

	STARBRIDGE POLICIES & PROCEDURES MANUAL
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: 05/27/2026
Board of Directors Approval: (Meeting Minutes)	Date Approved: 05/27/2026
Date(s) Reviewed and/or Revised: 05/22/2024, 05/15/2025, 05/19/2026	

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 supported 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 the President/CEO 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 President/CEO 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 President/CEO 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 President/CEO to safeguard against such recurring situations or Reportable Incidents and Notable Occurrences.
- Determine and ensure the adequacy of 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 thirty (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	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 President/CEO 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 (JC). (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: ○ when the IRC has determined that no further investigation

STAFF RESPONSIBLE:

PROCEDURES:

is necessary; or

- in the event that an investigation was conducted by the 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 and ensures letter of determination from Justice Center is received (if under JC jurisdiction).

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 supported 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 two (2) weeks of meeting.

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

4. If the IRC review results in additional findings, conclusions,

STAFF RESPONSIBLE:

PROCEDURES:

or recommendations regarding the supported individual's care, protection, and/or treatment, emails (encrypted) this information to the supported individual's care manager/care coordinator within three (3) weeks following committee review.

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