

2021 Administrative Review Process Manual and Overview Document Are Now Available

ODP Announcement 21-079

AUDIENCE:

Agency Board of Directors and Human Rights committee members, Agency Administrative, Management, and Risk Management staff, Administrative Entities (AEs), Supports Coordination Organizations (SCOs), Supports Coordinators (SCs), Direct Service Providers (DSPs) and Contracted Entities that are responsible for reviewing critical incident investigations as required under Incident Management Bulletin 00-21-02 and under Chapter 6100.404 Final Incident Report

PURPOSE:

To communicate the availability of the updated 2021 Administrative Review Process Manual

DISCUSSION:

The Office of Developmental Programs (ODP) has released an updated Administrative Review Process Manual. This document replaces the manual that was published in 2018. All prospective and current Administrative Review committee members are required to be familiar with the Administrative Review Process guidelines that are outlined in the manual. This is to ensure their understanding and use of the standards and protocols contained within the manual.

In order to align with Incident Management (IM) Bulletin 00-21-02 (which was issued March 1, 2021 and became effective on July 1, 2021) and the Enterprise Incident Management (EIM) system, several new or expanded topics have been added to the manual. Major changes to the new manual include:

- How to complete Committee Responsibilities while using new EIM functionality changes:
- How to Complete the Administrative Review Information, Administrative Review Summary, Preventative Corrective Actions, and Additional Corrective Actions in EIM
- Certified Investigator Report and Administrative Review Committee Report forms that are fillable and consistent with screens in EIM.
- Glossary of terms that are relevant to both the Certified Investigator and the Administrative Review Committee.
- How to ensure core principles of objectivity, speed/timeliness, and thoroughness are present while reviewing critical incident investigations.

The 2021 Administrative Review Process Manual and Overview Document can be found on MyODP by using the following path: Training > Certified Investigator Program > CI Help and Resources > All Documents > Manuals, or by clicking: [Administrative Review Manual](#)

If you have any questions regarding the 2021 Administrative Review Process Manual, please contact Taniqua.robinson@temple.edu.

For MyODP questions, please contact the MyODP Help Desk Monday - Friday, 8:00 AM - 4:00 PM EST at 1-844-332-2121 (toll-free number).