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|  | STARBRIDGE POLICIES & PROCEDURES MANUAL |
| SECTION: | Response to MHL 16.34 Check (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: | |

Starbridge will be responsive to requests from the Office of People with Developmental Disabilities (OPWDD) in completion of the MHL 16.34 Check. Starbridge will complete a search of its records and provide specific information to develop a summary report for substantiated reports of abuse or serious neglect which occurred prior to June 30, 2013 in an OPWDD certified site by an (former) employee or volunteer.

The substantiated allegation must be for physical, sexual, psychological abuse or serious neglect (intentional acts or omissions that endanger the life or health of the individual(s) receiving services in a certified setting).

PROCEDURES TO RESPOND TO THE MHL 16.34 CHECK

STAFF RESPONSIBLE

Vice President of Corporate
Compliance

PROCEDURES

1. Upon receipt of the MHL 16.34 check, will review the Incident Review Committee Log and applicable investigative reports for the (former) employee or volunteer requested.
2. Completes the OPWDD 153 form documenting the results of completed search.
3. If applicable, determines if substantiated abuse occurred. All the following criteria must be met:
 - The substantiated report must be from a program certified by OPWDD.
 - The substantiated report concerns abuse or neglect that occurred and was discovered prior to June 30, 2013.
 - The substantiated report must be for one (or more) of the following:
 - Physical abuse (as defined in Part 624 prior to June 30, 2013)

- Sexual abuse (as defined in Part 624 prior to June 30, 2013)
- Psychological abuse (as defined in Part 624 prior to June 30, 2013)
- Serious neglect – “Intentional acts or omissions that endanger the life or health of a person receiving services.” (Note that this is different from the definition of neglect that was in OPWDD regulations prior to June 30, 2013.)

4. If substantiated abuse meets the criteria outlined in #3, completes the OPWDD 157 form – Substantiated Allegation of Abuse/Neglect Found Summary.

5. Forwards OPWDD 153 and, if appropriate, OPWDD 157 form to the OPWDD Incident Management Unit.

6. Maintains a file of completed OPWDD 153 and 157 forms.