

2023-2024 Temple Peer Review Process Beginning

ODP Announcement 23-068

AUDIENCE:

Department Certified Investigators (CIs); Agency Board of Directors and Human Rights Committee Members; Agency Administrative, Management, and Risk Management Staff; Administrative Entities (AEs); Supports Coordination Organizations (SCOs); Supports Coordinators (SCs); Direct Support Professionals (DSPs); and Contracted Entities that are responsible for participating in the Peer Review process for critical incident investigations that are conducted as a requirement under the [Incident Management \(IM\) Bulletin 00-21-02](#) and under [Chapter 6100.404 Final Incident Report](#).

PURPOSE:

To communicate the beginning of the 2023-2024 Peer Review process conducted by Temple University's Quality Investigations Unit (QIU), the creation of a survey to obtain updated provider information, inform providers that the Peer Review process will include the tracking of certification/recertification dates of each CI who conducted the investigation that was reviewed and inform stakeholders of staff changes within the QIU.

DISCUSSION:

2023-2024 Peer Review Cycle

Temple University will begin its 2023-2024 Peer Review process around July 24, 2023. ODP provider investigations will be selected by the QIU and the incident number for investigations will be communicated to the provider. Providers will be given an opportunity

to submit additional documentation to support the investigation under review. Once the peer reviews are completed, providers will receive a copy of the results. All Certified Investigations Peer Review (CIPR) results will be shared with ODP.

Agency Contact Information

To ensure that Temple University has accurate contact information during the peer review process, all providers are requested to submit the Incident Management (IM) Representative's contact information (by clicking the link below). The contact information submitted will be used to request peer review related documentation and to submit feedback to the Provider upon completion of the peer reviews.

[ODP Provider Contact Form](#)

Tracking CI Certification Status

Incident Management (IM) Bulletin 00-21-02 IV (c.) Incident Management (IM) Representative states "each provider and SCO must have an IM representative ...The IM representative must ensure they:

- Maintain a list of active CIs including recertification dates;
- Manage CI roles based on quality management activities and feedback from monitoring completed by oversight entities;
- Ensuring the previous provider's staff and SCO staff's access to the Department's information management system has been removed when necessary;

To assist in the above activities, Temple University QIU tracks certification status to ensure Certified Investigators are conducting investigations within their certification dates.

Peer Review Requests

Providers, Department CIs, and AEs may request a review of “closed” investigations for all incidents within a specific time frame, for cases of specific incident types, or for cases conducted by specific certified investigators. Entities can make a request by submitting a Peer Review Request form using the link below. Upon completion of the requested Peer Review, providers will be given the opportunity to receive virtual feedback from a Temple University Investigation Specialist.

[Peer Review Request Form](#)

Temple University Quality Investigations Unit Contact Information:

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If you have any questions regarding the 2023-2024 Peer Review process, please contact kaitlyn.miller0004@temple.edu.

Feedback or questions regarding MyODP should be directed to: Toll Free Telephone Number 1-844-332-2121 or support@myodp.org.