

Topic: 150 Incidents – Investigative Summaries	Department: All programs and services
Original effective date: 7/2013	Last revision date: 3/11/2025
Owner: Incident Manager	Frequency of reviews: As needed
Internal/Regulatory Reference(s) (all that apply): OPWDD Regulation-Part 624	
Related documents/Links: OPWDD Form 150 , 150 Investigative Summary form	

Policy

People are free from abuse and neglect.

Additional Information

As mandated by OPWDD Regulation-Part 624, investigative summaries are to be conducted in response to 150 incidents. The summary may include, but not be limited to the following information:

- referrals
- actions taken
- summary of resolution of the event
- recommendations

Procedure	
Task:	Responsible party:
Organizes 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.	Incident Coordinator/Manager
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 summary. - Ensures that the information noted is relevant and the recommendations are comprehensive. 	Incident Coordinator/Manager
Distributes the completed investigative summary to the site manager, program director / senior director, incident manager, vice president, COO, and CEO.	Incident Coordinator/Manager
Adds all required investigative information to the IRMA system and agency database.	Incident Coordinator/Manager
Attaches the full and complete investigative package (including all statements and supporting documentation) to the appropriate incident packet.	Incident Coordinator/Manager

Document revision record:

Revision Date	Release Date	Reason for change	Approver
3/11/25	3/11/25	Responsible party revised to include Incident Manager	Danielle Migliore