



OFFICE OF SPECIAL EDUCATION
ASSISTANT COMMISSIONER

February 2018

To: Executive Directors of Approved Private In-State Residential Schools
Superintendents, Special Act School Districts
Superintendents, State-Operated Schools
Superintendents, State-Supported Schools

From: Christopher Suriano 

Subject: New Guidance – Reporting of Incidents to the Justice Center – NYSED
Quick Reference Guide

Attached is a guidance document from the New York State Education Department's (NYSED) Office of Special Education, Incident Management Unit regarding new guidance for mandated reporters who must report to the New York State Justice Center for the Protection of People with Special Needs (the Justice Center) if they have reasonable cause to suspect that a reportable incident occurred, either by directly witnessing an incident or by being told about it. This guidance document provides additional guidance to mandated reporters who have a legal responsibility under the New York State Protection of People with Special Needs Act to report Abuse, Neglect and Significant Incidents involving vulnerable persons to the Vulnerable Persons' Central Register, a 24/7 hotline operated by the Justice Center. We are requesting your assistance in distributing copies of this guidance document to your staff to ensure that they are aware of the reportable incidents that may occur within a New York State approved residential school.

NYSED regulations governing reportable incidents in approved residential schools can be found in section 200.15 of the [Regulations of the Commissioner of Education](http://www.p12.nysed.gov/specialed/lawsregs/documents/regulations-part-200-201-oct-2016.pdf) (<http://www.p12.nysed.gov/specialed/lawsregs/documents/regulations-part-200-201-oct-2016.pdf>).

Additional information regarding the Protection of People with Special Needs Act is available on the [Justice Center's website](https://www.justicecenter.ny.gov/) (<https://www.justicecenter.ny.gov/>).

The full text of the [Protection of People with Special Needs Act](http://www.governor.ny.gov/sites/governor.ny.gov/files/archive/assets/justice4specialneeds/LBDCinfo.htm) can be viewed at (<http://www.governor.ny.gov/sites/governor.ny.gov/files/archive/assets/justice4specialneeds/LBDCinfo.htm>).

We appreciate your attention to these important matters. Questions regarding the NYSED Quick Reference Guide should be directed to the Incident Management Unit at (518) 473-1185.