



2024 Certified Investigator (CI) Manual Now Available ODP Announcement 24-077

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 availability of the 2024 Certified Investigator (CI) Manual and the 2024 CI Manual Overview Updates document.

DISCUSSION:

All Certified Investigators (CIs), as well as members of Administrative Review and CI Peer Review Committees, are required to be familiar with the most current investigation standards and protocols that are outlined in the manual. Current and prospective CIs, Administrative Review and Peer Review Committee members should review the entire 2024 CI Manual to ensure their understanding of the use of the standards and protocols.

Significant updates to the manual include:

- Many new or expanded topical areas to communicate investigation standards, protocols, tasks, and concepts more clearly.

- Reorganization of some chapters and topical areas to present the manual's contents more clearly.

The "2024 CI Manual Overview Updates" document contains detailed descriptions of updates/modifications/revisions made to the manual.

The official **effective date of the 2024 CI Manual is Tuesday, September 3, 2024.**

However, CIs and others are encouraged to begin using the new manual now.

To find the 2024 Certified Investigator Manual and Overview of Updates document on MyODP:

- Click [2024 Certified Investigator Manual](#)

The screenshot shows the PA ODP Certified Investigator Program website. The header includes the program name and a navigation menu with links for Home, Initial Certification Course, Recertification Course, Administrative Review Resources and Course, Peer Review Requests, Peer Review Resources and Course, CI Forum, and CI Help & Resources. Below the header is a 'MANUALS AND GUIDES' section under the 'Certified Investigator' heading. It lists several documents: 'ODP Certified Investigator's Manual 2021 Version 1.1*' (with a note to download for use in the initial certification course), '2021 CI Manual Overview of Updates', 'Provider Certified Investigator Report Guide with EIM Screenshots (Nov. 2022)', and 'ODP Certified Investigator's Manual 2024 (Effective 9/3/2024)'. The last two links are circled in red.

Or

- Follow the menu path: Professionals > Certified Investigators > CI Help and Resources > All Documents > Manuals and Guides

If you have any questions regarding the 2024 Certified Investigator Manual or 2024 CI Updates document, please contact the CI Program mailbox at cipgm@temple.edu.