

Certified Investigator (CI) Training Program Updates: New Manual, Certified Investigator Forums, Initial Certification Courses Now Available

ODP Announcement 21-062

AUDIENCE:

Administrative Entities (AEs), Supports Coordination Organizations (SCOs), Supports Coordinators (SCs), Direct Service Providers (DSPs) and Contracted Entities that conduct or will conduct critical incident investigations as required under Incident Management Bulletin 00-21-02 and under Chapter 6100.402 Incident Investigation.

PURPOSE:

To communicate the following items are now available:

- 2021 Certified Investigator Manual
- Registration for the August Certified Investigators' Forum
- Registration for the September– December 2021 Initial Certified Investigator Courses

DISCUSSION

2021 Certified Investigators' (CI) Manual

The Office of Developmental Programs (ODP) along with Temple University has released an updated 2021 Version 1.1 Certified Investigators' (CI) Manual. This document replaces the manual that was published in 2018. **Prospective, newly certified, and current Certified Investigators are now required to follow the 2021 Version 1.1 Certified Investigator Manual.**

A Summary of the CI Manual Changes, including new and modified sections along with the Manual can be found on MyODP by using the following path: - Training > Certified Investigator Program > CI Help and Resources > All Documents > Manuals, or by clicking on the highlighted blue link below: [2021 CI Manual and Overview of Changes](#)

Registration for the August Certified Investigators Forum

Temple University Harrisburg is the entity contracted to deliver the ODP Certified Investigator Program. ODP and Temple University are conducting Certified Investigator Forums. These forums are an opportunity for current Certified Investigators and other interested parties to receive up-to-date information about the Certified Investigator Program.

The topic of the August 2021 CI Forum will be the **changes to the CI Manual and investigation standards** to align with Incident Management (IM) Bulletin 00-21-02.

Sessions are scheduled for August 20, 2021 (10:00 AM to 11:30 AM), and August 27, 2021 (2:00 PM – 3:30 PM). There will be **one session** available **each day**. If desired, participants may register for both sessions. CI program updates will be the same at each session, but other content will be dependent on the questions participants ask during each session. Participants are encouraged to submit forum discussion questions prior to the session until close of business Friday, August 13 to Amy Hines (amy.hines@temple.edu).

To register for the CI Forum, click the hyperlink: [Register for the Certified Investigator Forums here](#)

Registration is open until the close of business on Wednesday, August 18, 2021.

For questions regarding registration for the Forums, contact Amy Hines (amy.hines@temple.edu).

Registration for the September – December 2021 Initial Certified Investigator Courses

The Initial CI Certification Course was created to ensure that all incidents requiring an investigation receive a systematic review that meets established standards. To perform investigations, the investigator must successfully complete all requirements of the Initial CI Certification Course. Due to continued concerns regarding COVID-19, **all September – December 2021 Initial CI Certification Courses will be provided virtually** rather than in person.

The Initial Certification process consists of four main parts:

1. Verification of applicant’s general qualifications (completed by applicant’s ODP-affiliated employer/sponsor)
2. Online prerequisite course
3. Online virtual classes which consist of four scheduled Zoom sessions and assignments completed independently by the CI applicant, including but not limited to:
 - a. Viewing webcasts
 - b. Taking quizzes
 - c. Completing homework assignments
4. Online exam

To register for a cohort of the CI Initial Certified Investigator course, registrants must have a current MyODP account. If you do not have a MyODP account, use this [MyODP Login Page](#) link and follow the instructions under “Is this your first time here.” **If you are not sure if you have a MyODP account, contact support@myodp.org or Sarah Naughton (sarah.naughton@temple.edu).**

To register for the CI Initial Certification course, use the registration link on the [Certified Investigator Initial Certification Course Information page](#).

For assistance with registration, contact Sarah Naughton (sarah.naughton@temple.edu).

For questions regarding the course or its topics, contact Amanda Black

(amanda.black@temple.edu).