

<b>Topic:</b> Special Review Committee	<b>Department:</b> All programs and services
<b>Original effective date:</b> 1/2002	<b>Last revision date:</b> 3/14/25
<b>Owner:</b> Incident Manager	<b>Frequency of reviews:</b> As needed
<b>Internal/Regulatory Reference(s) (all that apply):</b> Mental Hygiene Law, OPWDD Regulation-Part 624	
<b>Related documents/Links:</b>	

**Policy**

People are free from abuse and neglect.

**Additional Information**

As mandated by the Mental Hygiene Law, the primary purpose of the Special Review Committee shall be the review of Reportable Incidents, Serious Notable Occurrences, Minor Notable Occurrences, Investigative Reports, and all appropriate follow-up. The committee activities shall comply with all applicable regulatory requirements.

**Composition**

The committee shall be comprised of:

- Incident Management Department representative (meeting facilitator)
- A Human Resources Department representative
- At least three professional staff
- A direct care staff member
- A person receiving services and/or self-advocacy representative
- At least one member of the Board of Directors who serves as Chairperson of the committee as so delegated by the Chairperson of the Board

The agency's Medical Director shall serve as a consultant to the committee.

The administrative team shall appoint the professional staff. These will be inclusive of a manager, a registered nurse, and an applied behavioral specialist.

**Quorum**

In order to hold a meeting there must at least be the following in attendance:

- 1 Incident Management Department representative
- 1 professional staff and
- 1 board member

OR

- 1 Incident Management Department representative and
- 2 professional staff

**Function**

The Special Review Committee and/or the Sub-Committee:

- Review all 147 Incidents, 150 Incidents\*, Investigative Reports / Summaries, and all appropriate follow-up to events involving people supported to ensure that individuals are safeguarded and adequate corrective actions are implemented.
- Shall focus its review on both specific and systemic correction of identified situations or events.
- Recommend actions and/or identify issues concerning the handling and/or investigation of a situation.
- Meet with representatives from OPWDD regarding any event, as required or requested.

No committee member may participate in the review of any incidents in which:

- (S)he was directly involved, or
- His/her testimony is incorporated, or
- A spouse or immediate family member was directly involved, or
- (S)he participated in the investigative report, or
- An involved employee is directly supervised by the member

**Minutes**

Minutes addressing the review of specific 147 incidents shall clearly state:

- The filing number or identification code of the event
- The name of the person supported
- The classification of the event
- A brief summary of the situation (including date, type and paperwork filed) that caused the report to be generated
- Committee findings, discussion, or recommendations
- Actions taken on the part of the Agency/Program as a result of any recommendations

\*150 Incidents are reviewed via a sub-committee. There are no defined regulations surrounding their review schedule and/or meeting requirements.

<b>Procedure</b>	
<b>Task:</b>	<b>Responsible party:</b>
Ensures that the committee meets minimally every three (3) weeks, or more often if needed.	Chairperson / Incident Manager
Reviews the agenda for accuracy by the Friday prior to the meeting.	Incident Manager
Prepares the minutes, using the agenda as a template.	Incident Manager
Distributes the agenda to all committee members / attendees no later than close of business the Monday before the committee meeting.	Incident Manager
Ensures that folders have the correct cases in the order noted on the agenda.	
Facilitates presentation/discussion of incidents and presents investigation summaries and related follow-up with sufficient detail for the committee to understand the results.	Incident Manager

Critically evaluates incidents and their management, with a focus on the following: - appropriate classification - appropriate follow-up in all areas; including support to Person(s) Supported, staff members, physical plant, administration, etc. - whether filing, reporting, and notifications occurred within required timelines - comprehensiveness of investigative reports - consideration of systemic corrections - any gaps in handling the situation either at the time or subsequent to its occurrence	Committee Members
Determine when the case shall be closed.	Committee Members
Makes any revisions to the minutes and e-mails them to the IM Support.	Incident Manager
Finalize the minutes and distributes to Senior Administration (CEO, VP) and MHLS (for closed abuse cases) within 2 weeks of the committee meeting.  Updates applicable databases as required (ACCESS, IRMA).  Prints and attaches appropriate minutes to each case.  Updates the agenda; removing closed cases.	IM Support
Closes cases in IRMA (after committee agrees to closure) and files them in the designated locations.	Incident Manager

**Document revision record:**

Revision Date	Release Date	Reason for change	Approver
5/2/24	5/2/24	Minimal changes in responsibility – removal of “presenter”.	Deanna Crosser
3/14/25	3/17/25	Revised minutes process to indicate Incident Manager prepares minutes.	Danielle Migliore