

REQUEST FOR CLARIFICATION/INTERPRETATION

TO:	Name and Title: Jannis Conselyea, Bureau Chief	FROM:	Name and Title: Mike Petersen, Quality Improvement Specialist
	Organizational Unit: DDP/DPHHS		Organizational Unit: DDP/DPHHS
	Address: 111 Sanders, Rm. 305, PO Box 4210, Helena, MT		Address: 700 Casey St-East Entrance, Butte, MT

1. TYPE OF REQUEST: Follow-up to Verbal Request - Date of Verbal Request Written Request

2. STATEMENT OF QUESTION OR ISSUE: According to the Developmental Disabilities Program Incident Management Procedures Manual-February 1, 2013, when an incident meets a Critical threshold, an investigation is required.

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• Complete the critical incident investigation no later than ten (10) working days from the time the incident occurs. An extension may be granted to the initial 10-working-day period. The extension must be requested of, and approved in writing by, the Developmental Disabilities Regional Manager. Any written request and subsequent regional manager approval must be attached to the completed FIRF (see Appendix F).”

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• Forward, at the conclusion of the investigation, a copy of the investigation report (FIRF or TRF) to the following:

- o Agency’s board of directors;
- o Other executive staff, as appropriate; and
- o Quality improvement specialist.”

The Procedure Manual appears to be silent as to the timeline in which the FIRF or TRF must be forwarded to the required entities. It is requested that the following questions be clarified:

1. *What is the timeline in which the investigator must forward the Final Investigation Report Form or Triage Report Form to the agency Board or Directors, executive staff and Quality Improvement Specialist?*
2. *What is the timeline in which the Administrative Review must be presented to the Quality Improvement Specialist?*

References: Developmental Disabilities Program Incident Management Procedures Manual-February 1, 2013

3. ANSWER: (1.) Per the instructions in the manual the investigator has ten working days to complete the report, once the report is completed the report is to be sent to the agency’s board of directors, other executive staff as appropriate and to the Quality Improvement Specialist. The Developmental Disabilities Program expects the report to be sent immediately upon completion. If an extension is granted by the Regional Manager the report must be sent to the aforementioned persons the day that the report is completed.

(2) The Administrative Review must be presented to the Quality Improvement Specialist at the time of the next Weekly Incident Management Committee meeting.

Approved and Issued by: _____ /s/ _____ Program Director

Date: 10/11/13

STATE USE ONLY	4: DISTRIBUTION:	5: FOLLOW-UP:
	One Copy: Requestor	<input type="checkbox"/> To be issued as Bulletin to
	One Copy: Manual Coordinator	(Division Administrator)
	One Copy: Division Files	Manual. Expected Date of Issuance:
Additional Copies:	<input type="checkbox"/> A.R.M. Change	<input type="checkbox"/> State Plan Change
<input type="checkbox"/> to		