

Topic: OPWDD 149 – Investigative Report	Department: All programs and services
Original effective date: 7/2013	Last revision date: 2/26/2020
Owner: Incident Manager	Frequency of reviews: As needed
Internal/Regulatory Reference(s) (all that apply): OPWDD Regulation-Part 624	
Related documents/Links: OPWDD Form 149	

Policy

People are free from abuse and neglect.

Additional Information

As mandated by OPWDD Regulation-Part 624, formal investigations are to be conducted in response to Abuse / Neglect incidents, Significant Incidents and Notable Occurrences. The summary of the investigation may include, but not be limited to the following information:

- evidence (testimonial, documentary, demonstrative, physical, reviewed)
- written statements (staff members, People Supported, community members, family)
- summary of evidence
- conclusions (determinations / rationales, as applicable)
- recommendations (corrective actions, ongoing support for People Supported, physical plant, policy review, etc)

Please note: ALL agency staff members are required to participate in the investigation process. Failure to do so may result in disciplinary action up to and including termination.

Procedure	
Task:	Responsible party:
Assigns the investigation to the investigator, giving the basic information on the situation and the person to contact within the program that the incident occurred.	Incident Coordinator/Manager
Contacts the identified person within the program to clarify any information needed prior to beginning the investigation.	Assigned Investigator
Provides all necessary names and phone numbers for family members or individuals (if necessary) and any requested documentation or information to the investigator upon request.	Program Contact Person
Schedules interviews with involved parties (if necessary). <ul style="list-style-type: none"> - Takes statements from those interviewed, reviews all applicable documentation, and writes the investigative report. - Submits the completed investigation to the Incident Coordinator/Manager. 	Assigned Investigator
Reviews the completed investigation to ensure that the findings noted are relevant, the conclusions logical, the recommendations are comprehensive and ensures that necessary corrections are made.	Incident Coordinator/Manager
Distributes the completed investigative report to the site manager, program director / senior director, incident manager, vice president, COO, and CEO. <ul style="list-style-type: none"> - Include the respective clinical director if applicable. - Include the CFO when applicable. 	Assigned Investigator

- Include the respective HR representative when “target” employees have been identified.	
Adds all required investigative information to the IRMA and WSIR systems and agency database.	Assigned Investigator
Completes and distributes a redacted summary to the Care Coordinator.	Assigned Investigator
Attaches the full and complete investigative package (including all statements and supporting documentation) to the appropriate incident packet.	Assigned Investigator

Document revision record:

Revision Date	Release Date	Reason for change	Approver
5/22/19	5/22/19	In response to CQL – update regarding investigation expectations.	Deanna Crosser