

Web Submission of Investigation Reports (WSIR) Quick Reference

This *Quick Reference* summarizes the WSIR web form. The sections are shown in the order you will see them; required and optional fields are listed for each section. In this reference, the **highlighted** fields in the images show examples of how to complete the required fields (the fields are not highlighted in the actual WSIR web form). All required fields must be completed. If any required information is missing, the web form will display an error message.

Using the WSIR Web Form

- You do not have to complete the web form at one time. Click the **Log Out and Submit Later** or **Log Out from the Case** buttons. When you log in again, the web form will contain the information previously entered.
- Required fields are identified by an asterisk (*).
- When you enter information in a row, the column headings above the required fields will be highlighted in yellow.
- The WSIR web form provides help for each section. To access this information, click on the  icon, the **(what's this?)** link, or the **Help?** button.
- To enhance your user experience, use Google Chrome™ or Microsoft® Internet Explorer® 9 as your internet browser.

Step 1: Accessing WSIR

To access WSIR, first go to:

<https://vpcr.justicecenter.ny.gov/wsir/start.swe>

- This will take you to the "My NY.gov Services" page where you can log in using your NY.gov ID and password
- Upon signing in, you will be taken to the WSIR Welcome Screen
- If you do not have a NY.gov ID, see the NY.gov Account Instructions here:

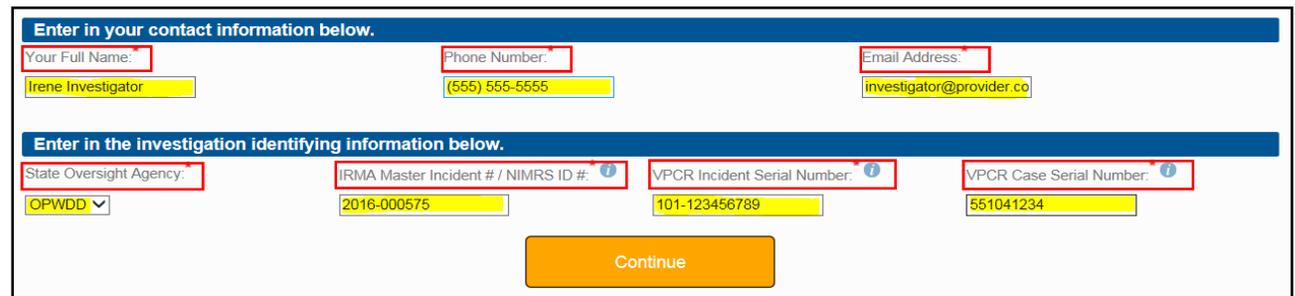
<https://www.justicecenter.ny.gov/wsir-documentation>

Step 2: Sign in to My NY.gov Online Services



WSIR Welcome Screen

- Required ***
- Your Full Name
 - Phone Number
 - Valid Email Address
 - State Oversight Agency
 - IRMA Master Incident # / NIMRS ID #
 - VPCR Incident Serial Number
 - VPCR Case Serial Number



Section 1: Case Summary

- Required ***
- Recommend Corrective or Preventative Actions
- Optional**
- Law Enforcement Involvement Comments



Section 2: Contacts (Known and Unknown)

- Required ***
- Victim - ALL must be entered
 - Suspect - ALL must be entered
 - Investigator
 - Director or CEO/President
 - Personal Representative
- Optional**
- Witness
 - Other

Role of Contact	First Name	Last Name	Mailing Address	Date of Birth	SSN	Home Phone Number	Work Phone Number	Email Address	Personal Representative	Self-Advocate
Director	Dan	Director	161 Delaware Ave							
Investigator	Irene	Investigator	161 Delaware Ave			(518) 555-5555	(518) 555-5555	irene@investigator.com		
Personal Representative	Richard	Representative	161 Delaware Ave							
Suspect	Steven	Suspect	161 Delaware Ave	7/3/1987	XXX-XX-6173					
Victim	Victoria	Victim	161 Delaware Ave							
Victim	Vinny	Victime	161 Delaware Ave						Representative	<input checked="" type="checkbox"/>

Role of Contact	First Name	Last Name	# of Unknown	Mailing Address	Date of Birth	Is Victim under age	Cell Phone Number	Email Address	Personal Represent
Victim	Unknown	Unknown	2	N/A					

- Notes**
- For Victim(s), you must select Yes/No in the column "Is the Victim Under the Age of 18?" If Yes, race and ethnicity values are required
 - When you add a Contact, the column headings that must be completed for that Role are highlighted in yellow
 - If you identify a Victim as being a **Self-Advocate**, you do not have to add a Personal Representative
 - If the Suspect or Victim is Unknown, please click +Unknown/Anonymous button in the bottom applet to add an unknown contact
 - If you utilize the Unknown Global Contact for a Victim or Suspect, no additional information is required
 - A Global Unknown contact(s) may be present when you first access the case, you can utilize this contact(s) in Section 3, if applicable.

Section 3: Offenses

- Required ***
- You must include an offense row for every offense committed by a suspect against a victim
 - Description
 - Victim Last Name
 - Suspect Last Name
 - Date Offense Occurred
 - Date of Determination
 - Investigation Outcome

Description	Date Offense Occurred	Victim Last Name	Victim First Name	Suspect Last Name	Suspect First Name	Unknown Suspects Count	Unknown Victims Count
Suspect hit victim in kitchen	5/1/2016 12:00:00 AM	Victim	Victoria	Suspect	Steven		
Suspect hit victim in kitchen	5/1/2016 12:00:00 AM	Victime	Vinny	Suspect	Steven		
Suspect hit victim in kitchen	5/1/2016 12:00:00 AM	Unknown	Unknown	Suspect	Steven		2

Note: You must include an offense row for each allegation, even if you believe the allegation is unsubstantiated. For systemic offenses, create an unknown suspect.

Section 4: Attachments

- Required ***
- File Name
 - Type: Final Report

You may also attach other types of files, as needed.

File Name	Type	File Type	Comments
Report	Final Report	docx	Final Report about the Investigation
Misc Notes	Other	docx	Misc Notes while speaking with contacts

Note: If you have deleted an attachment and wish to add it back, you must add it back with a **different file name**.

Section 5: Review & Submit

- Required ***
- Review the information you entered in the web form
 - Read the affirmation statement
 - Click on the check box
 - Click Submit
 - Review the *Successful WSIR submission of investigation report* email sent to the Email Address entered in the WSIR Welcome Screen

I recognize that once this form is submitted, I will no longer be able to submit additional updates to the investigation case via this online webform. I certify that the information provided on this form is accurate to the best of my knowledge.*

Note: You will receive a confirmation email upon successfully submitting this report. The email will be sent to the email address you entered on the authorization page. Upon clicking Submit, please check your email to ensure the web-form was successfully submitted.