

ODP Announcement

Peer Review Manual and Courses Available

ODP Communication Number 040-17

The mission of the Office of Developmental Programs is to support Pennsylvanians with developmental disabilities to achieve greater independence, choice and opportunity in their lives.

AUDIENCE: Intermediate Care Facilities/Intellectual Disability (ICF/ID), Administrative Entities (AEs), Supports Coordination Organizations (SCOs), Supports Coordinators (SCs), Direct Service Providers, and others who perform or review certified investigations.

PURPOSE: The purpose of this announcement is to notify ODP stakeholders that the Certified Investigator Peer Review (CIPR) manual has been revised and course offerings are now available. The revised manual (2017: Version 2.0) and the course listing are posted on the MyODP.org website.

DISCUSSION: The peer review is an ongoing evaluation process that is designed to provide information about the overall quality of incident investigations to an organization as well as the investigator. The primary objective of the peer review is to provide an investigator direct feedback and identify quality improvement recommendations.

The Incident Management Statement of Policy, § 6000.941, requires providers, supports coordination entities and AE's to have an administrative structure that supports the analysis of the quality of investigations. In addition, § 6000.982 states that agencies that perform investigations should employ standardized approaches to quality management and incident management. Use of the peer review is one mechanism available to aid agencies in achieving this standard.

In addition, ODP will utilize the vendor of the Certified Investigator Training Program to provide quality reviews using the CIPR process for investigations conducted by agencies. Agencies are asked to cooperate and provide investigation files in a timely manner to ODP and ODP's vendor. Upon completion of the peer review by the vendor, the findings will be shared and an opportunity to discuss the results with the vendor will be offered.

To support agencies with the implementation of the new peer review practices, ODP along with Temple University will be offering instructor-led peer review courses. These courses will allow individuals that intend to conduct peer reviews to practice and apply knowledge in a learning community environment.

HOW TO REGISTER: Current course offerings are now available on www.MyODP.org. Users can register using their current MyODP credentials.

The path to access the course offerings is:

MyODP.org→Training→Certified Investigations→Peer Review Training and Resources, then click on the “[here](#)” hyperlink under Training.

PA – ODP CERTIFIED INVESTIGATION PROGRAM

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Peer Review Training & Resources

This area contains resources for conducting Certified Investigation Peer Reviews and information on taking the face-to-face Peer Review training.

Resources

[Peer Review Manual](#)

Certified Investigation Peer Review Tools (Microsoft Word)

[Score Sheet: Certified Investigator](#)

[Feedback Sheet: Certified Investigator](#)

[Score Sheet: Administrative Review](#)

Supplemental Forms (Microsoft Word)

[Form #1: Physical Evidence and Photography/Video](#)

[Form #2: Witness Testimony and Written Statements](#)

[Form #3: Documentary Evidence](#)

Training

To learn about the Certified Investigation Peer Review course and to register for a session, click [here](#).

INQUIRIES:

Please contact the ODP Customer Service Line with questions.

RA-customerservice@pa.gov
or 1-888-565-9435.