2023 Certified Investigator Peer Review (CIPR) Manual Now Available

ODP Announcement 23-035

AUDIENCE:

- 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 Bulletin 00-21-02** and under **Chapter 6100.404** Final Incident Report

PURPOSE:

To communicate the availability of the 2023 CIPR Process Manual.

DISCUSSION:

The Office of Developmental Programs (ODP) has released an updated CIPR. This document replaces the manual that was published in 2021. All prospective and current CIs, Administrative Review Committee members, and other administrative staff are required to be familiar with the Peer Review process guidelines that are outlined in the manual.

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Prospective and current CIs, Administrative Review Committee members, and other administrative staff should review the entire 2023 CIPR Manual to ensure their understanding and use of the standards and protocols contained in it.

To align with Incident Management (IM) Bulletin 00-21-02 (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:

- **Language Changes:** The new manual includes updated language to provide consistency for the use of specific terms across this manual and other ODP related manuals and resources. Updated terms include:

  - Provider Certified Investigator Report

  - Provider Administrative Review

  - EIM Incident Report

- **Resource Identifiers:** Page links have been added to the end of each path for easier access to the recommended content.

- **Removal of Protective Services Reporting Matrix:** The Protective Services Reporting Matrix has been removed due to the discontinuance of the use of the matrix for incidents that require a notification to protective services.

- **Additional Guidance:** Information has been added to provide further guidance on analyzing each step of the investigation process that was completed by the CI and Administrative Review committee.

- **CIPR Tool and Forms:** The CIPR tool includes additional questions to be answered during the Peer Review process, to allow a closer review of specific steps of the investigation process. The formatting of the CIPR Tool and Forms has been updated.

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The 2023 CIPR Manual can be found on MyODP by using the following path: - Professional > Certified Investigators > CI Help and Resources > All Documents > Manuals, or by clicking: **2023 Certified Investigator Peer Review Process Manual**.

If you have any questions regarding the 2023 CIPR Manual or Peer Review process, please contact **Taniqua.robinson@temple.edu**.

For MyODP questions, please contact the MyODP Help Desk at:

Toll Free Telephone Number: 844-332-2121

Feedback: Send Feedback or **Email: support@myodp.org**

Hours of Operation: Mon - Fri, 8:00 am - 4:00 pm EST

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