



STATE OF NEW JERSEY  
DEPARTMENT OF HUMAN SERVICES  
DIVISION OF DEVELOPMENTAL DISABILITIES

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January 31, 2017

Dear Provider,

This correspondence is to inform you of changes that have been made in regards to the reporting of Unusual Incident Reports (UIRS). In order to provide consistency in regards to reporting and to streamline the process, providers will now be assigned to one Office of Risk Management (ORM) location to which they will submit all their UIRS.

Effective **February 1, 2017**, you are asked to submit UIRS to your assigned reporting authority. This can be found on the attached document which also includes all needed contact information.

Attached you will also find an updated UpDoc instruction sheet with the revised names of the ORM units and a revised initial UIR form. It is expected that the new UIR form will be implemented by agencies upon receipt.

All current forms have also been added to our website:

<http://www.state.nj.us/humanservices/ddd/news/publications/dc14.html>

If you have any questions please contact the ORM office you have been assigned to for further assistance.

Sincerely,

The Office of Risk Management