

Incident Management (IM) Guidance for Private Intermediate Care Facilities (ICFs)

ODP Announcement 21-063

AUDIENCE:

Private ICFs, including Intermediate Care Facilities for Individuals with Intellectual Disability (ICF/ID) and Intermediate Care Facilities for Persons with Other Related Conditions (ICF/ORC), County ID Programs, Supports Coordination Organizations (SCOs), and other interested parties

PURPOSE:

To disseminate operating procedures and directions for the IM process for private ICFs as well as SCOs, and County ID Programs serving individuals residing in a private ICF.

DISCUSSION:

The Office of Developmental Programs (ODP) is pleased to announce the release of the *Incident Management (IM) Manual for Providers, County Intellectual Disability (ID) Programs, and Supports Coordination Organizations (SCOs) Serving Individuals in Private Intermediate Care Facilities (ICFs)*. At the request of private ICF providers, this manual provides operating procedures and guidelines for IM and aligns IM practices in private ICFs with guidance for Home and Community-Based Service (HCBS) providers.

Pennsylvania continues to be at the forefront of IM and takes pride in continuing to ensure that IM policies and procedures reflect a new and innovative approach to protect and promote the health, safety, and rights of all individuals.

This manual describes:

- Uniform practices for building organizational policies and structures
- Guidelines about responding to incidents
- How to report and investigate incidents
- How to take corrective action in response to incidents
- How to implement quality management, risk management and IM processes for the analysis of incident data

ODP has scheduled an ICF Task Force meeting to discuss this guidance and answer questions for **September 15, 2021 from 2:00pm to 3:00pm**. Please register in advance for the ICF Task Force meeting using this link:

[ICF Task Force Meeting](#)

During this meeting, ODP will also be providing private ICF stakeholders with timelines and information about the process to add incident management regulations into 55 PA. Code Chapter 6600.

Questions about the manual's implementation or content may be directed to the appropriate ODP Regional Office or to ODP's Incident Management Unit at RA-impolicy@pa.gov.

ATTACHMENTS:

- *Incident Management Manual for Providers, County Intellectual Disability Programs, and Supports Coordination Organizations Serving Individuals in Private Intermediate Care Facilities*
- *Incident Report, Services for Individuals with an Intellectual Disability or Autism, 55 Pa. Code Chapters 2380, 2390, 6100, 6400, and 6500*
- *Victims Assistance Programs*