

# **New York State SAFE Act Reporting Guidelines for Article 28 and 31 Hospitals**

- Each hospital shall have a designated staff member to coordinate reporting activities and to accept reports from mandated reporters within the hospital who have direct knowledge of and / or individuals subject to Secure Ammunition and Firearms Enforcement (SAFE) Act reporting requirements.
- All mandated reporters within the hospital who provide direct mental health treatment services and have direct knowledge of individuals subject to the SAFE Act reporting requirements, must notify the designated staff member of the information they have about the individual subject to the SAFE Act reporting requirements.
- Once one of the mandated reporters within the hospital has made a report to the Integrated SAFE Act Reporting Site (ISARS) which has been accepted, it is unnecessary for other mandated reporters to make separate additional reports to the ISARS.
- The designated staff member is responsible for confirming with the mandated reporter who made the report, that the report was accepted and for obtaining from the mandated reporter the ISARS confirmation number.
- If the designated staff member is unable to confirm that a report was accepted and has reason to believe that the patient is subject to SAFE Act reporting requirements, the staff member is then personally responsible for making a report to ISARS.
- In the event that a mandated reporter who did not make a report to ISARS learns that a report was not accepted and the mandated reporter has reasonable cause to believe the individual patient is subject to SAFE Act reporting requirements that mandated reporter must also attempt to make a report.