

## JUSTICE CENTER BEST PRACTICES TABLE OF CONTENTS

This CD is a compilation of resources that have been developed by either Aspire of WNY, Center for Disability Services or CP Associations of NYS – Metro Services. The purpose of this CD is to offer references of various materials to assist in creating and/or enhancing your organizations Best Practices related to adhering to the regulations involving Reportable Incidents within your own agency.

1. Tuesday, October 21, 2014 Justice Center Regulations Panel Presentation
2. Quick Reference Tips for Staff
  - Incident Definitions at a Glance
  - JC Hotline Poster
  - Justice Center and You Flyer
  - Keep People Safe
3. Quick Reference Tips for Supervisors
  - Incident Classifications
  - JC and OPWDD Notification Cheat Sheet
  - Supervisors Resources
    - HR and QI Investigations: What do I do as a supervisor?
    - Tips to use when suspending staff from work, pending outcome of an investigation
    - Tips on what to cover when meeting with returning “target” staff
    - Tips for follow up with Consumers Reporting an Incident when an Employee is the target
    - Tips to use when following up with staff who reported the incident
    - Tips to use when scheduling a follow up meeting with Qualified Person(s)
4. Justice Center Training PowerPoint
  - Justice Center and Incident Management Training
  - What to expect if you are involved in a Justice Center Investigation
5. Reference Materials – Investigations
  - 149 Investigatory Report Format
  - Continued Employment Status Form
  - EE letter pending JC findings
  - FAQs regarding investigations
  - Investigation File Order for Upload to OPWDD
  - Letter to target or subject of allegation of abuse or neglect
  - OPWDD 149 Investigatory Questions

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