

Questions to Expect When Reporting an Incident

NYS Justice Center for the Protection of People with Special Needs

Mandated reporters play a critical role in protecting individuals in their care from abuse and neglect. Your call ensures that all allegations are thoroughly investigated and that steps will be taken to protect the individuals in your care.

This document will better prepare you when reporting an incident to the Vulnerable Persons Central Register (VPCR). As a mandated reporter, you will be asked questions regarding the incident. You should be prepared to provide all the information you have regarding the incident. You do not need to have all of the below information to make a report; however, more complete information will result in quicker calls.

You will be asked about the following:

Information Collected for All Calls

- 911 Emergency
 - ✓ If yes, you will be directed to hang up, call 911 and call back after the service recipient has received emergency services.
- Law Enforcement Contact
- Reporters Full Legal Name, Phone Number, Date of Birth and Job Title
- Provider Agency Name and Address
- Provider ID Number (If known)

Details About the Incident

- Date and Time
- Location
- Who was Involved (Full Legal Name and Date of Birth of Service Recipient(s))
- Supervision Level
- Immediate Protections and Safeguards
- Incident Description

Additional Information

Injuries

- Injuries and Treatments

Sexual Assault

- Victim's Current Location
- Sexual Assault Kit
- Evidence (e.g., clothing, bedding)

Controlled Substance/Alcohol Use by Staff

- Who's Involved
- Occurrence and Frequency

Restraints

- Type
- Authorized or Unauthorized
- Length of Time in Restraint
- Injuries

Other

- Video or Photos of the incident