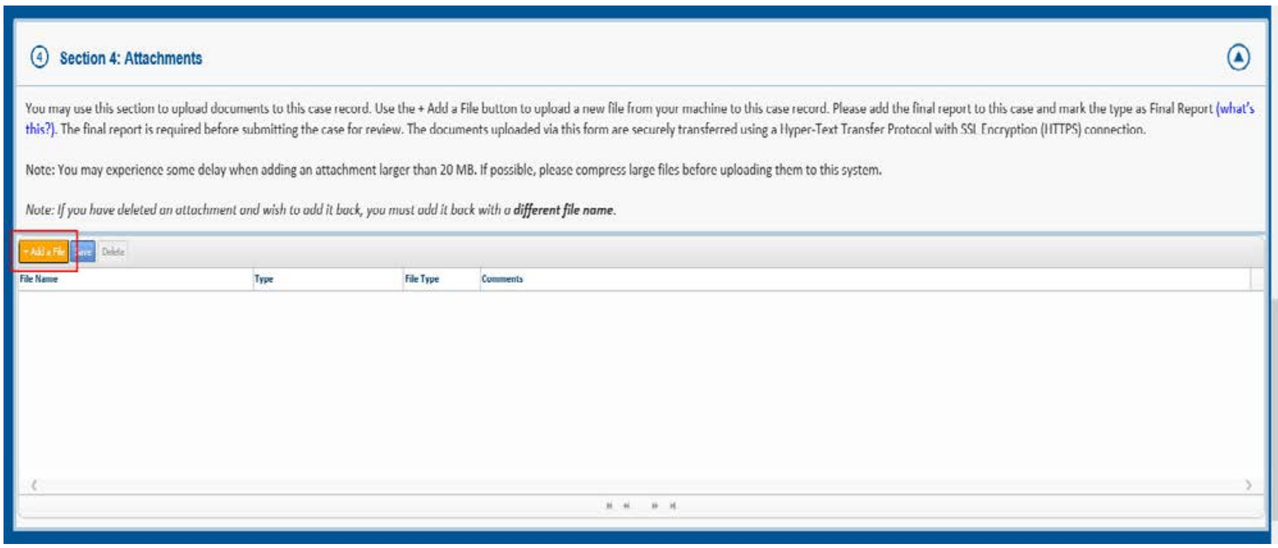


Figure 3.6-1

2. A popup window appears, as shown in Figure 3.6-2.

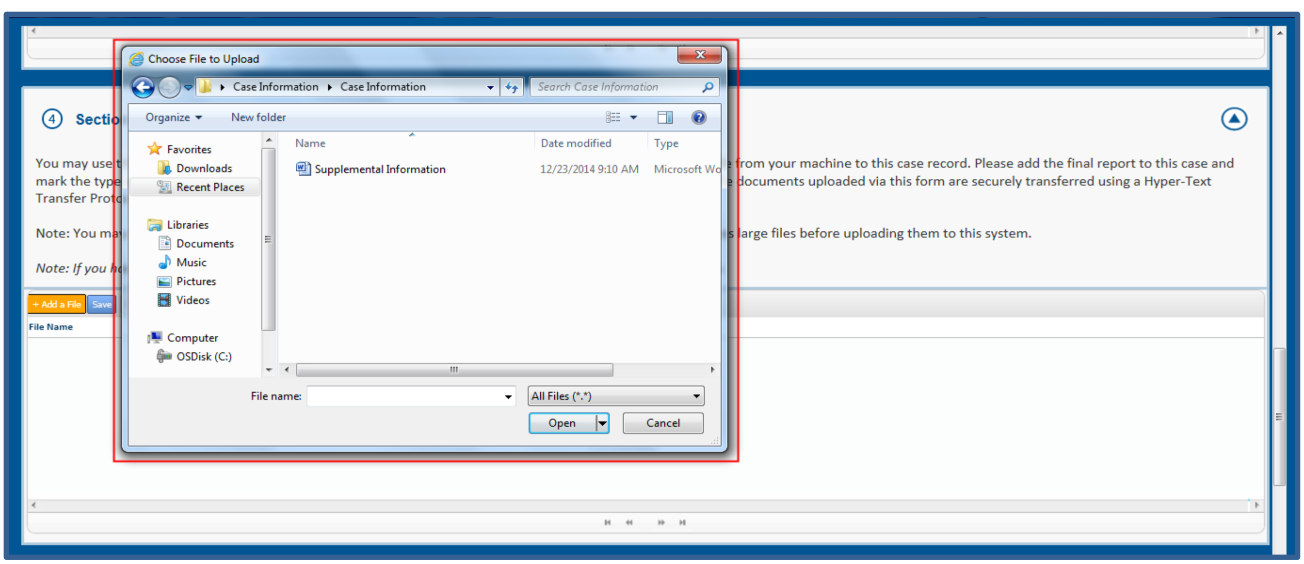


Figure 3.6-2

3. Select a file from your computer to upload, as shown in 3.6-3.

Add Attachments

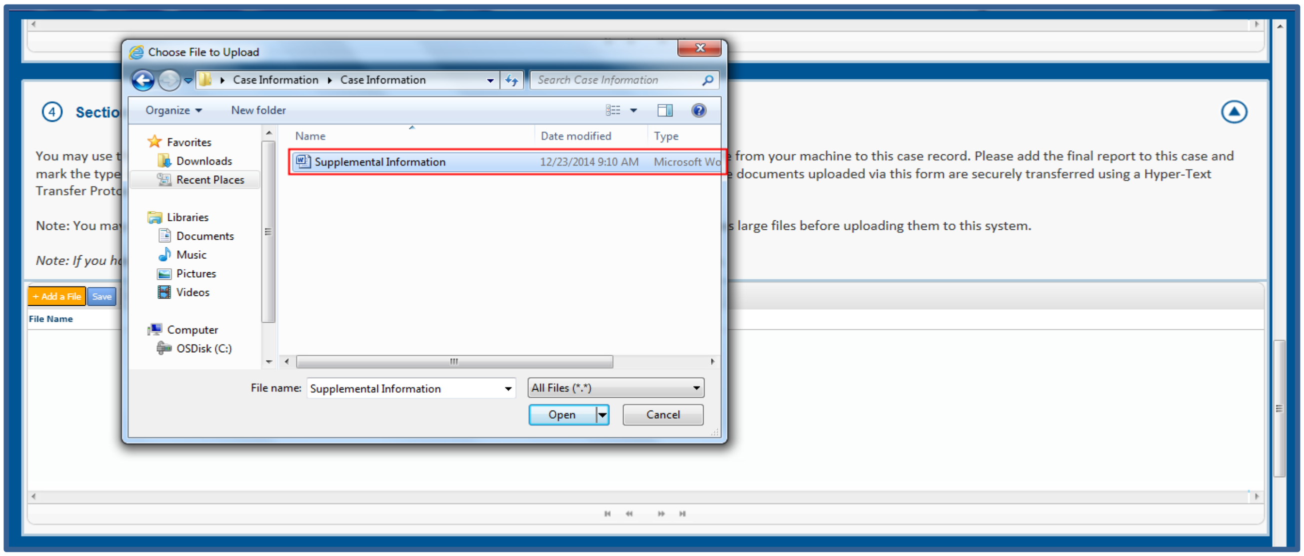


Figure 3.6-3

4. Click **Open** to select the file, as shown in Figure 3.6-4.

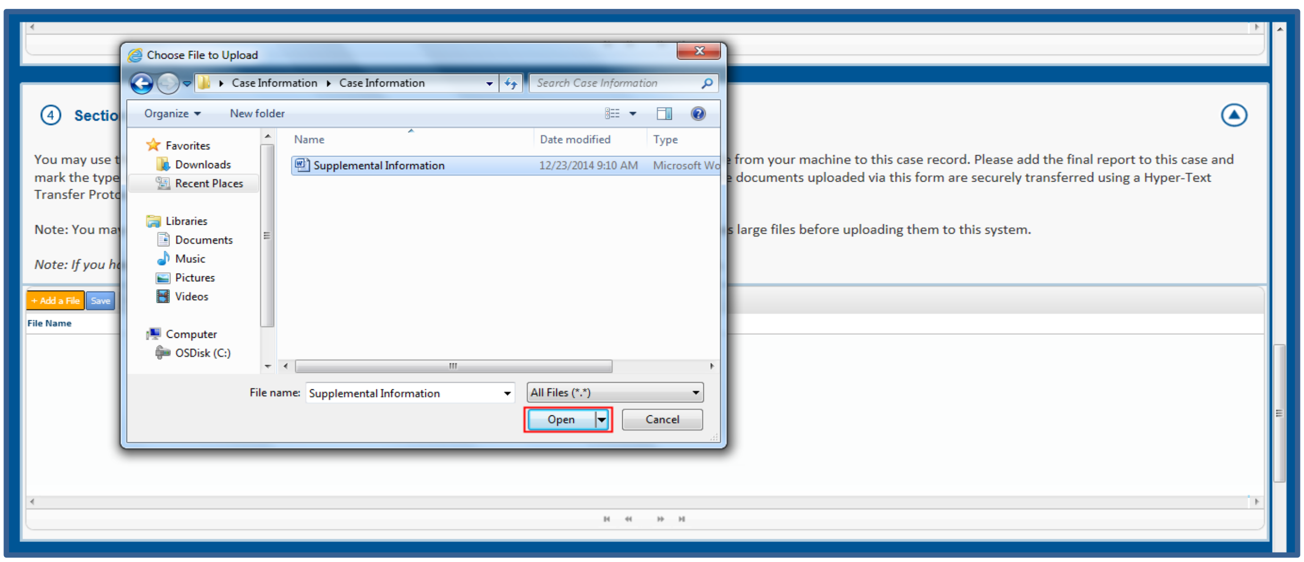


Figure 3.6-4

5. The **File Name** field is automatically populated, as shown in Figure 3.6-5.

Add Attachments

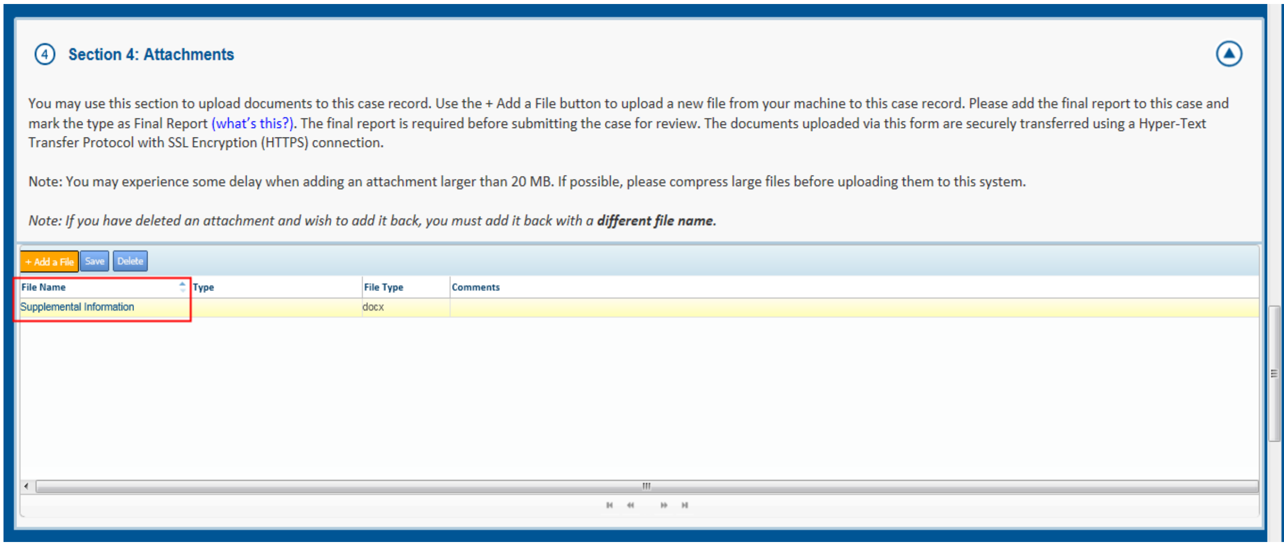


Figure 3.6-5

6. Click inside the **Type** field, as shown in Figure 3.6-6.

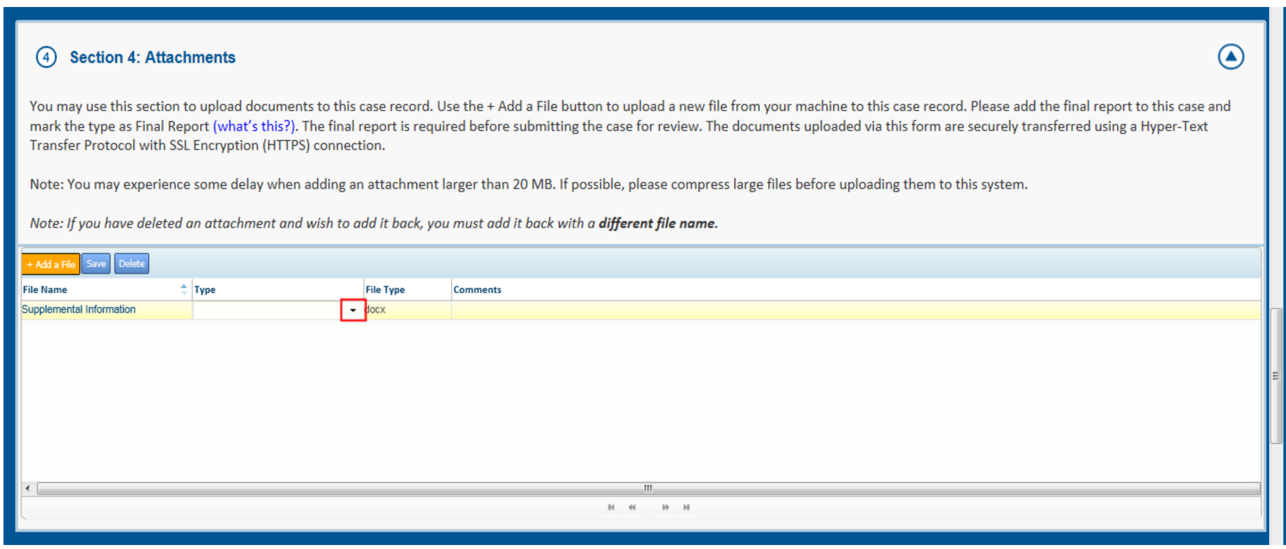


Figure 3.6-6

7. Select the appropriate value from the **Type** dropdown list, as shown in Figure 3.6-7. **Note:** In this field, **Type** refers to the contents of file (Evidence, Medical Report, Psychological Report, etc.) not the type of file extension (.PDF, .DOCX, etc.)

Add Attachments

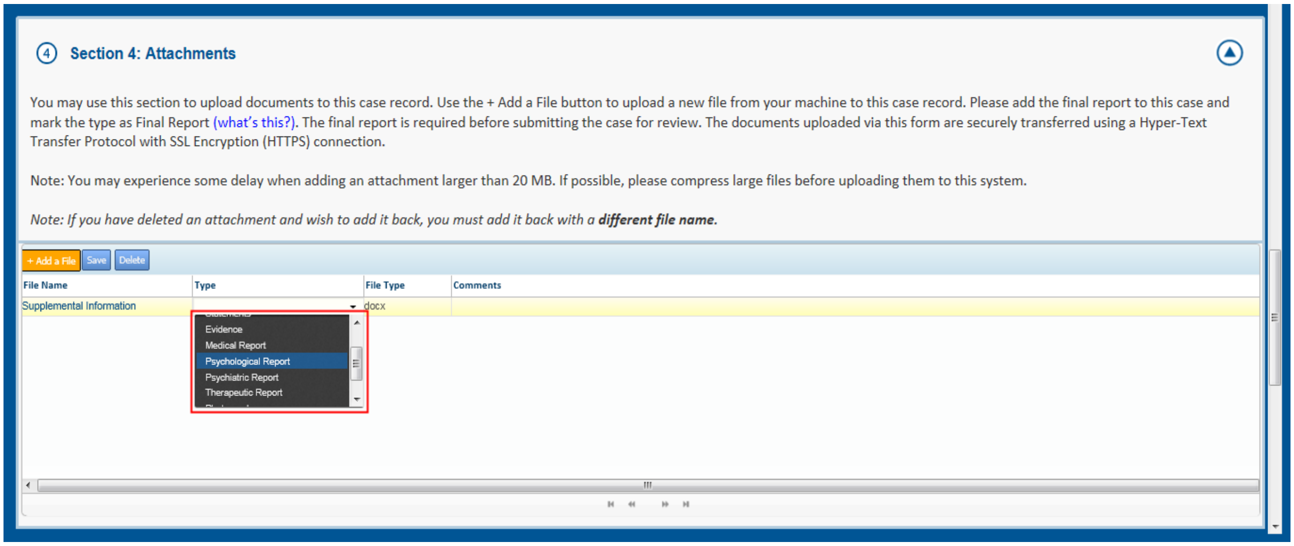


Figure 3.6-7

8. The **Type** field populates with the value you selected, as shown in Figure 3.6-8.

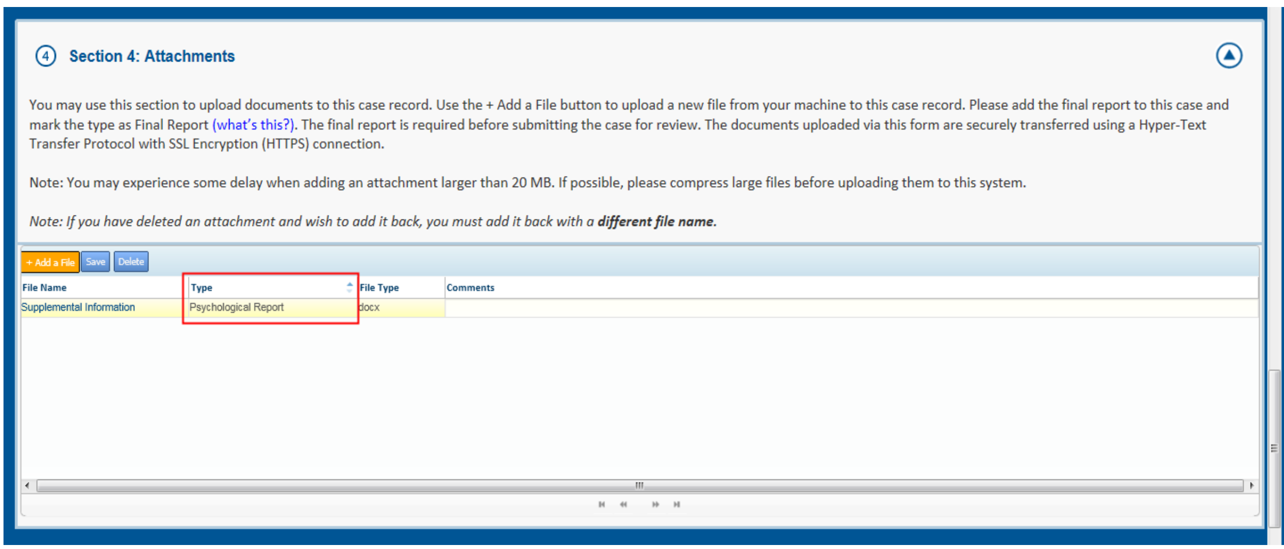


Figure 3.6-8

9. Click inside the Comments field; the field expands, as shown in Figure 3.6-9.

Add Attachments

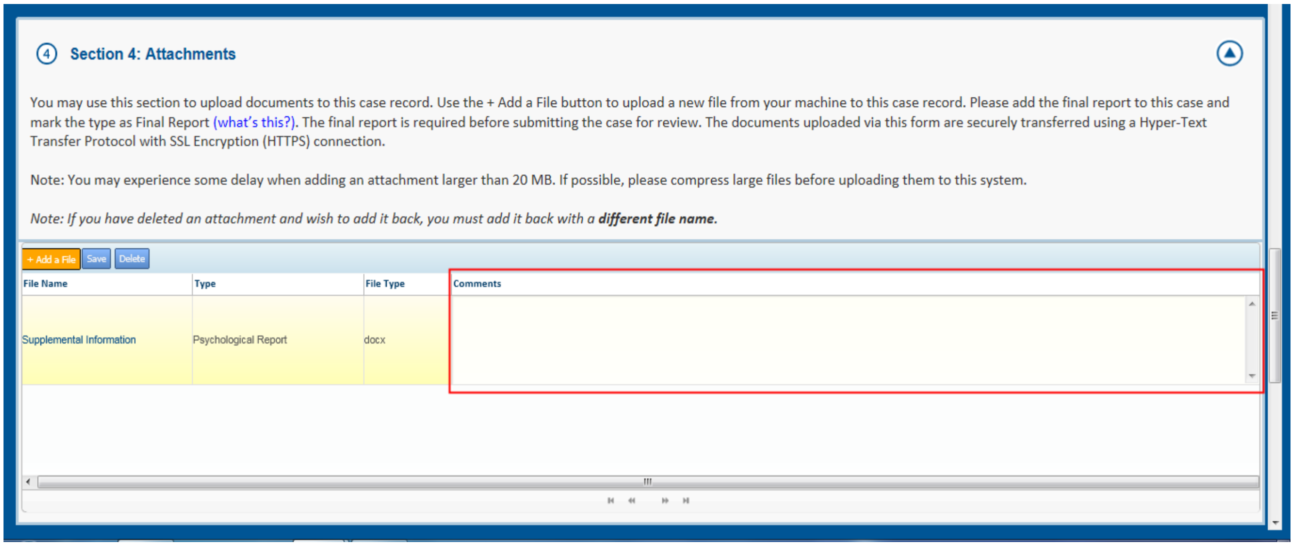


Figure 3.6-9

10. Enter information about the report in the **Comments** field, as shown in Figure 3.6-10.

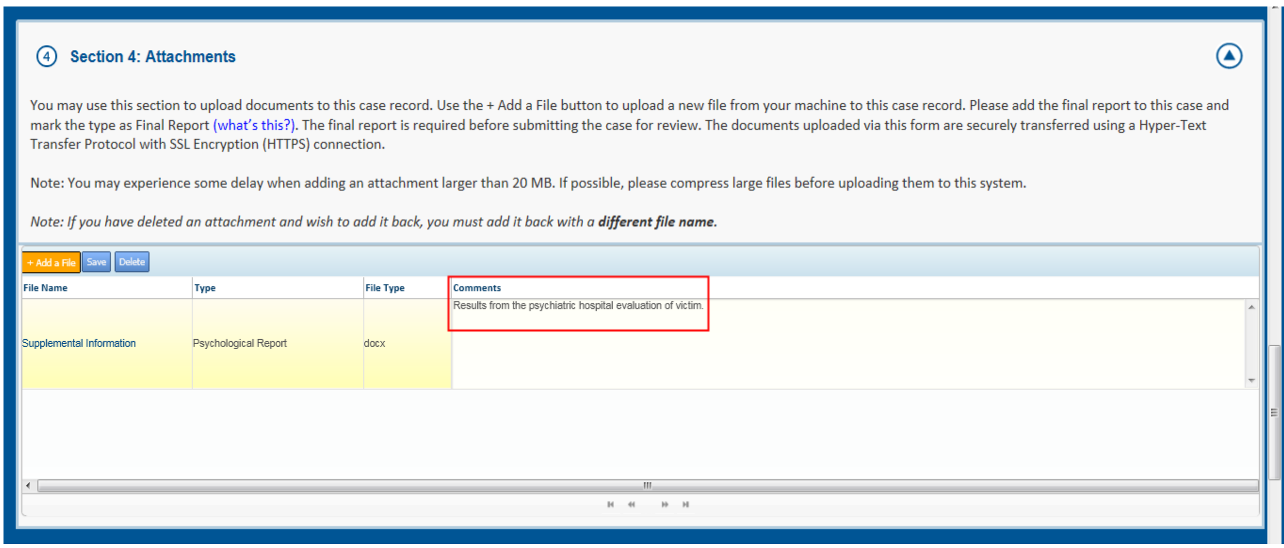


Figure 3.6-10

11. If needed, you may delete any files that you have uploaded by selecting the file and clicking the **Delete** button.

    Note: If you delete a file and want to add it back again, you must rename the file before you upload it to the web form. For example, if you delete the Supplemental Information.docx file from the web form, you cannot add another file named Supplemental Information.docx back to the web form. You would need to rename the new file on your computer (for example: Revised_Supplemental_Information.docx) before you could upload it to the web form.

12. Click the **Save** button to save your work, as shown in Figure 3.6-11.

Add Attachments

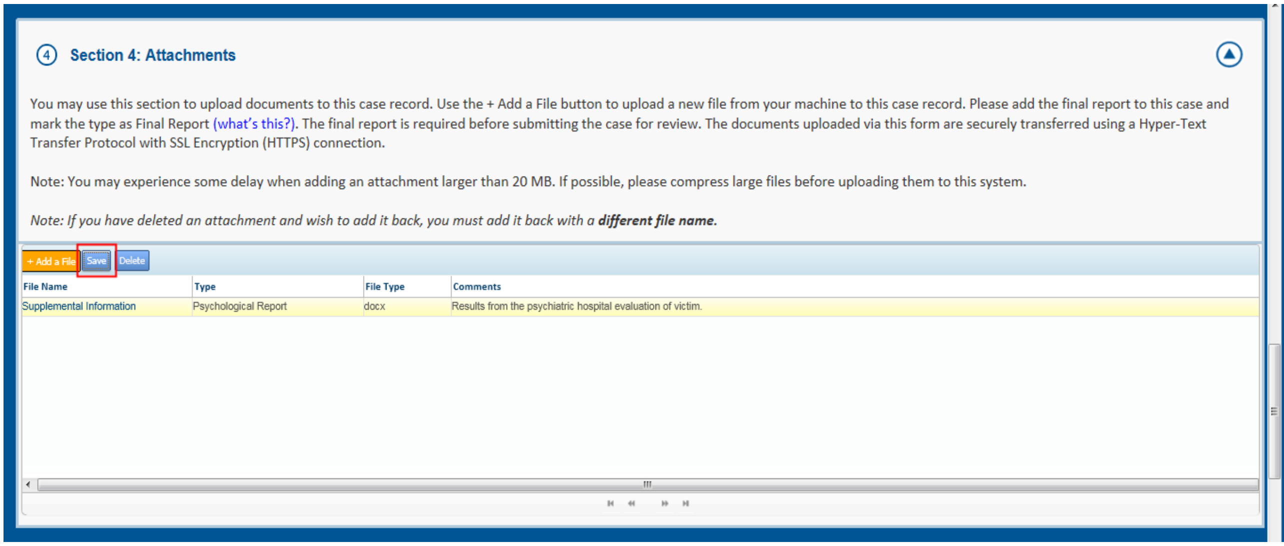


Figure 3.6-11

3.6.1 Upload the Final Report

The Final Report is required before you can submit the results of your investigation through the WSIR web form. The procedure to upload a file is the same for all types of attachment files.

Upload the Final Report

1. Click the **Add a File** button; a popup window appears, as shown in Figure 3.6-12.

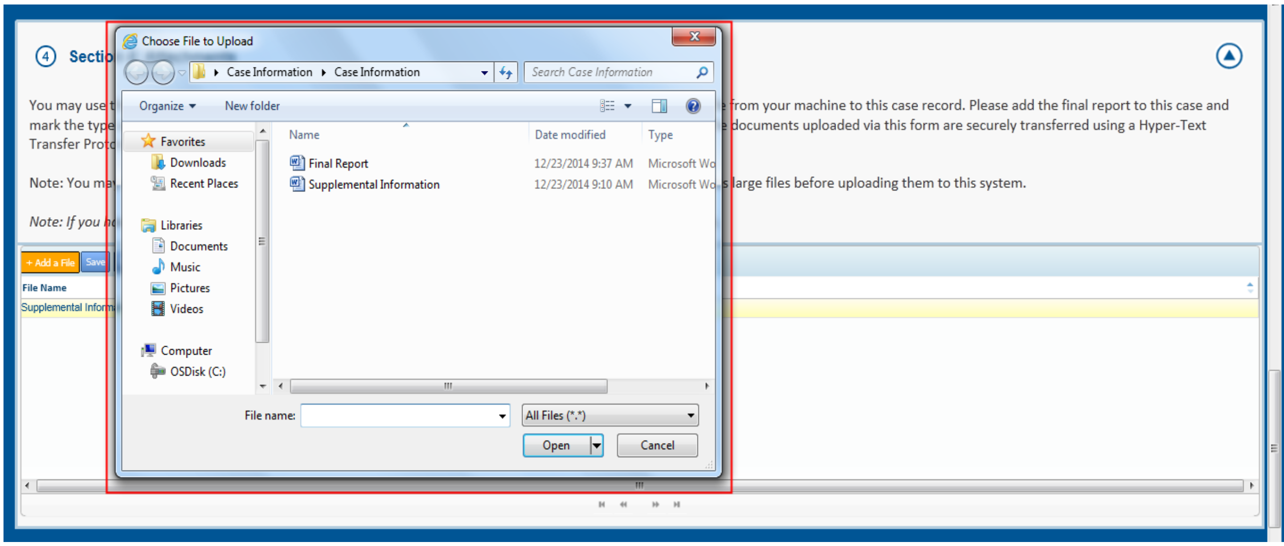


Figure 3.6-12

2. Select the file that contains your Final Report from your computer, as shown in Figure 3.6-13.

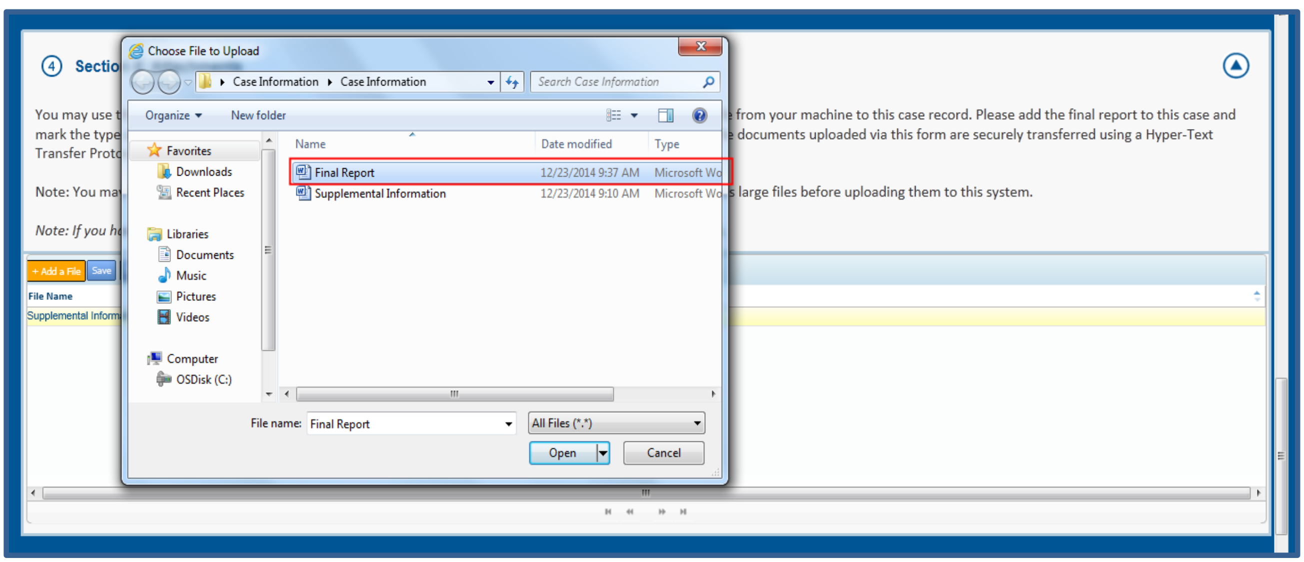


Figure 3.6-13

3. Click **Open** to select the file, as shown in Figure 3.6-14.

Upload the Final Report

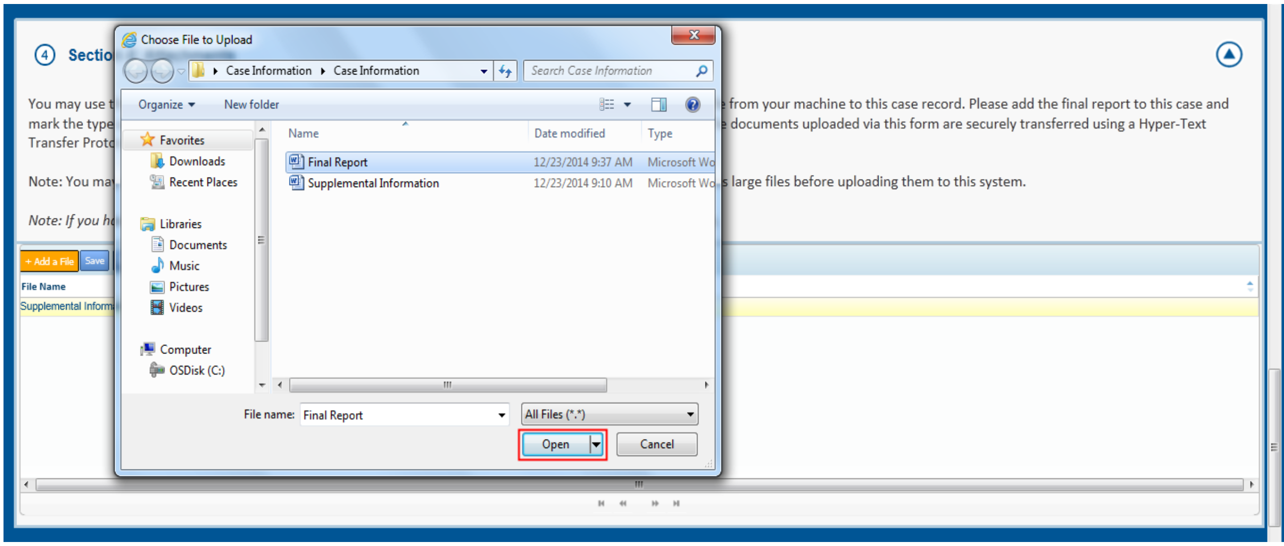


Figure 3.6-14

4. The **File Name** field is automatically populated, as shown in Figure 3.6-15.

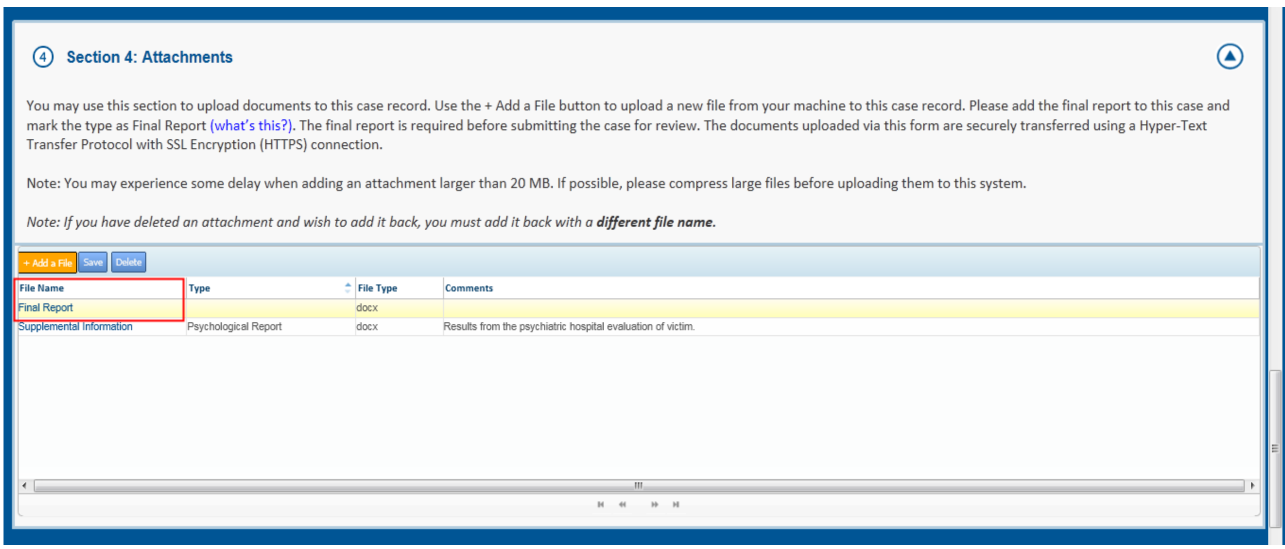


Figure 3.6-15

5. Click inside the **Type** field, as shown in Figure 3.6-16.

Upload the Final Report

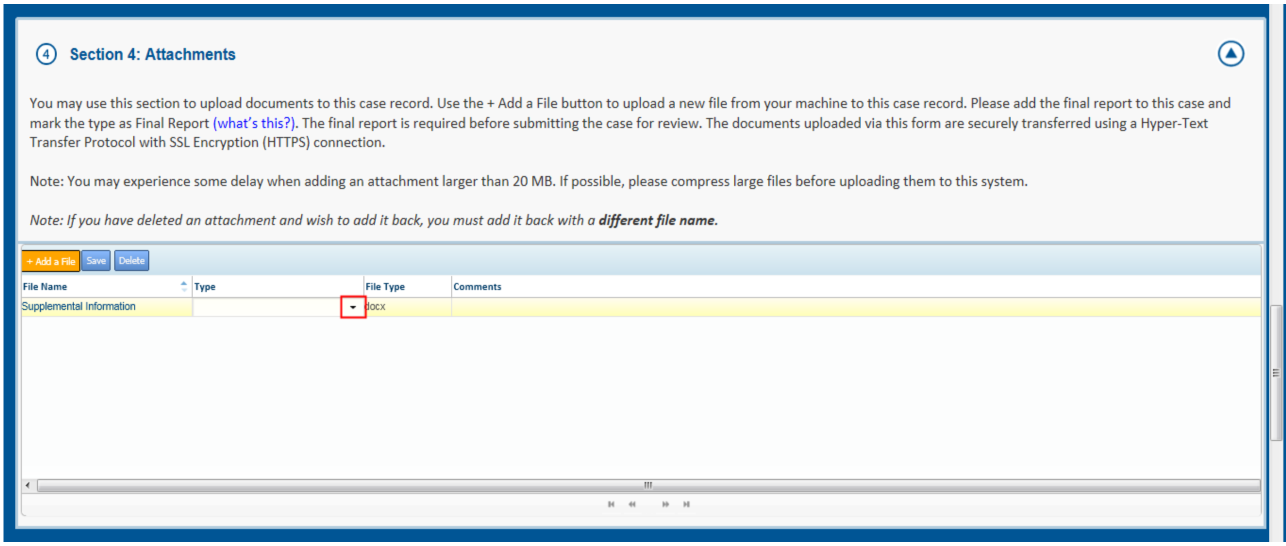


Figure 3.6-16

6. Select **Final Report** from the dropdown list, as shown in Figure 3.6-17.

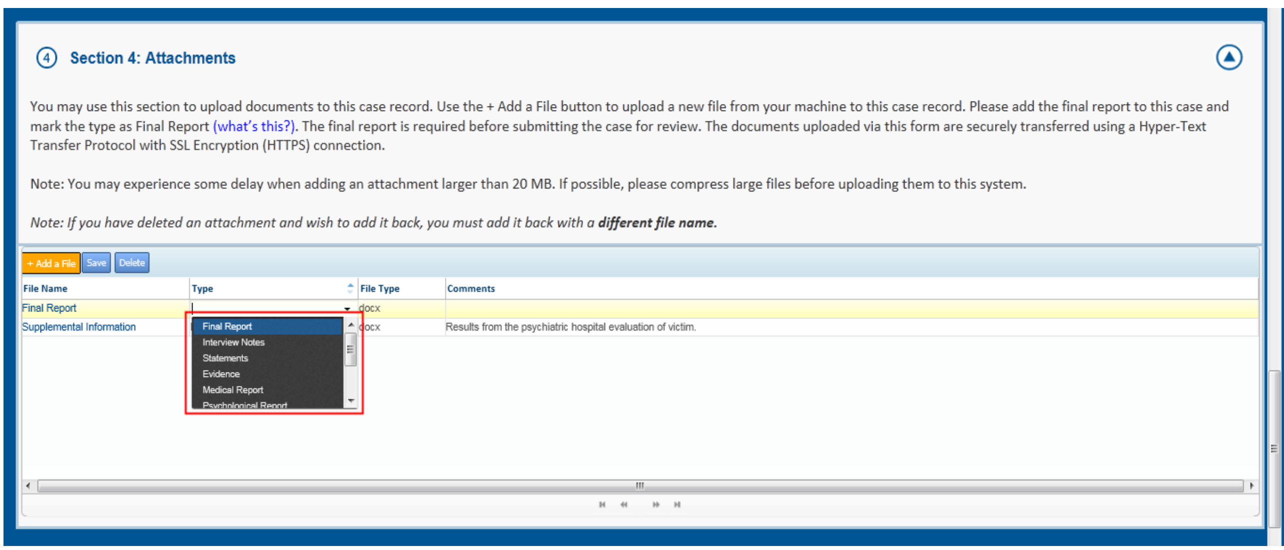


Figure 3.6-17

7. The **Type** field is automatically populated as **Final Report**, as shown in Figure 3.6-18.

Upload the Final Report

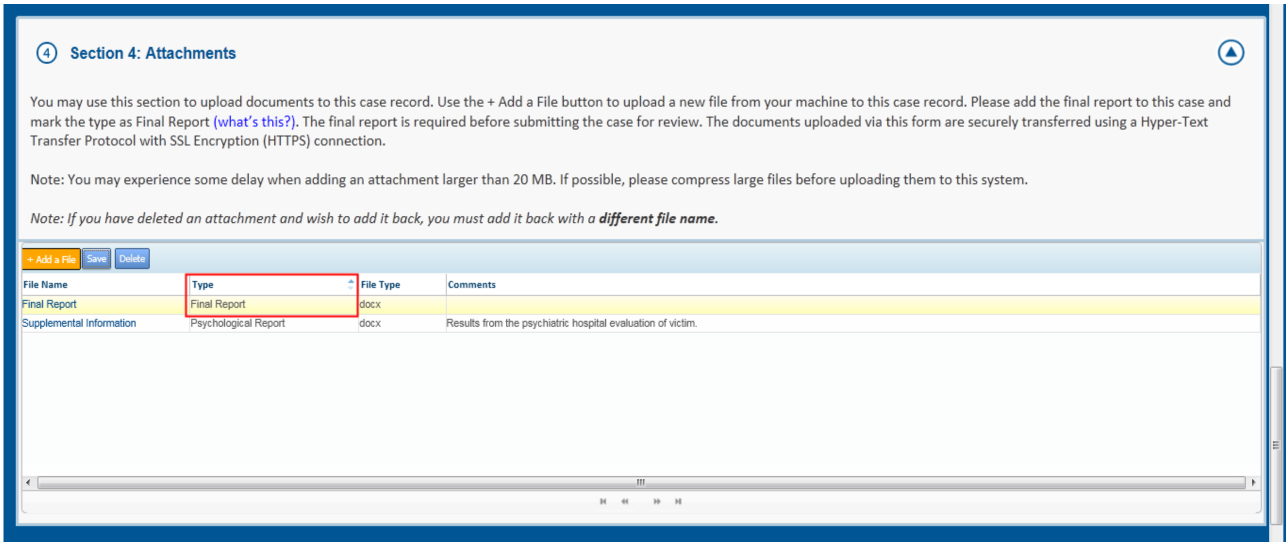


Figure 3.6-18

8. Click inside the **Comments** field; the field will expand, as shown in Figure 3.6-19.

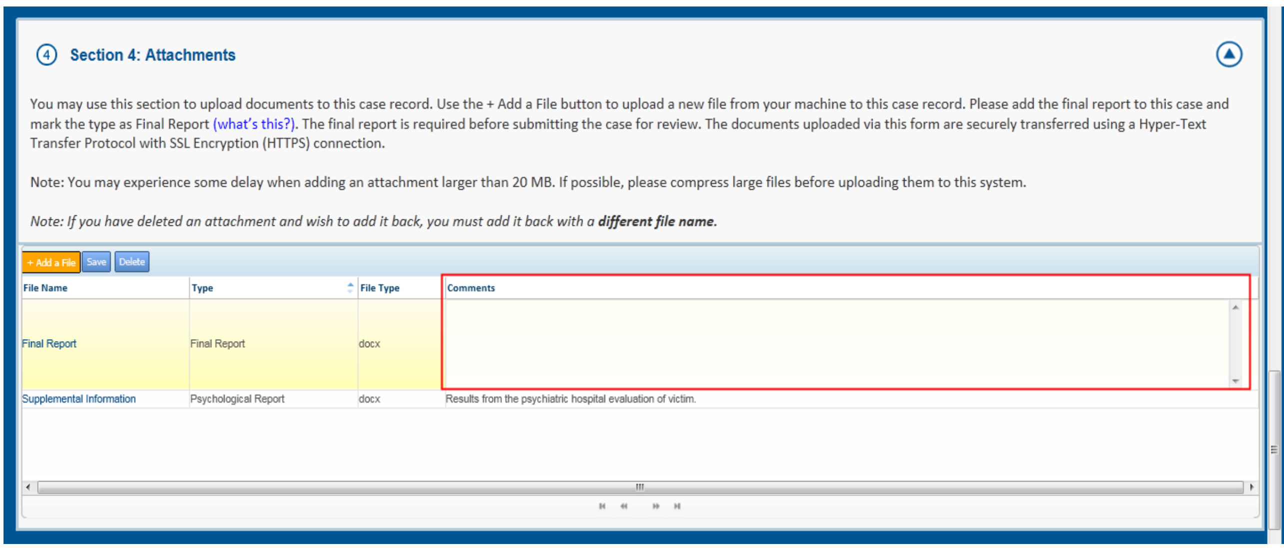


Figure 3.6-19

9. Add a description of the attachment and click the **Save** button. The **Comments** field is automatically populated, as shown in Figure 3.6-20.

Upload the Final Report

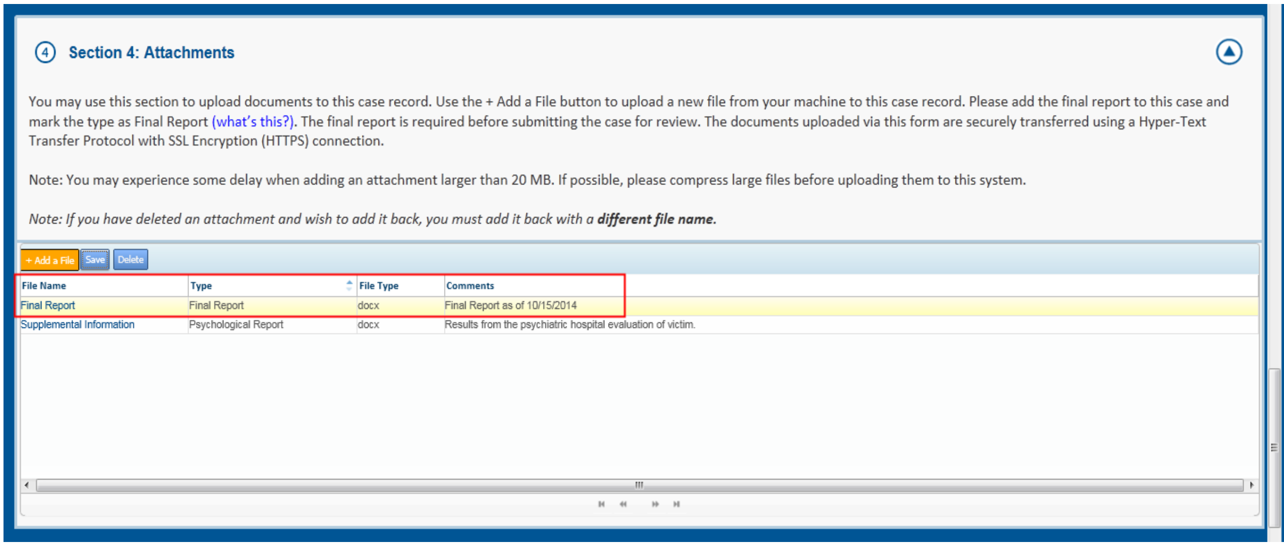


Figure 3.6-20

10. If you need to delete a file, select the appropriate file and click **Delete**.

    Note: If you delete a file and want to add it back again, you must rename the file before you upload it to the web form. For example, if you delete the Final Report.docx file from the web form, you cannot add another file named Final Report.docx back to the web form. You would need to rename the new file on your computer (for example: Revised_Final_Report.docx) before you could upload it to the web form.

11. Click the **Save** button; you can now continue to **Section 5: Review and Submit** on page 87.

3.7 Section 5: Review and Submit

Reviewing your work is the final step before you submit the WSIR web form. Before you click **Submit**, follow these guidelines to check to make sure you have completed all the required fields on the web form.

Review and Submit

1. Section 5: Review and Submit screen will appear, as shown in Figure 3.7-1.

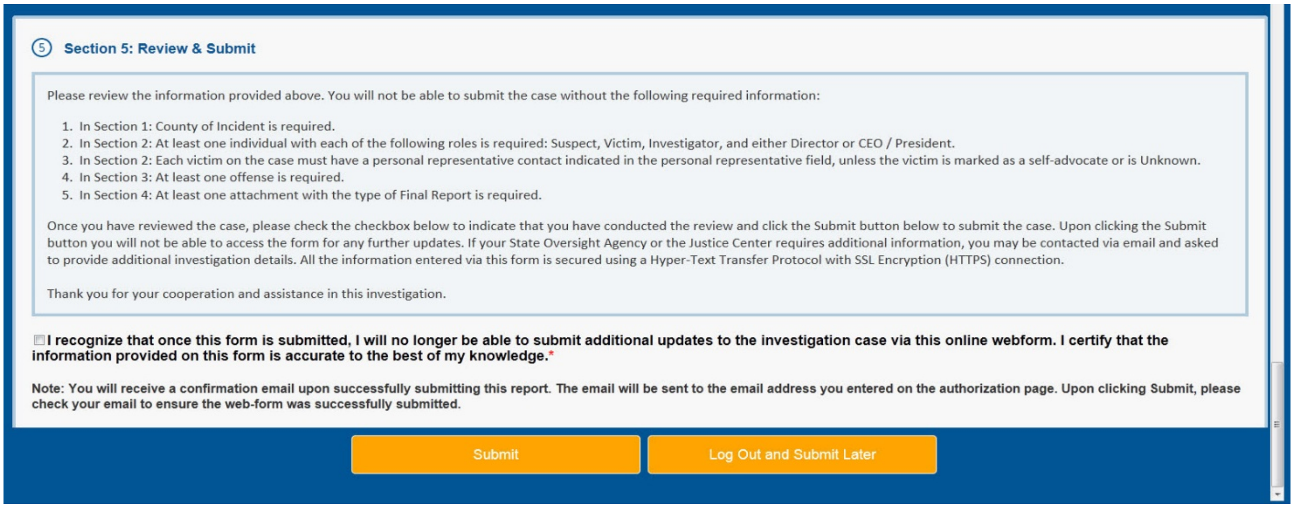


Figure 3.7-1

2. Return to Section 1: Case Summary. Review all of the required investigation information that must be included in the web form (see Figure 3.7-2). **County of Incident** is required to complete Section 1: Case Summary.

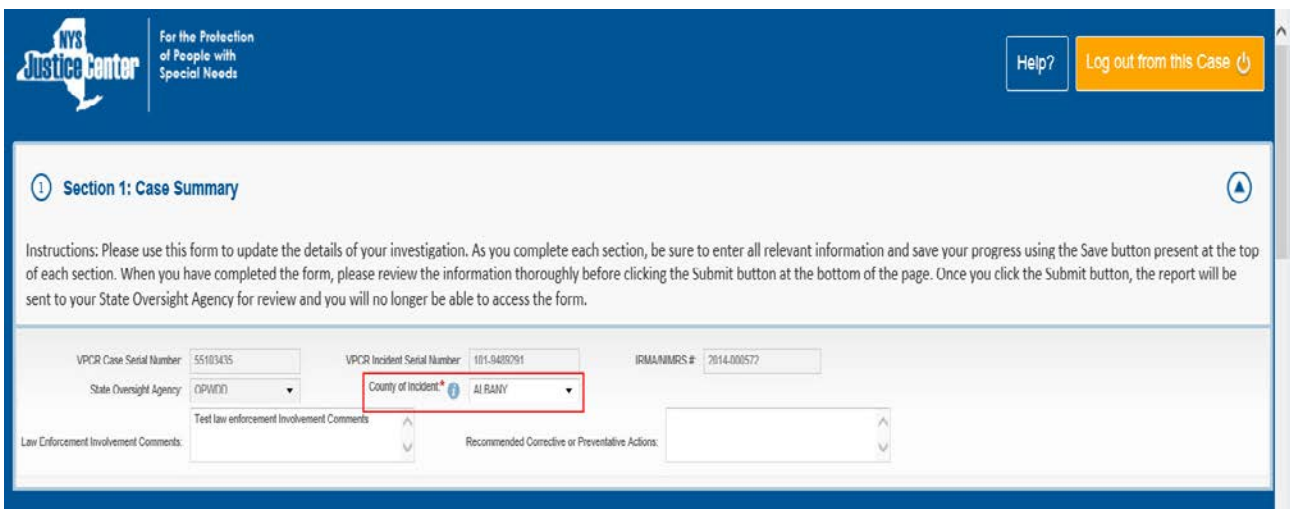


Figure 3.7-2

3. Return to Section 2: Contacts (Individuals Involved with the Case) and review the following items (see Figure 3.7-3):
   a. You must have completed an entry for at least one Suspect, Victim, Investigator, and Director or CEO / President.

Review and Submit

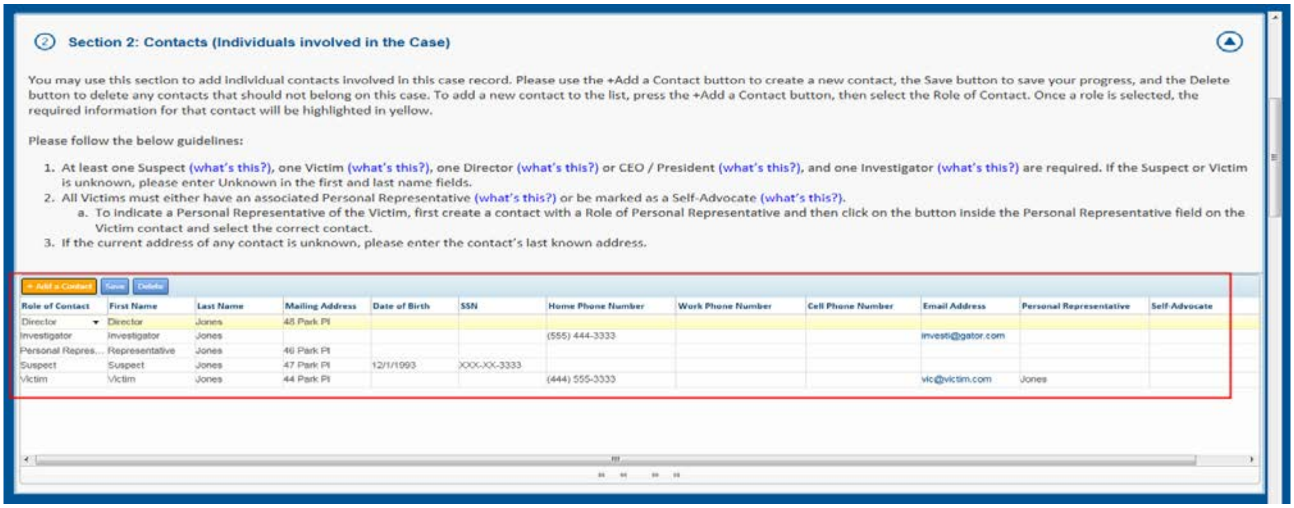


Figure 3.7-3

b. If a Victim is not a Self-Advocate, a Personal Representative contact must be created and associated with the Victim. If the Victim does not have a Personal Representative, the **Self-Advocate** field must be checked.

4. Return to Section 3: Offenses. At least one offense must be entered, as shown in Figure 3.7-4.

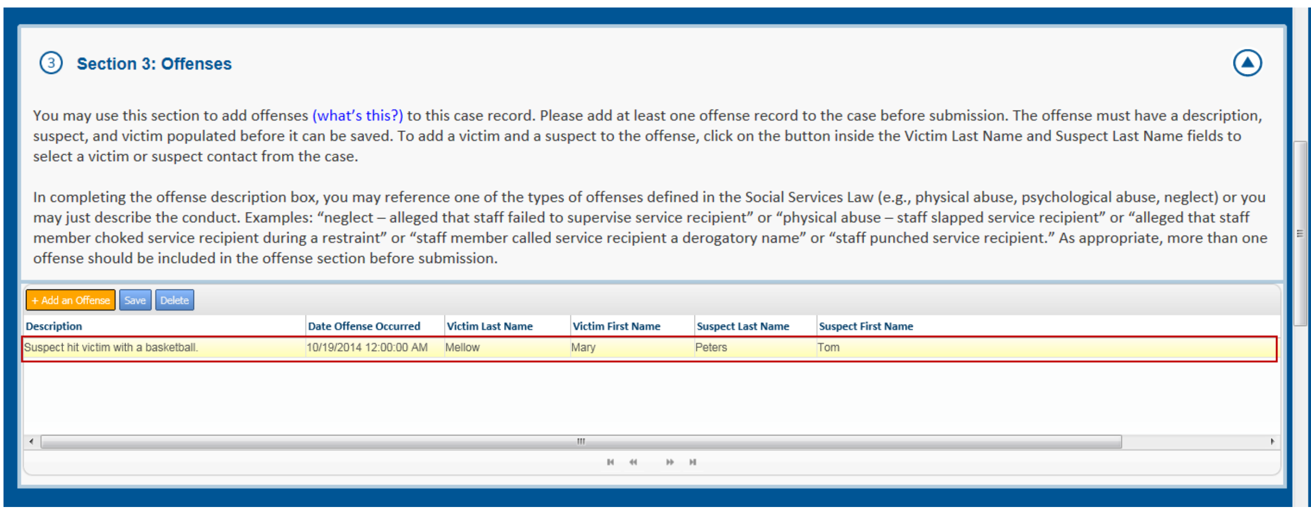


Figure 3.7-4

5. Return to Section 4: Attachments. At least one attachment with the **Type** of **Final Report** is required, as shown in Figure 3.7-5.

Review and Submit

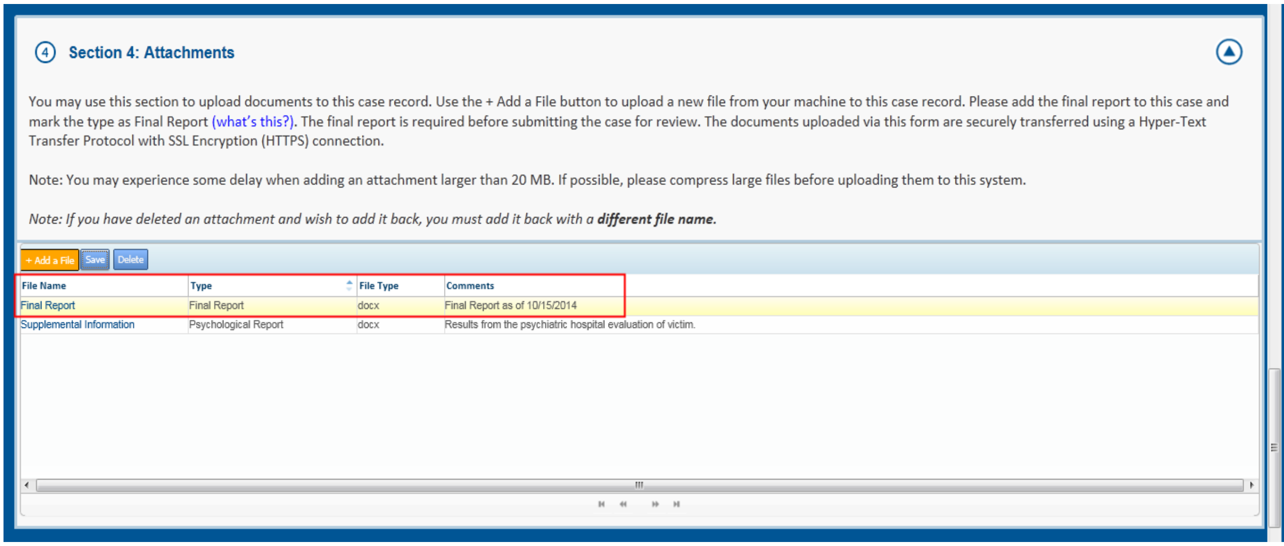


Figure 3.7-5

6. You can click **Log Out and Submit Later** if you are missing information or are not ready to submit your findings. Your work will be saved, so that you can return to the WSIR to complete the web form and submit it at another time. This button is located to the right of the **Submit** button, as shown in Figure 3.7-6.

   When you are certain you have completed all the required fields, continue to Step 7.

7. Once you are certain the web form is complete and accurate, review the Review and Submit confirmation agreement, as shown in Figure 3.7-6.

   > "I recognize that once this form is submitted, I will no longer be able to submit additional updates to the investigation case via this online web form. I certify that the information provided on this form is accurate to the best of my knowledge."

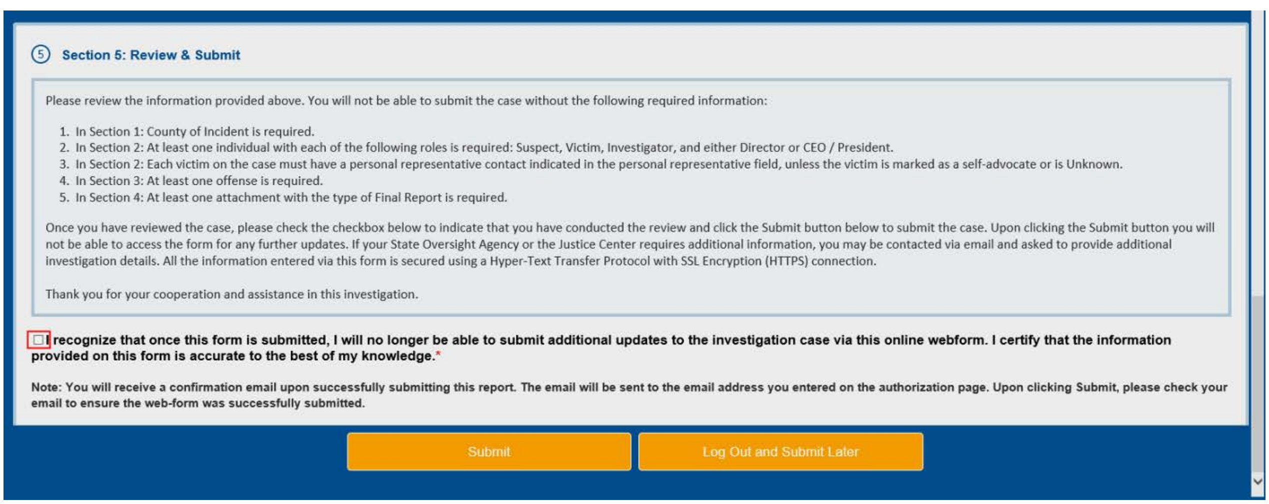


Figure 3.7-6

8. Click the **check box** next to the Review and Submit confirmation statement.
9. Click the **Submit** button to complete your Investigative Report, as shown in Figure 3.7-7.

Review and Submit

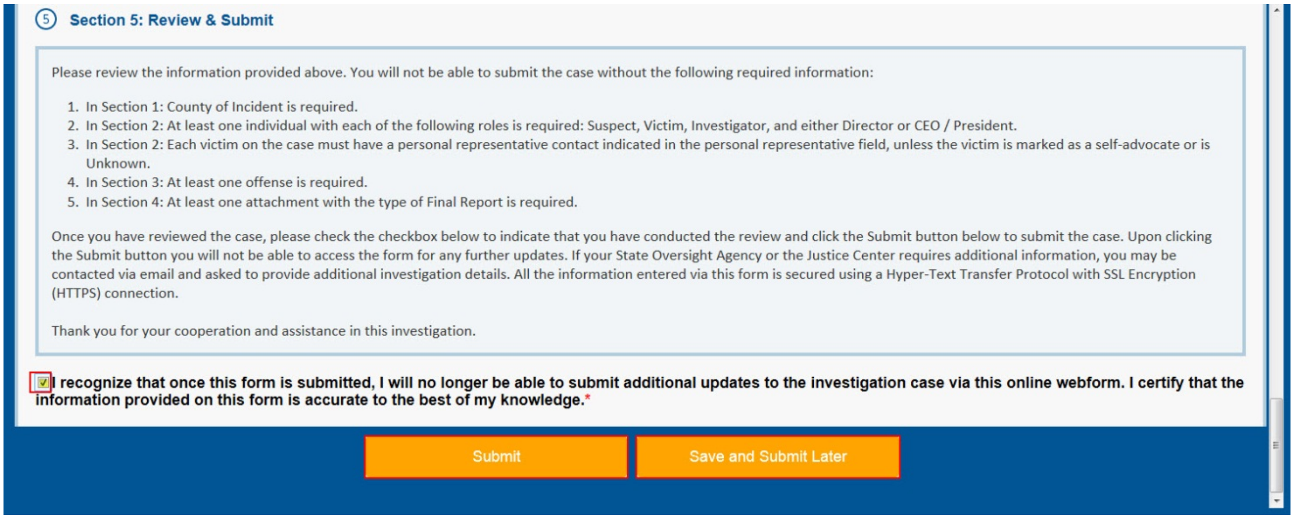


Figure 3.7-7

10. If all of the information was entered correctly, the Submission Confirmation screen (Figure 3.7-14) will be displayed.
11. If any information is missing or incorrect, you will need to update the web form before you can submit it. Refer to **Missing and/or Incorrect Information** on page 91 for more information.

3.7.1 Missing and/or Incorrect Information

The following section outlines the type of messages you will receive if required information is missing when you try to submit the WSIR web form. Please review the examples below.

For each missing field, a red highlighted message will appear on the screen. A blue hypertext link will also appear; you can click on this link to quickly return to the section where you must enter the missing information.

Review and Submit: Missing and/or Incorrect Information

Section 1: Case Summary

If this section is incomplete (Figure 3.7-8), the red highlighted message appears stating "In the Case Summary Section, please select the County of Incident."

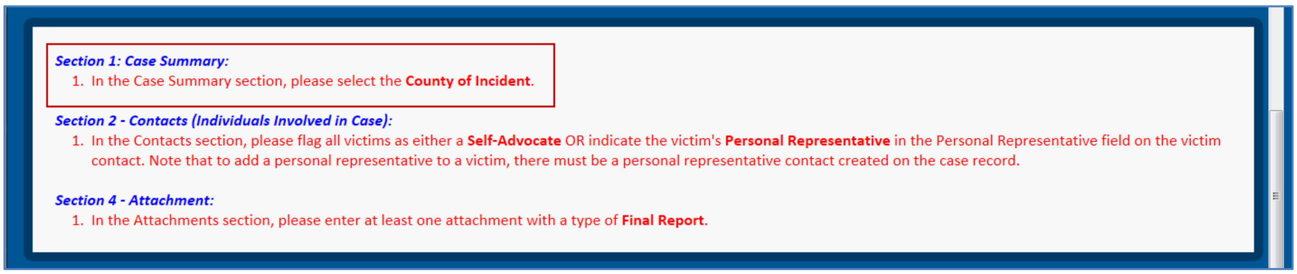


Figure 3.7-8

To complete this field, click the blue highlighted link, Section 1: Case Summary, to return to the appropriate section. Then, follow the instructions in **Section 1: Case Summary** on page 18 to update the **County of Incident** field.

Section 2: Contacts (Individuals Involved in Case)

If a Contact Role is missing (Figure 3.7-9), the red highlighted message will identify which contacts are missing. For example, if there is no Victim, you will receive the message: "In the Contacts section, please enter a contact with a role of Victim. If the Victim is unknown, enter Unknown in the first and last name fields."

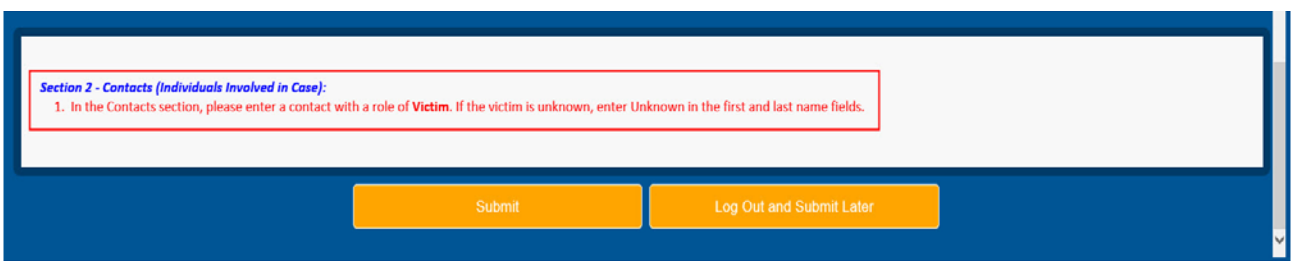


Figure 3.7-9

To correct this, click the blue highlighted link, Section 2: Contacts (Individuals involved in Case), shown in Figure 3.7-10. You will be directed back to Section 2: Contacts. Then, follow the instructions in **Add a Victim (Service Recipient)** on page 27 to complete the missing Victim contact information.

Review and Submit: Missing and/or Incorrect Information

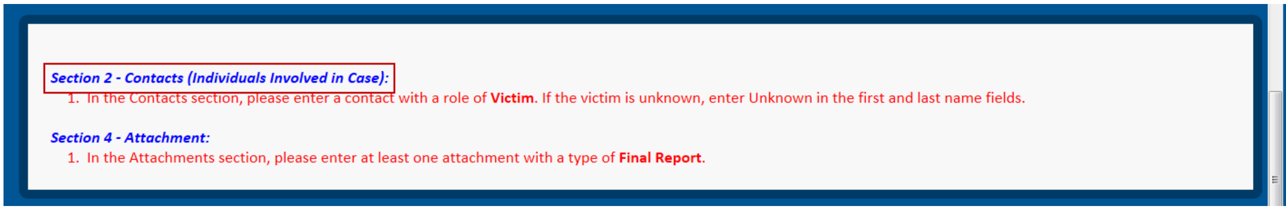


Figure 3.7-10

Note: If information was missing from other Contact Roles, the specific Roles would also be identified in the error message.

Section 3: Offense

You must specify at least one offense on the WSIR web form. And, for each offense, you must provide a description, the Suspect, and the Victim involved. If any of this information is missing, refer to Section 3: Offenses on page 70 for instructions on how to update the web form correctly.

Section 4: Attachments

If you have not provided an attachment with the **Type** of **Final Report**, you will receive a red highlighted message stating: "In the Attachments Section, please enter an attachment with a type of Final Report." This is shown in Figure 3.7-11.

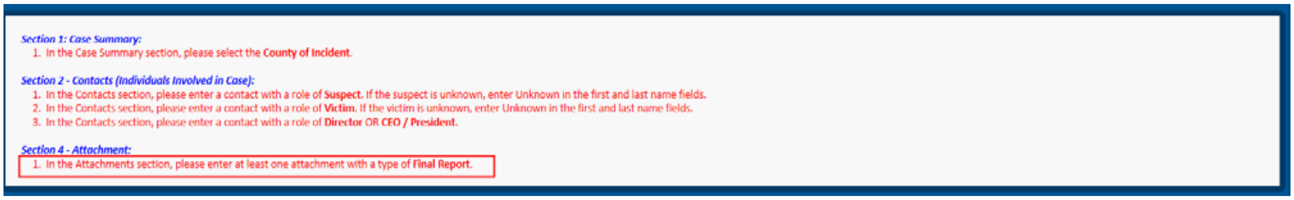


Figure 3.7-11

To add the missing Final Report, click the blue highlighted link, Section 4: Attachments, as shown in Figure 3.7-12. You will be directed back to the Attachments section. Then, follow the instructions in **Upload the Final Report** on page 82 to provide the missing information.

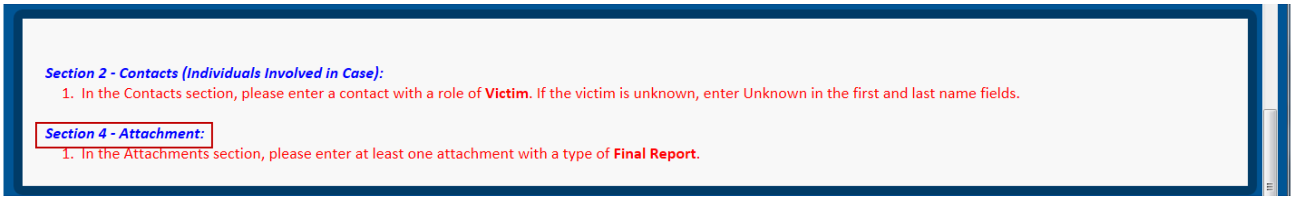
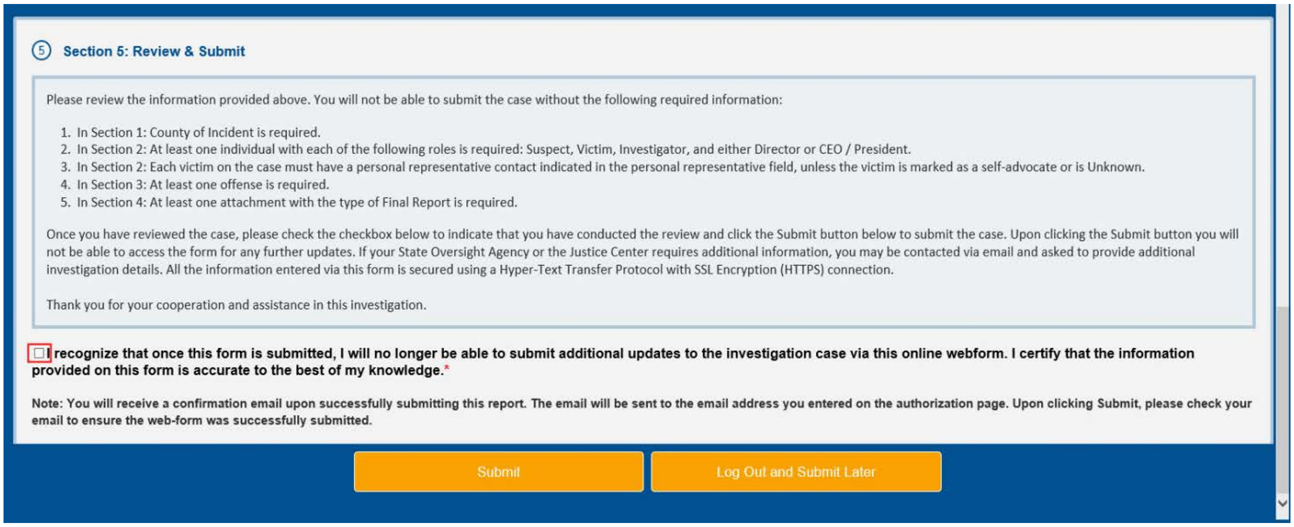


Figure 3.7-12

Section 5: Review and Submit

After all highlighted sections are completed or corrected, you are ready to check the Review and Submit confirmation statement and click on the checkbox, as shown in Figure 3.7-13. Then, click the **Submit** button to complete your investigative report through the WSIR web form.

Review and Submit: Missing and/or Incorrect Information


Section 5: Review & Submit

Please review the information provided above. You will not be able to submit the case without the following required information:

1. In Section 1: County of Incident is required.
2. In Section 2: At least one individual with each of the following roles is required: Suspect, Victim, Investigator, and either Director or CEO / President.
3. In Section 2: Each victim on the case must have a personal representative contact indicated in the personal representative field, unless the victim is marked as a self-advocate or is Unknown.
4. In Section 3: At least one offense is required.
5. In Section 4: At least one attachment with the type of Final Report is required.

Once you have reviewed the case, please check the checkbox below to indicate that you have conducted the review and click the Submit button below to submit the case. Upon clicking the Submit button you will not be able to access the form for any further updates. If your State Oversight Agency or the Justice Center requires additional information, you may be contacted via email and asked to provide additional investigation details. All the information entered via this form is secured using a Hyper-Text Transfer Protocol with SSL Encryption (HTTPS) connection.

Thank you for your cooperation and assistance in this investigation.

I recognize that once this form is submitted, I will no longer be able to submit additional updates to the investigation case via this online webform. I certify that the information provided on this form is accurate to the best of my knowledge.*

Note: You will receive a confirmation email upon successfully submitting this report. The email will be sent to the email address you entered on the authorization page. Upon clicking Submit, please check your email to ensure the web-form was successfully submitted.

Submit | Log Out and Submit Later

Figure 3.7-13

3.7.2 Submission Confirmation

Submission Confirmation
1. Once your web form is successfully submitted, the **Submission Confirmation** page will be displayed, as shown in Figure 3.7-14.

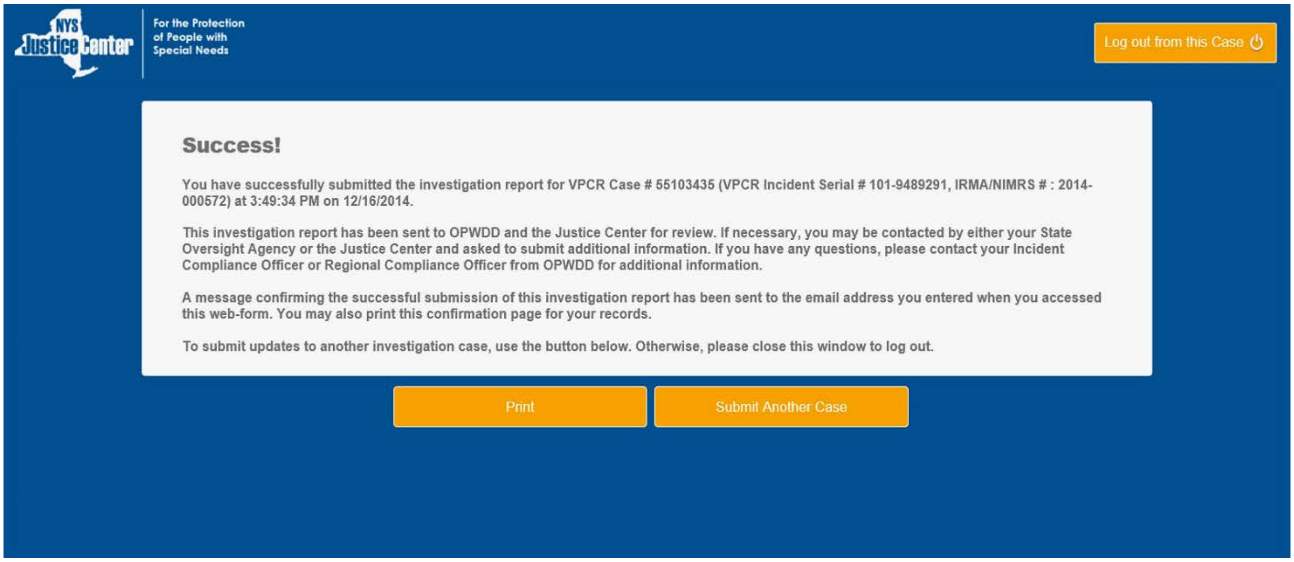


Figure 3.7-14

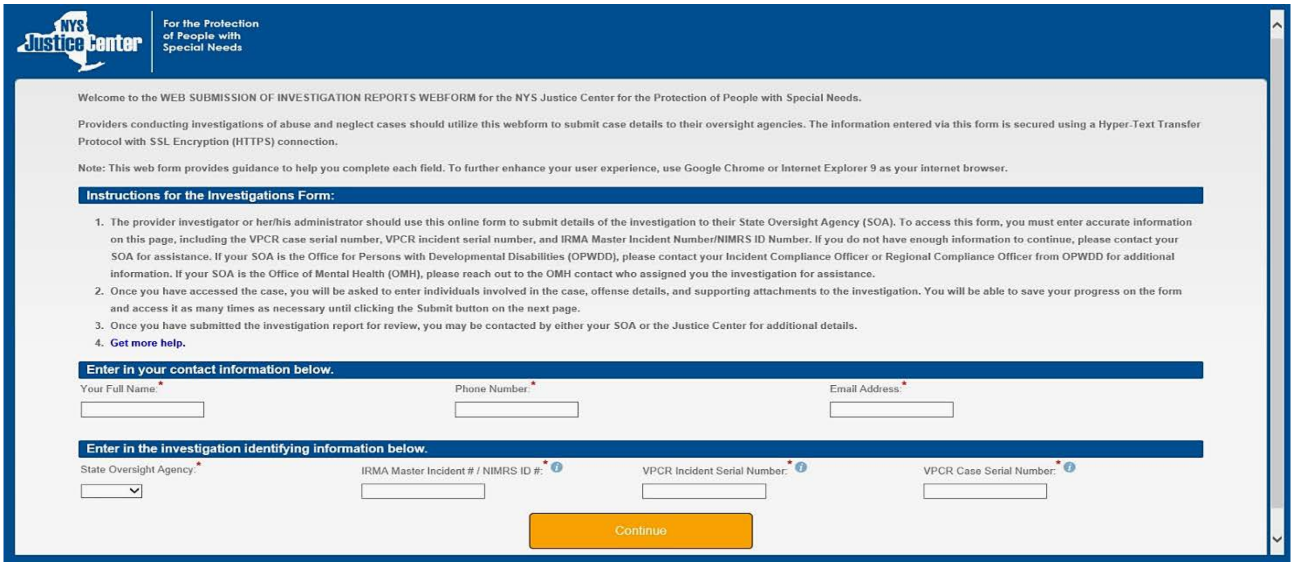
2. An email will also be sent to the Email Address specified on the WSIR Sign In page to confirm that the information was successfully submitted.

   If more information is needed about the investigation, the Provider Investigator will be contacted by someone from their SOA or the Justice Center.

3.7.3 Submit Anther Report

After submitting your web form, you can open and begin a new investigative report.

Submit a New Report
1. If you have more than one investigation report to complete, click the **Submit Another Case** button. You will be redirected to a new web form, as shown in Figure 3.7-15.



NYS Justice Center For the Protection of People with Special Needs

Welcome to the WEB SUBMISSION OF INVESTIGATION REPORTS WEBFORM for the NYS Justice Center for the Protection of People with Special Needs.

Providers conducting investigations of abuse and neglect cases should utilize this webform to submit case details to their oversight agencies. The information entered via this form is secured using a Hyper-Text Transfer Protocol with SSL Encryption (HTTPS) connection.

Note: This web form provides guidance to help you complete each field. To further enhance your user experience, use Google Chrome or Internet Explorer 9 as your internet browser.

Instructions for the Investigations Form:

1. The provider investigator or her/his administrator should use this online form to submit details of the investigation to their State Oversight Agency (SOA). To access this form, you must enter accurate information on this page, including the VPCR case serial number, VPCR incident serial number, and IRMA Master Incident Number/NIMRS ID Number. If you do not have enough information to continue, please contact your SOA for assistance. If your SOA is the Office for Persons with Developmental Disabilities (OPWDD), please contact your Incident Compliance Officer or Regional Compliance Officer from OPWDD for additional information. If your SOA is the Office of Mental Health (OMH), please reach out to the OMH contact who assigned you the investigation for assistance.
2. Once you have accessed the case, you will be asked to enter individuals involved in the case, offense details, and supporting attachments to the investigation. You will be able to save your progress on the form and access it as many times as necessary until clicking the Submit button on the next page.
3. Once you have submitted the investigation report for review, you may be contacted by either your SOA or the Justice Center for additional details.
4. Get more help.

Enter in your contact information below.

Your Full Name:* Phone Number:* Email Address:*

Enter in the investigation identifying information below.

State Oversight Agency:* IRMA Master Incident # / NIMRS ID #:* VPCR Incident Serial Number:* VPCR Case Serial Number:*

Continue

Figure 3.7-15

4 Exceptions

4.1 Session Timeout

If your session times out before you successfully log in to the WSIR or if you are inactive in the web form for an extended period, you will receive the WSIR timeout screen. You may also see this screen the first time you log in to your NY.gov ID account to access the WSIR web form.

To log in to the WSIR form, click the **Access the WSIR Form** link, as shown in Figure 4.1-1. You will need to enter your information and the case information in the authorization screen again.

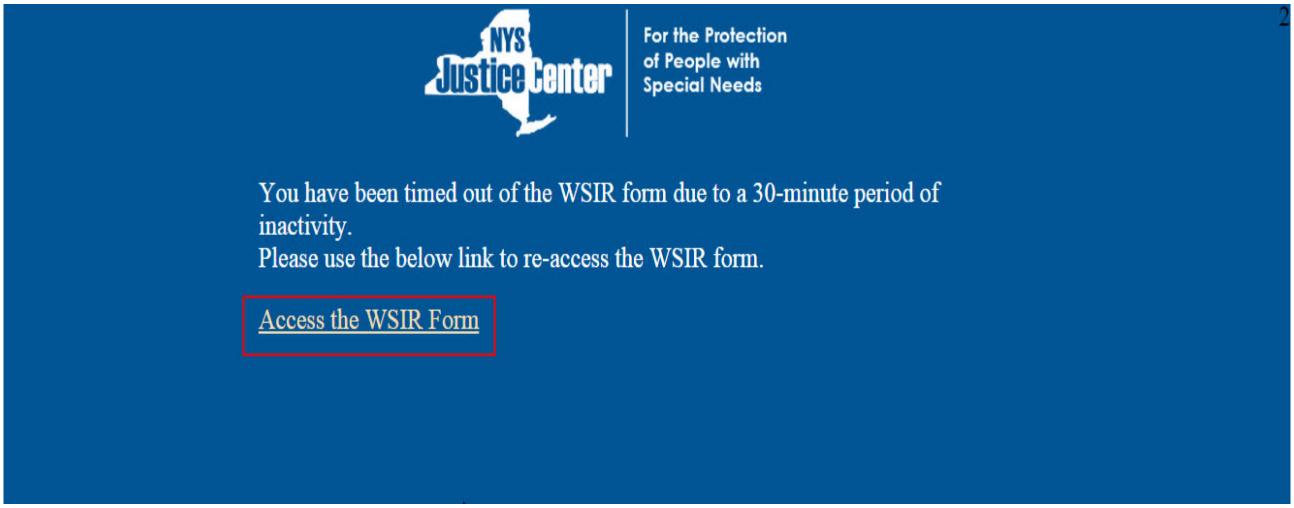


Figure 4.1-1

4.2 Logging Off Before Submitting the Web Form

You do not have to complete the WSIR form at one time. You can enter and save information in the WSIR form and then return to the form as many times as needed *before* you submit the form. Once you have submitted the WSIR web form, however, you cannot update or alter the information.

Before you logout of the WSIR web form, always be sure save your work by pressing Ctrl-S or clicking the **Save** button. Then, click on either the **Log out from this Case button** at the top of Section 1: Case Summary (see Figure 4.2-1.), or the **Log Out and Submit Later** button at the bottom of Section 5 (see Figure 3.7-13).

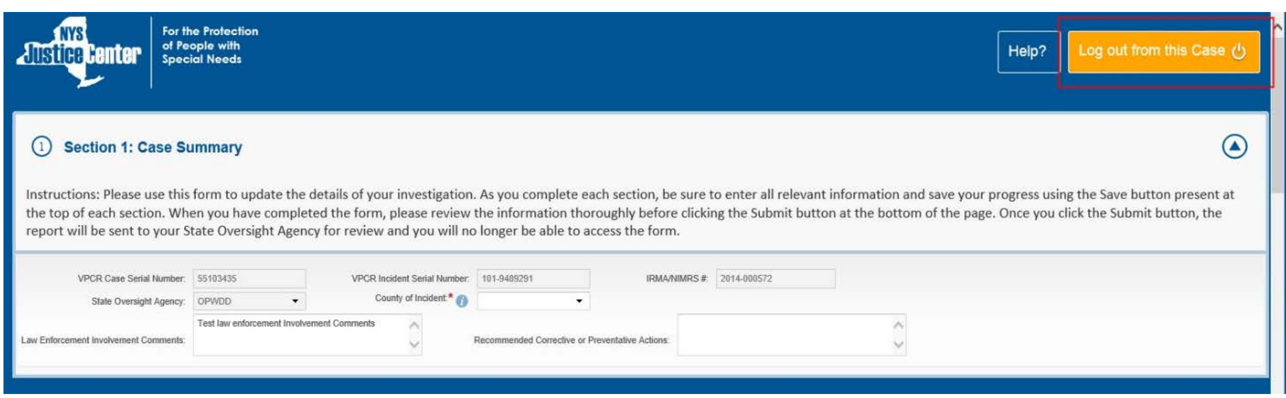


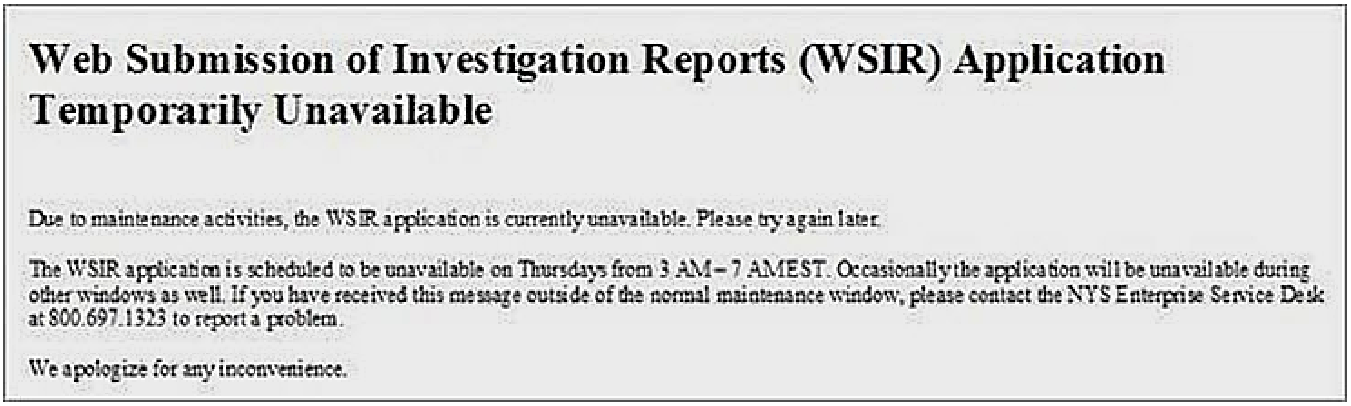
Figure 4.2-1

4.3 Adding to a Submitted Report

If you need to add information or attachments to a report after it has been submitted through the WSIR, please contact your State Oversight Agency. If your agency is the OPWDD, contact your Incident Compliance Officer or Regional Compliance Officer from OPWDD for additional information. If your agency is OMH, contact the person from OMH who assigned you to the investigation.

4.4 Maintenance Screen

When the WSIR is down for maintenance, you will receive the message shown in Figure 4.4-1. Please return to WSIR at a later time.



Web Submission of Investigation Reports (WSIR) Application Temporarily Unavailable

Due to maintenance activities, the WSIR application is currently unavailable. Please try again later.

The WSIR application is scheduled to be unavailable on Thursdays from 3 AM – 7 AM EST. Occasionally the application will be unavailable during other windows as well. If you have received this message outside of the normal maintenance window, please contact the NYS Enterprise Service Desk at 800.697.1323 to report a problem.

We apologize for any inconvenience.

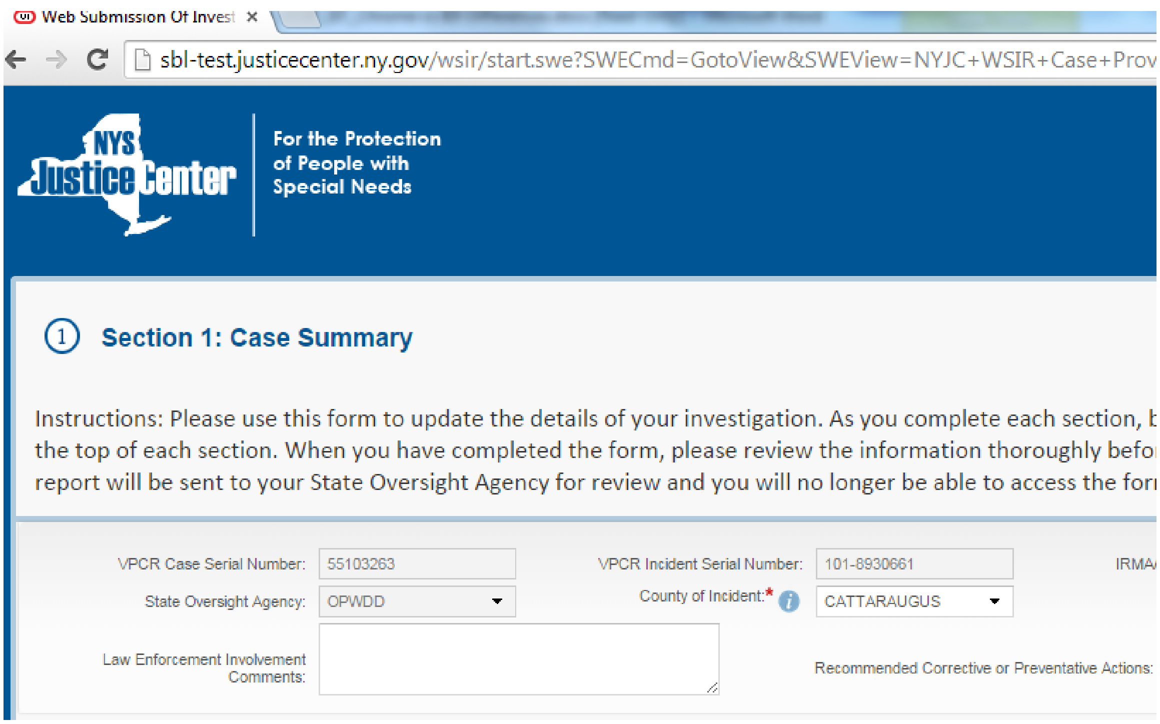
Figure 4.4-1

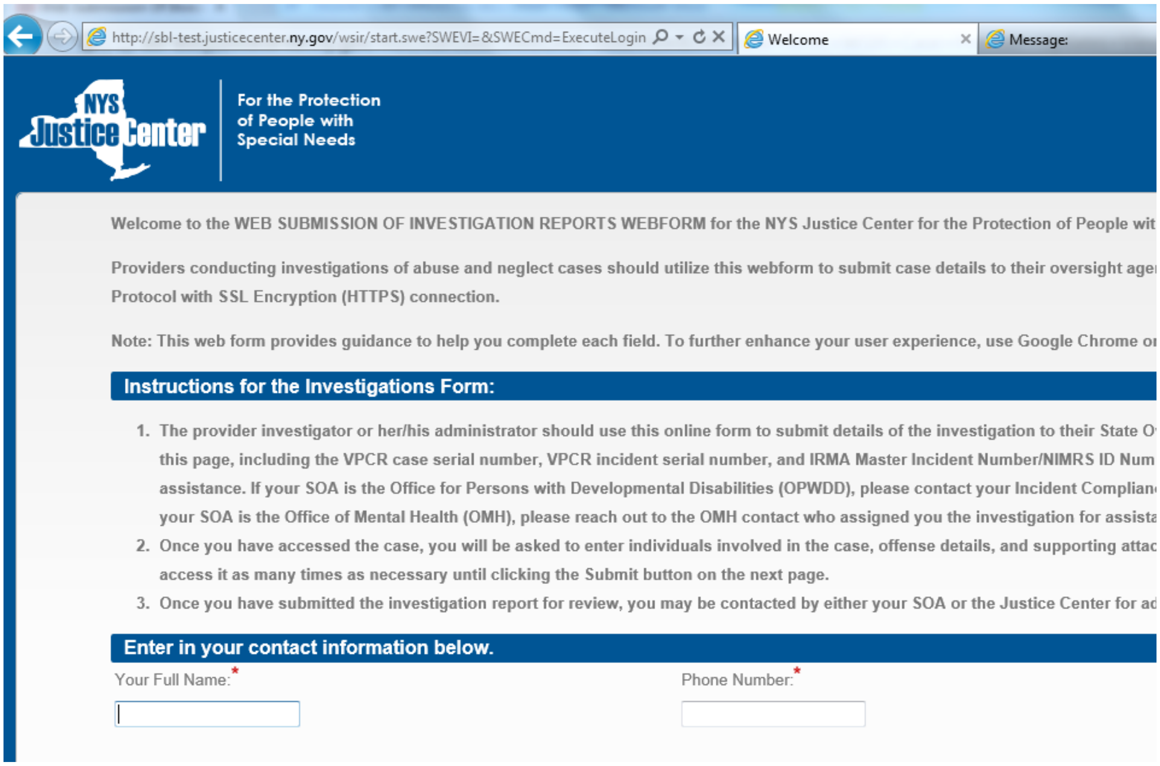
5 Appendix

5.1 Using WSIR in Google Chrome

Google Chrome users will have a slightly different experience than IE9 users when viewing the WSIR web form. The following section outlines these differences.

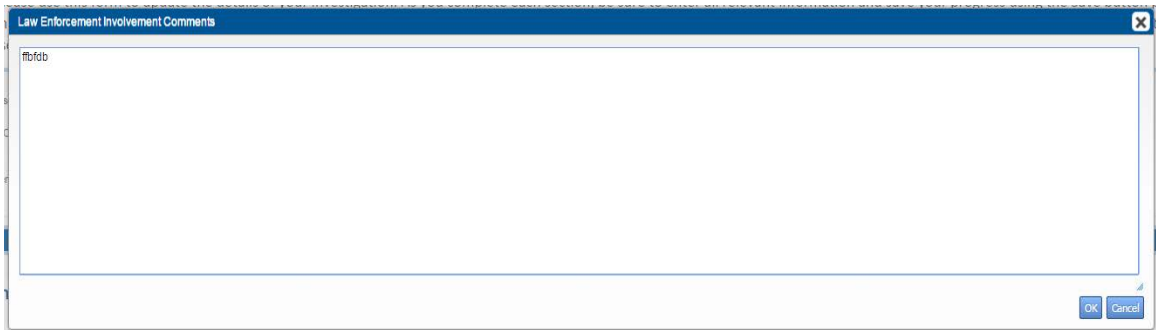
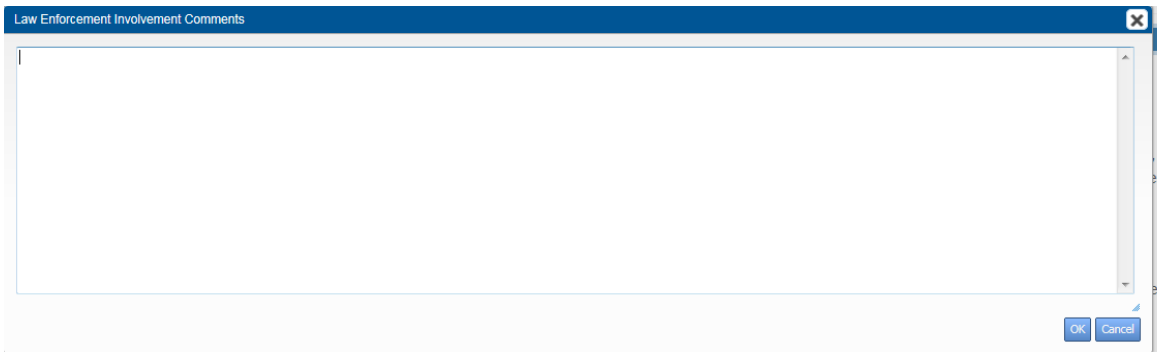
5.1.1 Use of Page Refresh Feature

Behavior	**Google Chrome:** the user clicks on Ctrl-R. The browser is refreshed and user again receives the Case Summary page. See the Screen Image below. **Internet Explorer 9:** the user hits Ctrl+R to refresh, or uses the browser refresh button on the WSIR case updates page: User is navigated from the Case Summary page to the Case Authorization page.
Chrome Image	

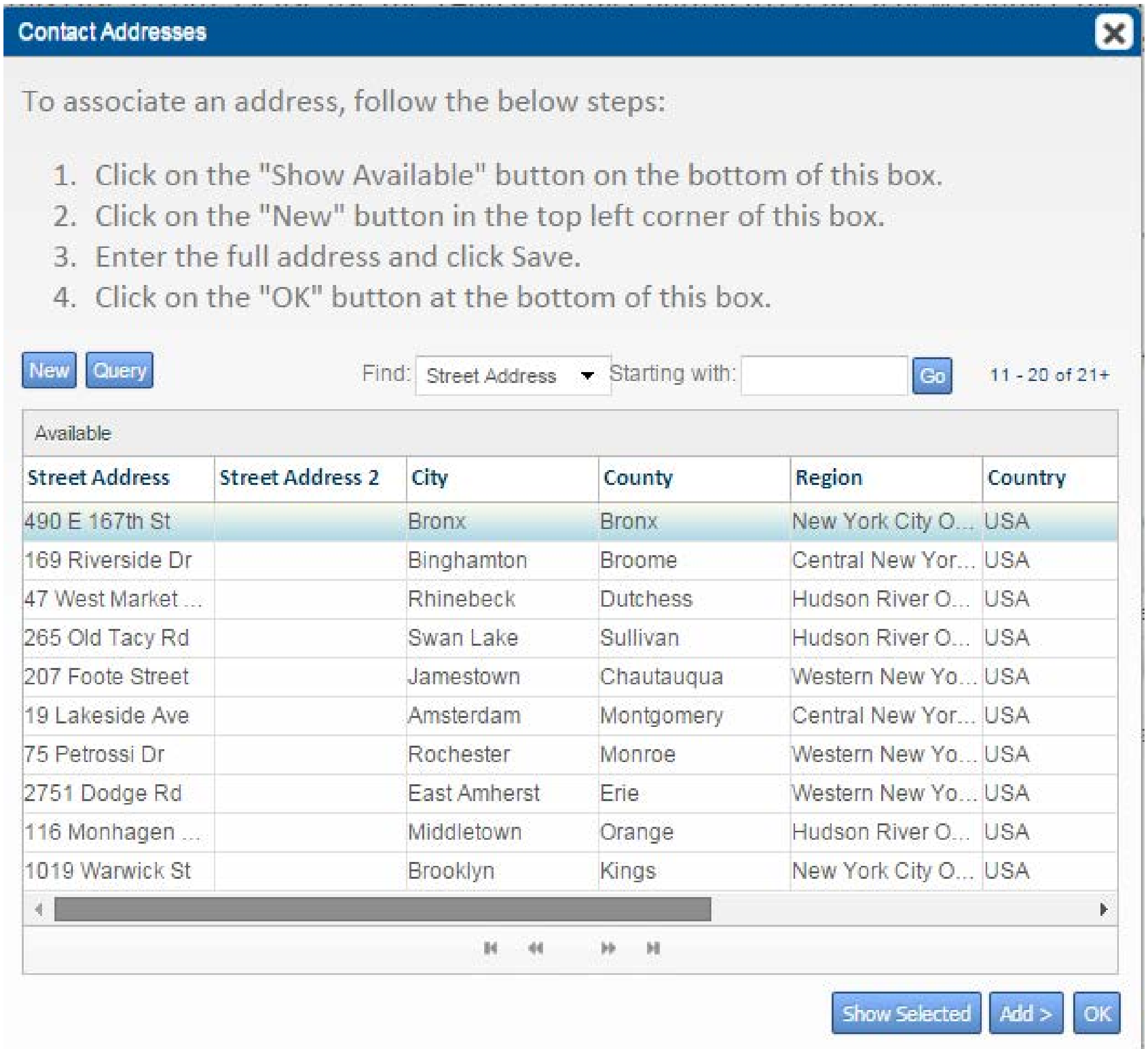
IE9 Image	

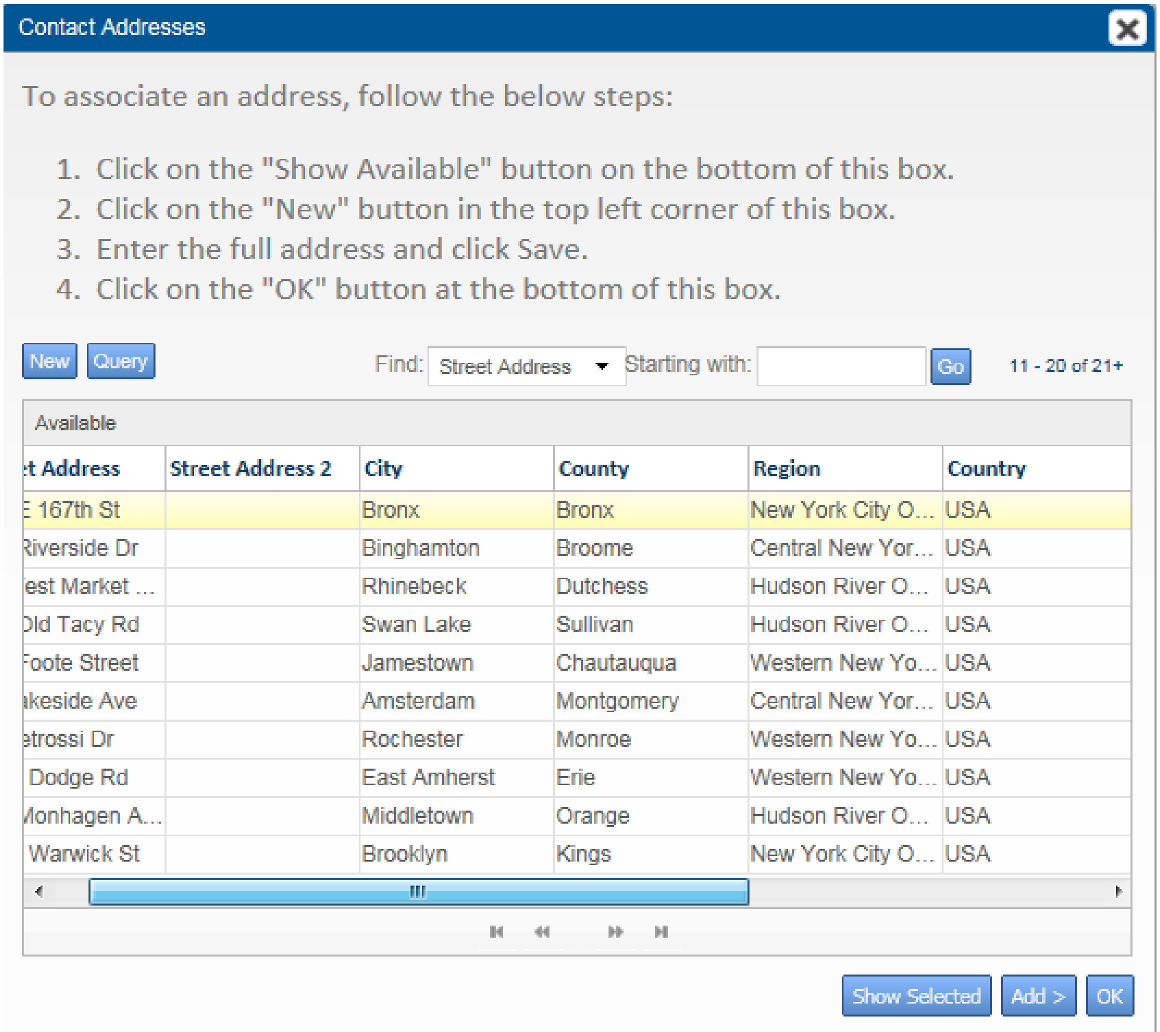
http://sbl-test.justicecenter.ny.gov/wsir/start.swe?SWEVI=&SWECmd=ExecuteLogin
Welcome
Message:
NYS Justice Center
For the Protection of People with Special Needs
Welcome to the WEB SUBMISSION OF INVESTIGATION REPORTS WEBFORM for the NYS Justice Center for the Protection of People wit
Providers conducting investigations of abuse and neglect cases should utilize this webform to submit case details to their oversight age
Protocol with SSL Encryption (HTTPS) connection.
Note: This web form provides guidance to help you complete each field. To further enhance your user experience, use Google Chrome o
Instructions for the Investigations Form:
1. The provider investigator or her/his administrator should use this online form to submit details of the investigation to their State O
this page, including the VPCR case serial number, VPCR incident serial number, and IRMA Master Incident Number/NIMRS ID Num
assistance. If your SOA is the Office for Persons with Developmental Disabilities (OPWDD), please contact your Incident Complian
your SOA is the Office of Mental Health (OMH), please reach out to the OMH contact who assigned you the investigation for assista
2. Once you have accessed the case, you will be asked to enter individuals involved in the case, offense details, and supporting attac
access it as many times as necessary until clicking the Submit button on the next page.
3. Once you have submitted the investigation report for review, you may be contacted by either your SOA or the Justice Center for ad
Enter in your contact information below.
Your Full Name:*
Phone Number:*

5.1.2 Text Area Differences

Behavior	**Google Chrome:** there is no vertical scrollbar for these fields. **Internet Explorer 9:** the fields "Law enforcement comments" and "Recommended Preventive action" show a vertical scrollbar.
Chrome Image	
IE9 Image	

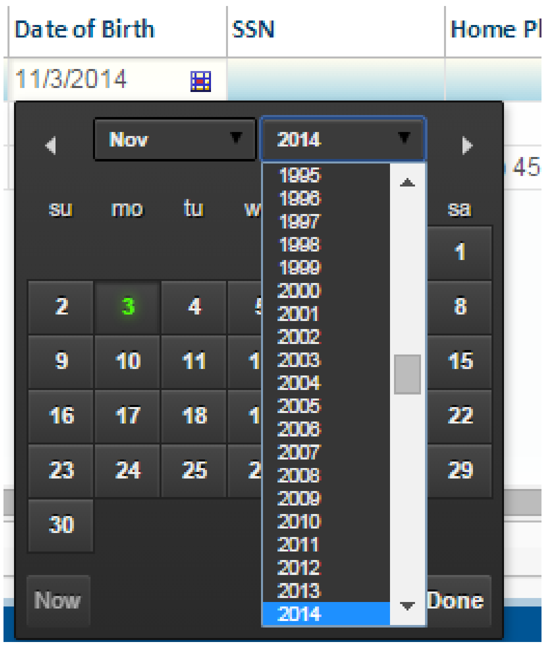
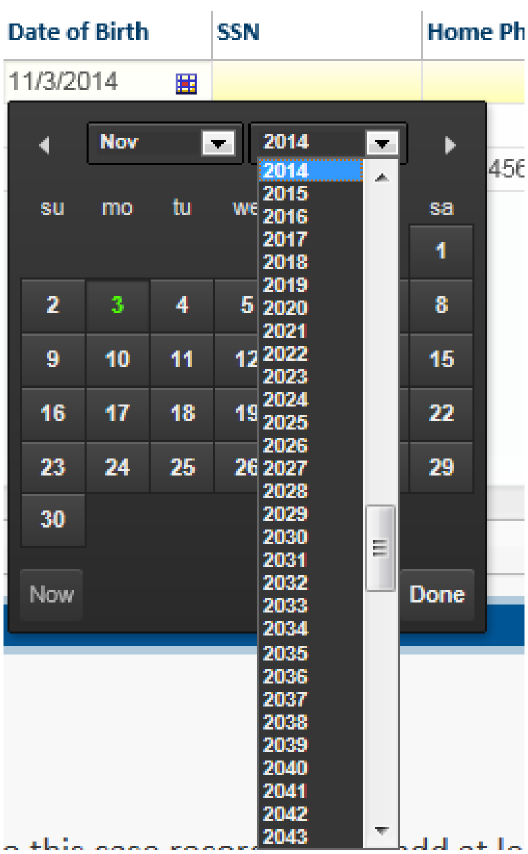
5.1.3 Contact Address MVG Scrollbar

Behavior	**Google Chrome:** the horizontal scrollbar displays in grey. **Internet Explorer 9:** the horizontal scrollbar for contact address display's in blue.
Chrome Image	

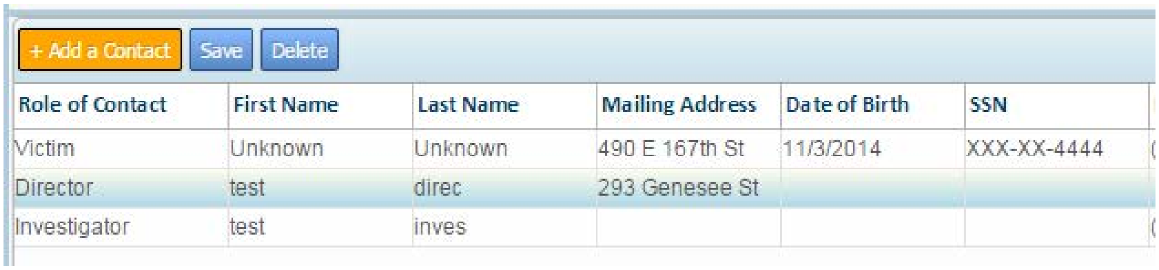
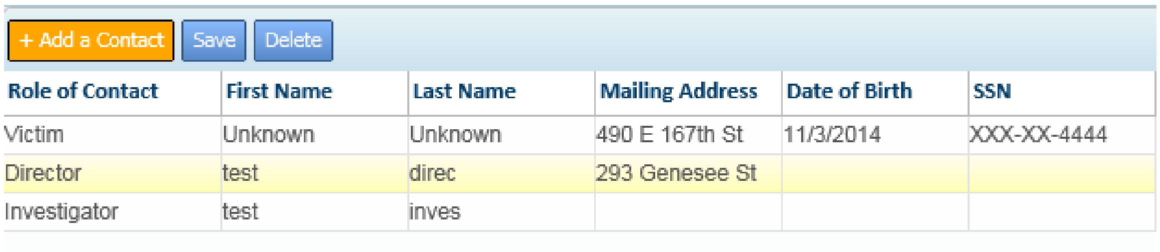
IE9 Image	

Contact Addresses
To associate an address, follow the below steps:
1. Click on the "Show Available" button on the bottom of this box.
2. Click on the "New" button in the top left corner of this box.
3. Enter the full address and click Save.
4. Click on the "OK" button at the bottom of this box.
New
Query
Find:
Street Address
Starting with:
Go
11 - 20 of 21+
Available
t Address
Street Address 2
City
County
Region
Country
E 167th St Bronx Bronx New York City O... USA
Riverside Dr Binghamton Broome Central New Yor... USA
est Market ... Rhinebeck Dutchess Hudson River O... USA
Old Tacy Rd Swan Lake Sullivan Hudson River O... USA
Foote Street Jamestown Chautauqua Western New Yo... USA
akeside Ave Amsterdam Montgomery Central New Yor... USA
etrossi Dr Rochester Monroe Western New Yo... USA
Dodge Rd East Amherst Erie Western New Yo... USA
Monhagen A... Middletown Orange Hudson River O... USA
Warwick St Brooklyn Kings New York City O... USA
Show Selected
Add >
OK

5.1.4 Date Time Field

<table>
<tr><td>Behavior</td><td>The downward arrows for Month and year differ in IE9 and Chrome. The list is extended in IE9. See screen images below.</td></tr>
<tr><td>Chrome Image</td><td>
</td></tr>
<tr><td>IE9 Image</td><td>
</td></tr>
</table>

5.1.5 Record Selection

<table>
<tr><td>Behavior</td><td>Google Chrome: the selected row for any contact on WSIR is displayed in blue.
Internet Explorer 9: the selection is highlighted with orange.</td></tr>
<tr><td>Chrome Image</td><td>
</td></tr>
<tr><td>IE9 Image</td><td>
</td></tr>
</table>

5.1.6 Horizontal Scrollbar on Contact Section

<table>
<tr><td>Behavior</td><td>Google Chrome: the scrollbar on contact section allows the user to shift to the right.
Internet Explorer: the horizontal scrollbar does not allow the user to shift to the fields on the right side of the applet.</td></tr>
<tr><td>Chrome Image</td><td>
</td></tr>
<tr><td>IE9 Image</td><td>
</td></tr>
</table>

5.2 Creating an NY.gov ID Account

To create a new NY.gov ID account, follow the instructions below.

Create and Upgrade your NY.gov Account

Service providers affiliated with the NYS Office for People with Developmental Disabilities (OPWDD) and the NYS Office of Mental Health (OMH) will submit investigation information electronically through an internet-accessible online application called the Web Submission of Investigation Report (WSIR).

To access WSIR, service provider staff must have a NY.gov personal account upgraded to a higher security level through NYS Department of Motor Vehicles (DMV). The instructions below provide detailed instructions for the self-registration and upgrade process.

For assistance, please contact the NYS DMV at: 518-486-9786; Monday – Friday; 8 AM – 4 PM

BEFORE YOU BEGIN!

If you have previously utilized online services from NYS agencies, please follow the instructions in this section.

- NYS DMV – STOP HERE – Your NY.gov ID is already upgraded and you can utilize the NYS Justice Center WSIR Application
- NYS Tax, NY State of Health, NYS Labor or NYS Learning Management – Your NY.gov ID is established but will need to be upgraded – proceed to PART 2 – Step #1.

If you have forgotten your username or password, please use the self-service tools on the https://my.ny.gov main portal page.
Remember to enter the email used at the time you signed up for previous NYS online services.

Part 1: Create a NY.gov account

1. Go to the **https://my.ny.gov** main portal page
2. Click on the **Don't have an account to sign up for a NY.gov account**
3. At the next screen, click the **Personal Account** type
4. At the next screen, click **Sign up for a Personal NY.gov ID**
5. At the next screen, enter the required information:
   a. **First Name**
   b. **Last Name**
   c. **Email**
   d. **Confirm Email**
   e. **Preferred User Id** – Select **Check**; if the ID is already in use you will be prompted to select another option
   f. **Captcha** (enter characters as displayed in the associated image; Refresh for a new code)
6. Click **Create Account**

7. The NY.gov system will check to see if you may already have an account
   a. If the system finds an account(s), the number of NY.gov matching accounts will be shown.
   b. Check the Account Type column
      1. PERSONAL - Click **Email me the Username(s)**. You do **NOT** need to create a new PERSONAL NY.gov ID. Check your email and proceed to Part 2 – Step #1
      2. GOVERNMENT or EMPLOYEE or if no matching accounts are found, click **Continue** to confirm the information provided in Step 5.
   c. Click **Finish**

8. Check your email for the Activation or Reminder message from **Ny.govId@its.ny.gov**
   a. Click the link in the email to activate your NY.gov account
9. NY.gov will now open and prompt you to establish 3 Shared Secret Questions. These will allow you to use the self-service password reset in the future. Click **Continue** to save your responses.
10. At the confirmation screen, click **Continue**
11. At the Password Change screen, set a new password. Click **Set Password** to save your changes, click **Continue**
12. At the successful activation screen, **close your internet browser screens.**

Part 2: Upgrade a NY.gov account

In order to upgrade a NY.gov account online, you MUST have a NYS Department of Motor Vehicles photo identification. If you do NOT have a NYS DMV photo identification, please contact techinfo@justicecenter.ny.gov

1. **Sign In** at the **https://my.ny.gov** main portal page
2. At the Services screen, locate MyDMV – Motor Vehicles Online. If MyDMV is listed under:
   a. **You have access to the following services** – STOP HERE – Your NY.gov ID is already upgraded and you can utilize the NYS Justice Center WSIR Application.
   b. **You can sign up for the following services** – Click the **MyDMV** button to continue
3. At the Registration page, enter the required information which must match what you currently have on file with the DMV.
   a. Online HELP: **Frequently Asked Questions** (located at the top right of the MyDMV Registration page) or click the icon for specific help
   b. Click the checkbox to **Accept the Terms of Service**
   c. **Captcha** (enter characters as displayed in the associated image; Refresh for a new code)
   d. Click **Submit**
4. At the Thank You page, **close your internet browser screens.**
5. Check your email for the Activation message from: **no-reply-MyDMV@dmv.ny.gov**
   a. Click the link in the email to complete the MyDMV account registration

CONGRATULATIONS!

You have completed the setup of your NY.gov username and password and can now utilize the NYS Justice Center WSIR application.

For WSIR questions, please contact the Justice Center at: 518-549-0240 or techinfo@justicecenter.ny.gov

5.3 Web Submission of Investigation Reports (WSIR) Quick Reference

This *Quick Reference* summarizes how to complete the WSIR web form. The sections are shown in the order you will see them when you log in to the WSIR web form. Required and optional fields are listed for each section. In this reference, the **highlighted** fields in the images show examples of how to complete the required fields (the fields are not highlighted in the actual WSIR web form). The WSIR web form cannot be submitted until all required fields are completed. If any required information is missing, the web form will display a message to identify the fields that must be updated.

Notes on Using the WSIR Web Form

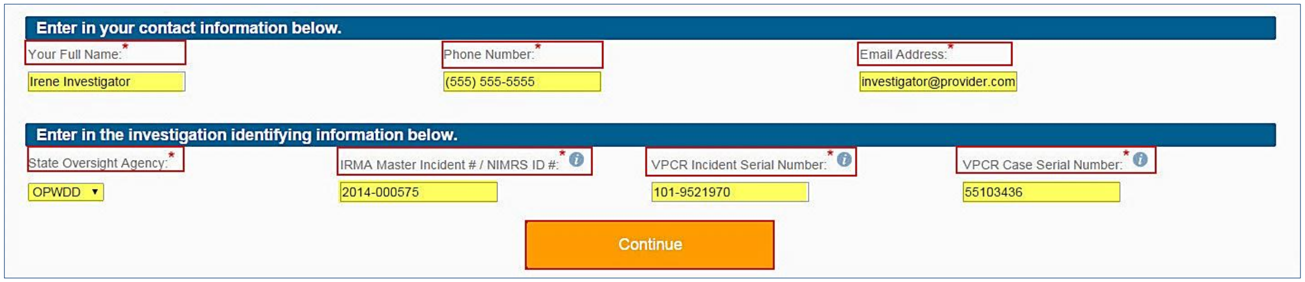
- You do not have to complete the web form at one time. Click the **Log Out and Submit Later** or **Log out from this Case** buttons to save your data and log out of the WSIR. When you log in again, the web form will contain the information you previously entered.
- Required fields are identified by an asterisk (*****).
- When you enter information in a row, the column headings *above* the required fields will be highlighted in yellow in the web form.
- The WSIR web form provides help for each section. To access this information, click on the ⓘ icon, the **(what's this?)** link, or the **Help?** button.
- To enhance your user experience, use Google Chrome™ or Microsoft® Internet Explorer® 9 as your internet browser.
- If you do not already have an NY.gov ID, go to https://my.ny.gov

Sign in to My NY.gov Online Services

Required *
- ☐ Username
- ☐ Password

WSIR Welcome Screen

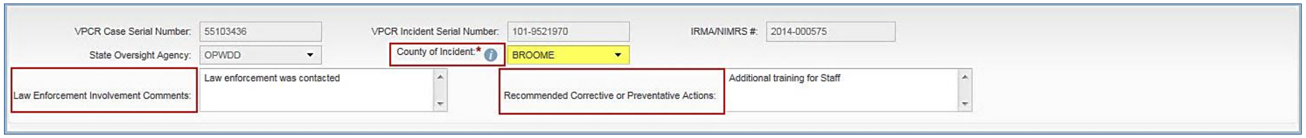
Required *
- ☐ Your Full Name
- ☐ Phone Number
- ☐ Email Address
- ☐ State Oversight Agency
- ☐ IRMA Master Incident # / NIMRS ID #
- ☐ VPCR Incident Serial Number
- ☐ VPCR Case Serial Number



Section 1: Case Summary

Required *
- ☐ County of Incident

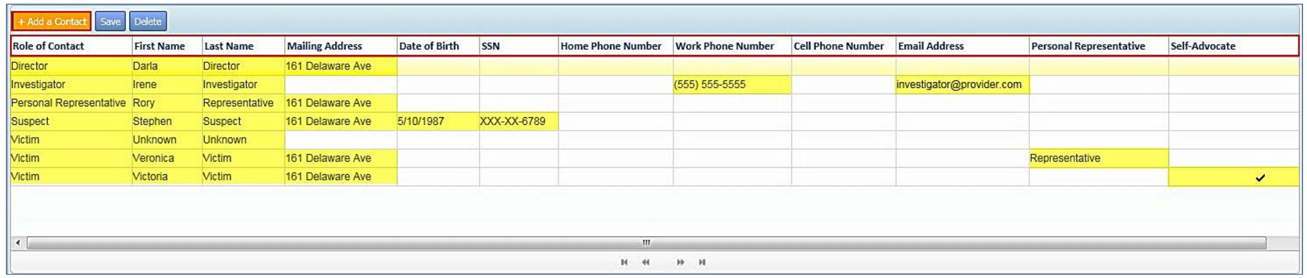
Optional
- ☐ Law Enforcement Involvement Comments
- ☐ Recommended Corrective or Preventative Actions



Section 2: Contacts

Required *
- ☐ Victim
- ☐ Suspect
- ☐ Investigator
- ☐ Director *or* CEO/President
- ☐ Personal Representative

Optional
- ☐ Witness
- ☐ Other



+ Add a Contact | Save | Delete

Role of Contact	First Name	Last Name	Mailing Address	Date of Birth	SSN	Home Phone Number	Work Phone Number	Cell Phone Number	Email Address	Personal Representative	Self-Advocate
Director	Darla	Director	161 Delaware Ave								
Investigator	Irene	Investigator					(555) 555-5555		investigator@provider.com		
Personal Representative	Rory	Representative	161 Delaware Ave								
Suspect	Stephen	Suspect	161 Delaware Ave	5/10/1987	XXX-XX-6789						
Victim	Unknown	Unknown									
Victim	Veronica	Victim	161 Delaware Ave							Representative	
Victim	Victoria	Victim	161 Delaware Ave								✓

Notes
- When you add a Contact, the column headings *above* the fields that must be completed for that Role are highlighted in yellow.
- If you identify a Victim as being a **Self-Advocate**, you do not have to add a Personal Representative.
- If you specify "Unknown" in the **First Name** and **Last Name** fields for a Victim or Suspect, no additional information is required.

Section 3: Offenses

Required *
- ☐ You must add at least one offense
- ☐ Description
- ☐ Victim Last Name
- ☐ Suspect Last Name

Optional
- ☐ Date Offense Occurred

+ Add an Offense | Save | Delete

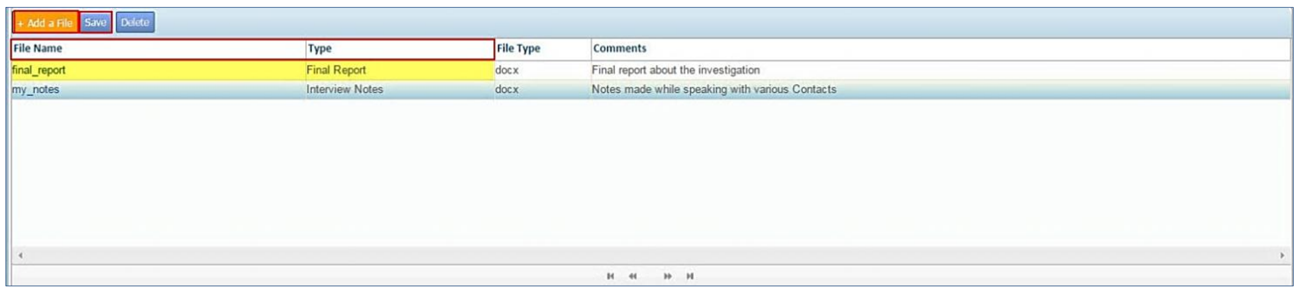
Description	Date Offense Occurred	Victim Last Name	Victim First Name	Suspect Last Name	Suspect First Name
Suspect hit another Victim in the cafeteria	12/1/2014 12:00:00 AM	Victim	Victoria	Suspect	Stephen
Suspect hit Victims in the cafeteria	12/1/2014 12:00:00 AM	Victim	Veronica	Suspect	Stephen

Section 4: Attachments

Required *
- ☐ You must attach a Final Report file
- ☐ File Name
- ☐ Type (Final Report)

Optional
- ☐ Comments
- ☐ Type (Any other value)

Note You may also attach other types of files, if appropriate.

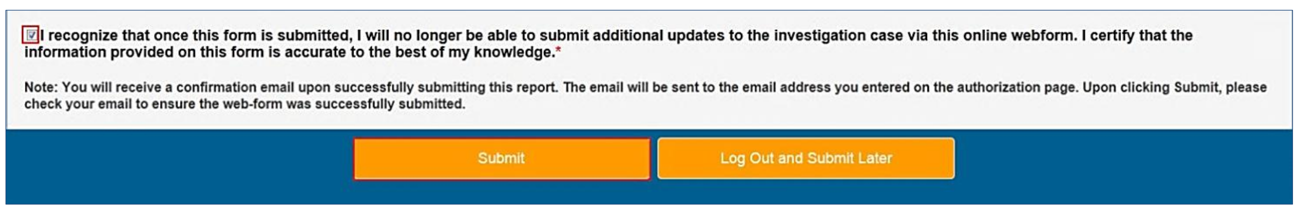


+ Add a File | Save | Delete

File Name	Type	File Type	Comments
final_report	Final Report	docx	Final report about the investigation
my_notes	Interview Notes	docx	Notes made while speaking with various Contacts

Section 5: Review & Submit

Required *
- ☐ Review the information you entered in the web form
- ☐ Read the confirmation statement
- ☐ Click on the check box
- ☐ Click Submit
- ☐ Review the *Successful WSIR submission of investigation report* email sent to the Email Address entered in the WSIR Welcome Screen



☑ I recognize that once this form is submitted, I will no longer be able to submit additional updates to the investigation case via this online webform. I certify that the information provided on this form is accurate to the best of my knowledge.*

Note: You will receive a confirmation email upon successfully submitting this report. The email will be sent to the email address you entered on the authorization page. Upon clicking Submit, please check your email to ensure the web-form was successfully submitted.

Submit | Log Out and Submit Later