

	<p>STARBRIDGE POLICIES & PROCEDURES MANUAL</p>
SECTION:	Incident Review Committee Purpose and Function (Incident Management)
SITE(S) / PROGRAM(S):	All Sites/Programs Certified or Funded by OPWDD
President/CEO Approval:	Date Approved: 5/22/2024
Board of Directors Approval: (Meeting Minutes)	Date Approved: 5/22/2024
Date(s) Revised:	

The purpose of Starbridge’s Incident Review Committee (IRC) is to ensure that programs of Starbridge are providing services in a manner that protects the safety and welfare of the individual while preserving their rights as adults and facilitating their movement toward greater self determination and independence.

The function of the IRC shall be to review and monitor Reportable Incidents and Notable Occurrences to ascertain that such incidents and occurrences were reported, managed, investigated, and documented consistent with the provisions of OPWDD’s Part 624 and with Starbridge’s incident management policies and procedures, and to make written recommendations to the appropriate staff and/or chief executive officer to correct, improve, or eliminate inconsistencies. The IRC will:

- Determine that necessary and appropriate corrective, preventive, remedial and/or disciplinary action has been taken to protect persons receiving services from further harm, to safeguard against the recurrence of similar Reportable Incidents and Notable Occurrences, and to make written recommendations to the chief executive officer to correct, improve, or eliminate inconsistencies.
- Determine if further investigation or if additional corrective, preventive, remedial and/or disciplinary action is necessary, and if so, to make appropriate written recommendations to the chief executive officer and/or appropriate staff relative to the Reportable Incident or Notable Occurrence.
- Identify trends in Reportable Incidents and Notable Occurrences (e.g., by type, person, site, employee involvement, time, date, circumstances, etc.), and to recommend appropriate corrective, preventive, remedial and/or disciplinary action to the chief executive officer to safeguard against such recurring situations or Reportable Incidents and Notable Occurrences.
- Determine and ensure the adequacy of the Starbridge's reporting and review practices, including the monitoring of the implementation of approved recommendations for corrective, preventive, and remedial action.

PROCEDURES TO FOLLOW FOR THE FUNCTION OF THE IRC

STAFF RESPONSIBLE:

PROCEDURES:

IRC Chairperson	1. Ensures that an Incident Review Committee meeting is scheduled within 30 days of the report of a Reportable Incident (Abuse/Neglect or Significant Incident) or a Serious Notable Occurrence.
Investigator	1. Presents status of the investigative report to the IRC until the committee determines the investigation to be complete and thorough, and has accepted the investigation findings and recommendations.
IRC Chairperson	1. Facilitates the IRC meeting focusing on the function areas for the IRC for discussion and monitoring.
Incident Review Committee	<ol style="list-style-type: none">1. Any committee member who recognizes a potential conflict of interest in his or her assignment shall report this information to the committee chairperson, and recuse him or herself from participating in committee review of the Reportable Incident or Notable Occurrence in question. (See IRC Membership and Training)2. Reviews and monitors the function areas for the IRC for all incidents or occurrences that are reported to determine that the event was investigated and documented consistent with provisions of Starbridge's policies.3. Makes written recommendations to the appropriate staff and/or the chief executive officer to correct, improve, or eliminate inconsistencies and prevent or minimize similar incidents in the future; and/or to improve the incident investigation or other procedures.4. Monitors actions taken on any and all recommendations made and may notify the President/CEO if there is a problem in completing any recommendations.5. Monitor all actions taken to implement recommendations made by OPWDD or the Justice Center. (See Investigative Reports Reviewed or Completed by OPWDD or the Justice Center)6. Every effort should be made to bring each case to closure in as timely a manner as possible. An incident or occurrence shall be considered closed:<ul style="list-style-type: none">○ when the IRC has determined that no further investigation is necessary; or○ in the event that an investigation was conducted by the

STAFF RESPONSIBLE:

PROCEDURES:

Central Office of OPWDD, when the Central Office of OPWDD has ascertained that no further investigation is necessary; or

○ in the event that an investigation was conducted by the Justice Center, when the Justice Center has ascertained that no further investigation is necessary.

7. Prior to closure of a Reportable Incident of Abuse or Neglect, documents indication that the IRC is in agreement with the investigator's conclusion of Substantiated or Unsubstantiated.

8. Reviews on no less than a quarterly basis, any event or situation that exclusively involves the family, friends, employers, or co-workers of an individual receiving service and which meets the definitions within OPWDD Part 625.

9. Reports periodically, but at least annually, to the President/CEO, Executive Leadership Team, Board of Directors, and OPWDD general trends identified in the review of Reportable Incidents and Notable Occurrences.

IRC Chairperson

1. Prepares minutes for the Incident Review Committee's review. Minutes shall include the report of investigation(s) of incidents which will state the filing number of the incident, the person's full name, the 147 summary (including date, location, and type) that caused the report to be generated, investigation summary, conclusion, investigator and administrative results and recommendations. Minutes shall also include IRC findings and additional recommendations, and actions taken on the part of the agency as a result of such recommendations. Minutes must be kept in a locked file at all times or in a shared network folder which is only accessible to committee members and members of the Executive Leadership Team.

2. Forwards findings to the President/CEO within 2 weeks of meeting.

3. Enters the portion of the minutes that discuss matters concerning specific event or situation into IRMA within 3 weeks of the IRC meeting.

4. If the IRC review results in additional findings, conclusions, or recommendations regarding the individual's care, protection, and/or treatment, emails (encrypted) this information to the individual's care manager/care coordinator within 3 weeks following committee review.

STAFF RESPONSIBLE:

PROCEDURES:

5. Notifies staff responsible for submitting updated responses to committee in preparation for next Incident Review Committee meeting.