

Revised Certified Investigator Peer Review Manual (CIPR) Now Available and 2021-2022 Temple Peer Review Process Beginning ODP Announcement 21-088

AUDIENCE:

Department Certified Investigators (CIs); 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 participating in the Peer Review process for investigations that are conducted as a requirement under Incident Management (IM) Bulletin 00-21-02 and under Chapter 6100.404 Final Incident Report

PURPOSE:

To communicate the availability of the updated 2021 Peer Review Process Manual and the beginning of the 2021-2022 Peer Review process as conducted by Temple University.

DISCUSSION:

The Office of Developmental Programs (ODP) has released a Certified Investigator Peer Review Manual. This document replaces the manual that was published in 2018. All prospective and current CIs, Administrative Review Committee (ARE) members, and other administrative staff are required to be familiar with the peer review process guidelines that are outlined in the manual.

Prospective and current CIs, ARE members, and other administrative staff should review the entire 2021 Certified Investigator Peer Review Manual to ensure their understanding and use of the standards and protocols contained within it.

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 in the new manual include:

- An updated Peer Review tool that will measure the quality of the CI's investigation methodology and the ARE's process of ensuring the health, safety, and well-being of all individuals involved in critical incidents.
- How to complete the Peer Review process while using new EIM functionality changes.
- Glossary of terms that are relevant to the CI, ARE, and Peer Review process.
- How to ensure core principles of objectivity, speed/timeliness, and thoroughness are present while reviewing critical incident investigations.

The 2021 Certified Investigator Peer Review 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: [2021 Certified Investigator Peer Review Process Manual](#)

In addition to the release of the 2021 Certified Investigator Peer Review Manual, Temple University will begin its 2021-2022 peer review process on December 1, 2021.

Provider investigations will be selected at random, and notifications will be sent, by Temple University, to inform providers of the incidents selected for review. Providers

will receive a copy of each peer review Temple University staff performed upon its completion.

To provide accurate contact information for the peer review process, all providers are strongly recommended to submit IM personnel information by clicking the link below. This information will be used to both request peer review related documentation and to submit feedback after all reviews have been completed.

[ODP Incident Investigations Contact Form](#)

Providers may request that additional critical incidents be reviewed by Temple. However, requested peer reviews will not take the place of internal peer reviews that must be conducted by each provider, as outlined in the 2021 Certified Investigator Peer Review Manual. Requests can be made by submitting a Peer Review Request using the link below.

[CI Peer Review Request Form](#)

If you have any questions regarding the 2021 Certified Investigator Peer Review Manual or Peer Review process, please contact Taniqua.robinson@temple.edu.

Feedback or questions regarding MyODP should be directed to:

Toll Free Telephone Number 1-844-332-2121 or support@myodp.org.