

# UPDOC Instructions

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A new method of transmitting incident reports to the Division of Developmental Disabilities' Office of Risk Management (ORM) has been developed to augment the use of fax machine technology.

You will be able to securely and confidentially upload documents up to 1 MG in size from a computer at your location(s) via the use of a web-based application. The web address is:

<https://secureupload.dhs.state.nj.us/updoc/> **(Browser Requirement: IE10, or Firefox, or Chrome)**

The strongly preferred file type for uploads will be MS Word Documents with .doc or docx file extensions. The use of MS Word documents will enable staff in the Division's ORM Units to copy and paste from your incident reports directly into the Department's UIR system. However, documents with file extensions .txt, .tif, .jpg, and .pdf may also be transmitted to us when necessary.

This system will allow you to upload up to 10 separate documents in one hour, one at a time.

When you go the web address, you will see the following dialogue box:

**Secure UIR Upload**

Reporting Agency :  \*

Email Address :

DDD ID :

Incident No. :  -

Office of Risk Management (ORM) Unit :  \*

You have  characters left.

Notes:

Upload File:  Browse... \*

Please enter the text as in the image:

Click to change

## **"Reporting Agency"**

When you click on this field, a list of a maximum of 10 agency names will be displayed to choose from based on the characters you type in. If the name of your agency appears, you can click on it and it will be entered. If not, just continue your entry and it will be accepted when you hit "submit."

**Secure UIR Upload**

Reporting Agency :  \*

Email Address :

DDD ID :

Incident No. :  -

Office of Risk Management (ORM) Unit :  \*

You have  characters left.

Notes:

Upload File:   \*

Please enter the text as in the image:

[Click to change](#)

**“Email Address”**

Please enter an email address that can be used to contact you in case there are any questions and also to provide you with information such as the incident number assigned and directions for follow up.

**“DDD ID”**

Please enter the six digit ID number of one of the individuals involved in the incident you are reporting.

**“Incident No.”**

Please enter the UIRMS number provided to you by the UIR Unit when submitting a follow up.

If the incident number is 14-123456, you would enter 14 in the first box and 123456 in the second. Leave this field blank when forwarding an initial incident report.

**Secure UIR Upload**

Reporting Agency :  \*

Email Address :

DDD ID :

Incident No. :  -

Office of Risk Management (ORM) Unit :  \*

You have  characters left.

Notes:

Upload File:  Browse... \*

Please enter the text as in the image:

Click to change

**“ORM Units”**

There are four ORM units in the Division of Developmental Disabilities plus a unit based in central office. All of these units are part of the Office of Risk Management (ORM). Please choose the appropriate unit by clicking on the down arrow.

In order to provide consistency in regards to reporting and to streamline the process, providers are now assigned to one Office of Risk Management (ORM) location to which they will submit all their UIRS.

Enhanced contact information for each of the ORM Units and the list of provider assignments has been provided to you in the email with these instructions. The list of Provider Assignments will also be posted on the DDD Website for Division Circular #14, <http://www.state.nj.us/humanservices/ddd/news/publications/dc14.html>

For those providers who are not assigned to a specific ORM Unit, please report incidents according to the county of residence for the individual involved in the incident.

The choices are:

- Central Office (DDD – Office of Risk Management)
- Flanders ORM Unit: [Bergen, Hudson, Morris, Passaic, Sussex, Warren]
- Trenton ORM Unit: [Hunterdon, Mercer, Middlesex, Monmouth Ocean]
- Mays Landing ORM Unit: [Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Salem]
- Plainfield ORM Unit: [Essex, Somerset, Union]

Use the “Central Office” choice to submit to the Office of Risk Management a plan of correction in response to an investigation findings letter from the Office of Investigations (formerly the SRU).

**NOTE: This application is only for initial and follow up UIRs being sent to DDD. It is not to be used to submit follow up reports directly to CIMU (Critical Incident Management Unit), OOL (Office of Licensing), or OI (Office of Investigation, formerly the SRU.)**

**“Notes”**

This may be used to describe what is being uploaded for your records, who to contact in case of questions, or any other information you want to provide to the ORM unit with respect to the unloaded incident report. If you are uploading other documentation, this section could be used to describe the documentation.

The screenshot shows the 'Secure UIR Upload' form for the New Jersey Division of Developmental Disabilities. The form includes the following fields and elements:

- Reporting Agency :** Text input field with a red asterisk.
- Email Address :** Text input field.
- DDD ID :** Text input field.
- Incident No. :** Two text input fields separated by a hyphen.
- Office of Risk Management (ORM) Unit :** Dropdown menu with 'Select--' and a red asterisk.
- Notes:** A large text area with a character count: 'You have 5000 characters left.'
- Upload File:** A text input field with a 'Browse...' button and a red asterisk.
- Security:** A CAPTCHA image showing the characters 'SXKSMN' and a text input field for the characters. Below the image is the text 'Click to change'.
- Submit:** A button to submit the form.

**“Upload File”**

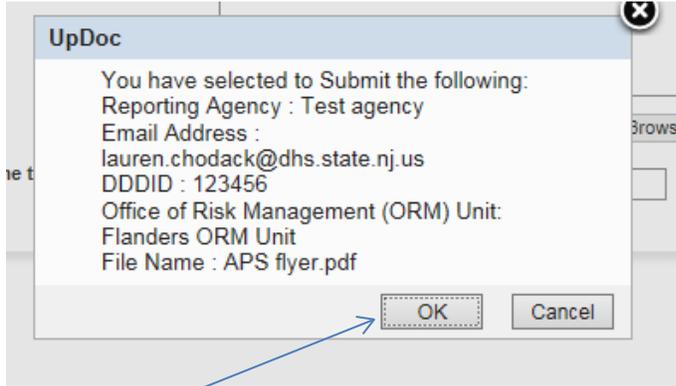
To upload the UIR, click on “Browse” to locate the document you want to upload (UIR, Follow up report, Plan of Correction in response to an investigation report from the Office of Investigations), and click on the document.

When you click on “browse”, the application will connect with your computer’s file system, either on your local computer’s hard drive or network drive, and display the list of files on those drives. You need to go to where the file you want to upload is located, and then click on that file to upload it.

**“Please enter the text as in the image”**

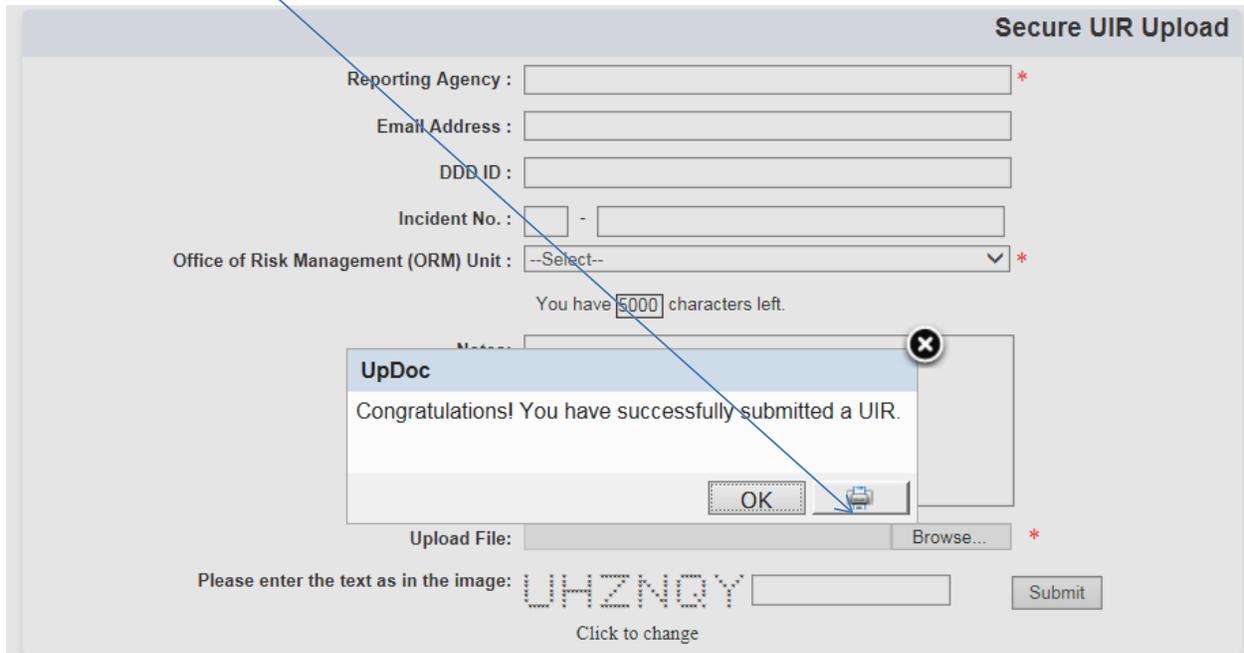
This step is to protect this application from spam. An image similar to SXKSMN will be presented. Type in the characters from the image in the space provided, and then click on “Submit.”

After you click on submit, you will see the following page.



Click Ok and you get the next screen.

Click on the Print Icon and a second screen will appear asking you if you want to Open or Save the File.



When you click on "Open", you will see the screen on the following page, which is a receipt for what you submitted to the chosen UIR unit.

You Have Successfully Submitted a UIR. Please find details.

REPORTING AGENCY	"REPORTING AGENCY"
EMAIL ADDRESS	first.last@acme.org
DDDID	456789
Office of Risk Management Unit	Flanders ORM Unit
<b>File Name</b>	Youruir.doc

## Reporting Authority by Agency

Website to Upload ALL UIRS:

<https://secureupload.dhs.state.nj.us/updoc/>

**Flanders:**

**Lauren Chodack**

**Phone: 973-927-2642**

**Fax: 609-341-2341**

**E-Mail: [DDD-NRO.UIRS@dhs.state.nj.us](mailto:DDD-NRO.UIRS@dhs.state.nj.us)**

**Trenton:**

**Ivy Lipton**

**Phone: 609-633-7782**

**Fax: 609-341-2342**

**E-Mail: [DDD-CRL.UIRS@dhs.state.nj.us](mailto:DDD-CRL.UIRS@dhs.state.nj.us)**

**Central Office:**

**Amy Ficci**

**Phone: 609-633-7789**

**Fax: 609-341-2344**

**E-Mail: [DDD-CO-OQM-UIRS@dhs.state.nj.us](mailto:DDD-CO-OQM-UIRS@dhs.state.nj.us)**

**Plainfield:**

**John Frade**

**Phone: 908-412-7766**

**Fax: 609-341-2342**

**E-Mail: [DDD-CRU.UIRS@dhs.state.nj.us](mailto:DDD-CRU.UIRS@dhs.state.nj.us)**

**Mays Landing:**

**Carol Smith**

**Phone: 609-476-5231**

**Fax: 609-341-2340**

**E-Mail: [DDD-SRO.UIRS@dhs.state.nj.us](mailto:DDD-SRO.UIRS@dhs.state.nj.us)**

Agency	Reporting Authority
1ST CP OF NEW JERSEY	Plainfield
21 PLUS, INC.	Trenton
ABC GROUP HOME, INC.	Plainfield
ABILITIES CTR OF SOUTHERN NJ	Mays Landing
ABILITIES OF NORTHWEST JERSEY	Flanders
ADEPT PROGRAMS	Mays Landing
ADVANCING OPPORTUNITIES/CEREBRAL PALSY OF NEW JERSEY, INC.	Flanders
ADVOSERV NJ, INC. (BELLWETHER BEHAVIORAL HEALTH)	Mays Landing
ADVOSERV NJ, INC. (BELLWETHER BEHAVIORAL HEALTH) – <b>POC ONLY</b>	Central Office
ADVOSERV OF NEW JERSEY, INC.	Mays Landing
ALFA DEVELOPMENT INC	Flanders
ALLEGRO SCHOOL & PROGRAMS	Flanders
ALLIES, INC.	Trenton

ALPINE LEARNING GROUP, INC.	Flanders
ALTERNATIVES, INC.	Trenton
ALWAYS HOME CARE INC.	Flanders
AMIB INC	Trenton
APLUSCARE, LLC	Trenton
ARC OF ATLANTIC COUNTY	Mays Landing
ARC OF ESSEX COUNTY	Plainfield
ARC-BURLINGTON COUNTY	Mays Landing
ARC-CAMDEN COUNTY	Mays Landing
ARC-CAPE MAY COUNTY	Mays Landing
ARC-GLOUCESTER COUNTY	Mays Landing
ARC-HUNTERDON COUNTY	Trenton
ARCHWAY PROGRAMS	Mays Landing
ARC-MERCER COUNTY	Trenton
ARC-MONMOUTH COUNTY	Trenton
ARC-MORRIS COUNTY	Flanders
ARC-SALEM COUNTY	Mays Landing
ARC-UNION COUNTY	Plainfield
ARC-WARREN COUNTY	Flanders
AVENUES TO INDEPENDENT LIVING	Mays Landing
BANCROFT NEUROHEALTH	Mays Landing
BENCHMARK HUMAN SERVICES	Plainfield

BENEDICTINE SCHOOL FOR EXCEPTIONAL CHILDREN	Central Office
BERGEN COUNTY SPECIAL SERVICES	Flanders
BETHEL RIDGE CORPORATION	Plainfield
BETHESDA LUTHERAN COMMUNITIES	Flanders
BOSTON HIGASHI SCHOOL	Central Office
BRIARWOOD-BROOKWOOD	Central Office
Broadway Respite and Homecare, LLC	Flanders
BURLINGTON CTY CP ASSN	Mays Landing
CAMPBILL VILLAGE	Central Office
CAPITOL CARE	Flanders
CAREER OPPORTUNITY DEVELOPMENT, INC.	Mays Landing
CARING HOUSE PROJECTS INC	Mays Landing
CARING INC	Mays Landing
CATHOLIC CHARITIES ARCH NEWARK	Plainfield
CATHOLIC FAMILY AND COMMUNITY SERVICES	Flanders
CENTER FOR DISCOV MAG SVCS COR	Central Office
CENTER FOR EDUCATIONAL ADVANCE	Trenton
CENTER FOR FAMILY SUPPORT NJ	Trenton
CENTER FOR HUMANISTIC CHANGE	Flanders
CENTER FOR VOCATIONAL REHABILITATION	Trenton
CEREBRAL PALSY ADULT ACTIVITY	Mays Landing
CEREBRAL PALSY LEAGUE OF UNION	Plainfield
CEREBRAL PALSY OF NORTH JERSEY	Plainfield
CFG Residential LLC	Mays Landing
CHAPEL HAVEN INC.	Central Office

CHILDREN'S AID AND FAMILY SERVICES, INC.	Flanders
CHILDREN'S CENTER OF MONMOUTH ADULT PROGRAMS	Trenton
CLIFTON ADULT OPPORTUNITY CENTER	Flanders
COMMUNITY ACCESS UNLIMITED, INC.	Plainfield
COMMUNITY ACTION FOR INDEPENDENT LIVING	Plainfield
COMMUNITY OPTIONS ENTERPRISES	Plainfield
COMMUNITY OPTIONS INC	Plainfield
COMMUNITY QUEST, INC.	Mays Landing
DEAF INDEP LVG ASSOC INC.	Central Office
DELTA COMMUNITY SUPPORTS, INC	Trenton
DEVELOPMENTAL DISABILITIES ASSOCIATION OF NJ, INC.	Flanders
DEVEREUX FOUNDATION – <b>POC ONLY</b>	Central Office
DEVEREUX NEW JERSEY	Mays Landing
DIOCESE OF PATERSON	Flanders
DISABILITY SERVICES AND ADVOCACY, LLC	Plainfield
DIVISION OF DEVELOPMENTAL DISABILITIES	ALL
DIVISION OF MENTAL HEALTH	Plainfield
DUNGARVIN NJ INC	Trenton
DURAND ACADEMY INC	Mays Landing
EASTER SEAL SOC OF NJ INC	Mays Landing
EASTERN CHRSTN CHLNS RETRT	Flanders
EASTERN CHRSTN CHLNS RETRT – <b>POC ONLY</b>	Central Office
ECLC of NJ	Flanders
EDEN AUTISM SERVICES, INC	Plainfield
EIHAB HUMAN SERVICES, INC	Trenton

ELWYN NEW JERSEY	Mays Landing
ELWYN, INC.	Flanders
ELWYN, INC. – <b>POC ONLY</b>	Central Office
EMPLOYMENT HORIZONS	Flanders
ENABLE INC	Trenton
EQUAL PARTNERS INC	Mays Landing
EVERAS COMMUNITY SERVICES, INC.	Trenton
FAMILY RESOURCE NETWORK INC	Flanders
FIRST OCCUPAT CTR OF NJ	Plainfield
FOUR WINDS COMMUNITY	Central Office
FRIENDS OF CYRUS INC	Flanders
FRIENDSHIP HOME SOLUTIONS	Trenton
GOODWILL INDUST OF SOUTHERN NJ	Mays Landing
Green Vision, Inc.	Flanders
HEART TO HEART HOME CARE	Flanders
HOLLYDELL INC	Mays Landing
HUDSON MILESTONES	Flanders
INSTITUTE FOR BEHAVIORAL HEALTH AND DEVELOPMENTAL DISABILITIES INC.	Plainfield
J-ADD	Flanders
JESPY HOUSE INC	Plainfield
JEWISH FAM & CHLDNS SVC	Mays Landing
JEWISH SERVICES FOR THE DEVELOPMENTALLY DISABLED OF METROWEST	Plainfield
JUDGE ROTENBERG ED CTR INC.	Central Office
JUSTICE RESOURCE INST INC.	Central Office
KELSCH ASSOC INC	Trenton
KEYSTONE COMMUNITY LIVING/RESIDENCE INC	Plainfield
KEYSTONE COMMUNITY RESOURCES INC	Central Office
KINGS DAUGHTERS' SCHOOL	Central Office

LADACIN NETWORK INC	Trenton
LEANDER HOUSE INC	Flanders
LEANDER HOUSE INC – <b>POC ONLY</b>	Central Office
LEGACY TREATMENT SERVICES	Trenton
LIFE OPPORTUNITIES UNLIMITED	Flanders
LIFE SKILLS RESOURCE CENTER	Plainfield
LIFE STYLES SUPPORTS, INC	Mays Landing
LIFE STYLES SUPPORTS, INC.	Mays Landing
LIVING IN FREEDOM	Flanders
LUKAS FOUNDATION	Central Office
MAGNOLIA HOUSE OF SFTY HRB LLC	Central Office
Master Perry's World Class Martial Arts	Flanders
MATHENY SCH AND HOSP INC	Plainfield
MELMARK HOME INC	Flanders
MELMARK HOME INC – <b>POC ONLY</b>	Central Office
MENTOR ABI, LLC	Trenton
MIDLAND ADULT SERVICES INC.	Plainfield
MILLER GROUP HOME INC	Trenton
MILTON DVLPMNTL SVCS INC	Central Office
MOSS REHAB/DRUCKER BRAIN INJURY CENTER	Mays Landing
MT. BETHEL VILLAGE, LLC	Plainfield
NATIONAL INSTITUTE FOR PEOPLE WITH DISABILITIES NJ	Flanders
NATIONAL MENTOR HEALTHCARE INC	Trenton
NEIGHBOURS INC	Flanders
NEW CONCEPTS FOR LIVING INC	Flanders
NEW ENGLAND CNTR FOR CHILDREN INC	Central Office

NEW HORIZONS IN AUTISM INC	Trenton
NEW JERSEY CAMP JAYCEE	Trenton
NEW JERSEY INSTITUTE FOR DISABILITIES	Trenton
NHS OF NEW JERSEY	Mays Landing
NJ COMMUNITY DEV CORP	Flanders
NJARC	Flanders
NORTH JERSEY ELKS DEVELOP. DISAB. AGENCY	Flanders
NORTH JERSEY FRIENDSHIP HOUSE AUTISM	Flanders
OAKS INTEGRATED CARE	Trenton
OCCUPATIONAL CTR OF UNION	Plainfield
OCCUPATIONAL TRNG CTR OF BURL	Mays Landing
OCEAN ARC	Trenton
OPPORTUNITY KNOCKS INC	Trenton
OUR HOUSE INC	Plainfield
P. I. L. O. T. SERVICES INC	Mays Landing
PAFACOM INC	Mays Landing
PARTNERSHIPS FOR PEOPLE INC	Flanders
PATHFINDER VILLAGE INC	Flanders
PATHFINDER VILLAGE INC – <b>POC ONLY</b>	Central Office
PATHWAYS TO INDEPENDENCE INC	Flanders
PCDI	Trenton
PENNREACH	Flanders
PINE REST CHRISTIAN MHSVCS	Central Office
PLOWSHARE FARM INC	Central Office
PLUS-NJ, INC./NEURORESTORATIVE NJ	Mays Landing

PRADER-WILLI HMS OF OCONOM LLC	Central Office
PRIME TIME CENTER	Trenton
PRINCE ASSN F/T DEVEL DSABL IN	Mays Landing
PROGRESSIVE COMPREHENSIVE SERVICES	Flanders
Progressive Home Care	Plainfield
Q.M.A.N.J. INC	Trenton
QUALITY MANAGEMENT ASSOCIATES	Trenton
RAPHA, INC.	Plainfield
REHABILITATION SPECIALISTS	Flanders
RE-MED RECOVERY CARE CENTERS	Central Office
REM-NJ INC	Flanders
RES-CARE NJ INC	Trenton
RIVERBROOK RESIDENCE INC	Central Office
ROSE HOUSE	Flanders
RUTGERS-DOUGLASS DDC	Plainfield
SCHI DISABILITY SERVICES, INC.	Trenton
SEARCH DAY PROG INC	Trenton
SERV ACHIEVEMENT CENTER	Plainfield
Shift Transition, LLC	Plainfield
SKYLANDS CENTER	Flanders
SOLUTIONS FOR U	Plainfield
SOMERSET ARC	Plainfield
SPECIAL CHILDREN'S CENTER	Trenton
SPECIAL HOMES OF NJ INC	Flanders
SPECTRUM FOR LIVING	Flanders
SPECTRUM FOR LIVING MIDDLESEX	Flanders
ST JOHN OF GOD COMM SVCS	Mays Landing
ST JOSEPH SCHOOL F/T BLIND	Flanders
STAR COMMUNITY INC	Central Office
STARLIGHT HOME CARE AGENCY, DBASTARLIGHT	Flanders

PEDIATRIC HOME CARE AGENCY	
SUSSEX ARC	Flanders
THE ARC OF BERGEN & PASSAIC COUNTIES, INC.	Flanders
THE ARC OF HUDSON COUNTY	Flanders
THE ARC OF MIDDLESEX COUNTY	Trenton
THE CENTER FOR AUTISM	Plainfield
THE OPEN DOOR, LLC	Trenton
The Opportunity Center	Flanders
TRIFORM ENTERPRISES LTD	Central Office
UCP HUDSON CTY INC	Flanders
UNIVERSAL INSTITUTE INC	Plainfield
VANTAGE HEALTH SYSTEMS	Flanders
VINE COMMUNITY	Mays Landing
VISTA VOC & LIFE SKLS CTR INC.	Central Office
VOLUNTEERS OF AMERICA	Flanders
WATERFALL CANYON ACADEMY	Central Office
WILLOWGLEN ACADEMY-NJ INC	Flanders
WINDMILL ALLIANCE INC	Flanders
WOODS SERVICES INC./WOODS SCHOOL	Central Office
YOUTH CONSULTATION SERVICES	Flanders
Zion Inc	Mays Landing