



Administrative Action Reporting Mechanism (AARM) Job Aid

As part of their protocols for implementing corrective actions, State Oversight Agencies (OPWDD, OMH, OASAS, OCFS or DOH) are requiring agencies that they license or certify to submit information about what administrative actions, if any, the agency took with respect to all subjects of substantiated allegations of abuse or neglect.

To ensure that this information is collected and stored in a consistent manner, the information will be submitted to the Justice Center through a new Web Application, the Administrative Action Reporting Mechanism (AARM) system.

Pre-requisites

1. The user is listed as an authorized person (AP) for the non-state provider listed on the case record and is submitting the AARM information.
2. The user must have the AARM Reference number that was provided in the AARM notification email.

5 quick, easy steps

1. Navigate to URL: <https://vpcr.justicecenter.ny.gov/SEL/>
2. Enter your Authorized Person's email address, select 'Submit AARM' radio button and click Next.
3. Enter AARM Reference Number provided in the email notification received.
4. Enter the appropriate information relating to the subject listed on the AARM record.
5. Confirm information entered and click Submit.

Note: We suggest you print the confirmation page as a reference.

Justice Center for the
Protection of People
with Special Needs

Office for People With
Developmental Disabilities

Office of
Mental Health

Office of Addiction
Services and Supports

Office of Children
and Family Services

Department
of Health

Step 1

The Authorized Person will navigate to URL: <https://vpcr.justicecenter.ny.gov/SEL/>

Step 2

The Authorized Person will Sign in

Authorized Person Sign In

Justice Center Authorized Persons are approved and vetted to be able to submit required pre-employment hiring checks against the Staff Exclusion List (SEL) as well as submit final administrative actions outcomes for subjects that were substantiated for allegations of abuse or neglect.

Additional information about the Staff Exclusion List (SEL):

The Justice Center maintains a Vulnerable Persons' Central Register (VPCR) that includes a Staff Exclusion List (SEL) containing the names of individuals who have committed serious acts of abuse and are deemed ineligible to work in a position involving regular and substantial contact with a service recipient. Providers must request the Justice Center to conduct a check of the SEL before determining whether to hire or otherwise allow "any person" to have regular and substantial contact with a service recipient. "Any person" can include an employee, administrator, consultant, intern, volunteer, or contractor.

Additional information about the Administrative Action Reporting Mechanism (AARM):

Provider agencies that are licensed or certified by a State Oversight Agency (OPWDD, OMH, OASAS, OCFS or DOH) and/or are under the jurisdiction of the Justice Center are required to submit information about what administrative actions, if any, the agency took with respect to all subjects of substantiated allegations of abuse or neglect.

How to request an Authorized Person Sign in?

1. Complete and submit an Authorized Person Designation Statement Form. Be sure to include the provider identification number or agency code issued by the Provider's State Oversight Agency where requested on the Form.
2. If your organization needs to register an Authorized Person with the Justice Center for the purposes of submitting SEL and/or AARM, please download the appropriate forms [here](#).

Enter the Authorized Person's Email Address:

Requestor Email Address: *

Choose Type of Request:
 SEL Check Submit AARM

Cancel Next

1. Enter your Authorized Person's email address.
2. Select 'Submit AARM' radio button
3. Click Next as shown above.

Step 2a

Read and acknowledge the Instructions

Administrative Action Reporting Mechanism (AARM)

Provider agencies that are licensed or certified by a State Oversight Agency (OPWDD, OMH, OASAS, OCFS or DOH) and/or are under the jurisdiction of the Justice Center are required to submit information about what administrative actions, if any, the agency took with respect to all subjects of substantiated allegations of abuse or neglect.

Instructions:



1. The provider's Authorized Person must submit this online form to the Justice Center's Vulnerable Persons' Central Register (VPCR) for a subject who has been substantiated for an allegation of abuse or neglect.
2. The provider's Authorized Person will receive separate email notification(s) for each subject who is substantiated for an allegation of abuse or neglect with the required information to access individual AARM records.
3. The provider's Authorized Person will be required to submit the AARM after the final administrative action is taken with respect to the subject since the form only allows for a one-time submission of information.
4. If all final administrative actions have not been taken by the due date set forth in the initial email notification, you will receive periodic reminders that this AARM is still outstanding. We expect the AARM to be completed and submitted within 10 days of the final administrative action.

Back

Cancel

Next



1. Read instructions 1-4.
2. Click Next as shown above.

Step 3

Enter AARM Reference Number



Enter Administrative Action Reference Number

Administrative Action Reference Number:

Please enter the Reference Number for the Administrative Action you wish to submit.

Administrative Action Reference Number: * 1 i

2

1. Enter the AARM Reference Number provided in the email notification received.
2. Click Next as shown above.

Step 4

Enter the appropriate administrative action information for the subject listed on the AARM



Submit Administrative Action

Please Enter Administrative Action Information

Administrative Action and Subject Information

AARM Number: 1-513135128
Subject First Name: Subject
Subject Last Name: LastName

Administrative Actions Taken

Select ALL Administrative Actions Taken

No Action

Termination

Resignation/ Retirement

Suspension (1-14 days)

Suspension (15-30 days)

Suspension (30 or more days)

Staff Re-assignment or Re-location

Additional Supervision of Staff

Demotion

Training

Re-training

Counseling Formal (Formal - Written)

Counseling Informal (Informal - Verbal)

Letter of Reprimand

Placed on Probation

Fine (monetary penalty/loss of accruals)

Employee Assistance Referral

Date of Action

Comments (Optional)

Enter Comments here. 255

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Back Cancel Next

1. Select the appropriate check boxes next to the action taken
2. Enter the date the action was taken
3. Enter comments (optional) relating to that action you wish to add.
4. Click Next as shown above.

Step 5

Confirm information entered and submit.



Administrative Action - Review Submission

Please Review the Administrative Action Information Before Submitting



Administrative Action and Subject Information

Administrative Action Record Number 1-513135128
Subject First Name Subject
Subject Last Name LastName

<u>Administrative Action(s) Taken</u>	<u>Date of Action</u>	<u>Action Comments</u>
No Action	-	
Termination	-	
Resignation/Retirement	-	
Suspension (1-14 days)	-	
Suspension (15-30 days)	-	
Suspension (30 or more days)	-	
Staff Re-assignment or Relocation	-	
Additional Supervision of Staff	-	
Demotion	-	
Training	Yes 09/29/2017	Enter Comments here. 255 characters
Re-Training	-	
Counseling Formal (Formal - Written)	-	
Counseling Informal (Informal - Verbal)	-	
Letter of Reprimand	-	
Placed on Probation	-	
Fine (monetary penalty/loss of accruals)	-	
Employee Assistance Referral	-	



By checking the box to the left, you are certifying that all information submitted is correct and that you are authorized to submit this Administrative Action to the New York State Justice Center.



1. Confirm information listed is correct.
2. Check the box acknowledging the information listed is correct and accurate.
3. Click Confirm Submission button as shown above.

Step 5a

After confirming your AARM submission on the previous page, you will receive a confirmation page summarizing the information that was submitted. We suggest you print this page for your records.



Administrative Action - Submission Confirmation

You May Print This Confirmation Page For Your Records

Thank You!

You have successfully submitted this Administrative Action Record to the Vulnerable Persons' Central Register (VPCR)

Administrative Action and Subject Information

Administrative Action Record Number 1-513135128
Subject First Name Subject
Subject Last Name LastName

Administrative Action(s) Taken Date of Action Action Comments

No Action	-	
Termination	-	
Resignation/Retirement	-	
Suspension (1-14 days)	-	
Suspension (15-30 days)	-	
Suspension (30 or more days)	-	
Staff Re-assignment or Relocation	-	
Additional Supervision of Staff	-	
Demotion	-	
Training	Yes 09/29/2017	Enter Comments here. 255 characters
Re-Training	-	
Counseling Formal (Formal - Written)	-	
Counseling Informal (Informal - Verbal)	-	
Letter of Reprimand	-	
Placed on Probation	-	
Fine (monetary penalty/loss of accruals)	-	
Employee Assistance Referral	-	

Print Confirmation

What would you like to do Next?

Submit Another Administrative Action

Sign Out

1. After you have printed your confirmation page, you can:

- Submit another Administrative Action; or
- Sign Out (Exit the AARM web application)

Contact Us for Assistance

Justice Center VPCR Resource Group

Monday – Friday 8:30 am – 4:30 pm

Phone: 518-549-0240

Email: ypcrresourcegroup@justicecenter.ny.gov