

## Incident Management Clarification of Roles for the Supports Coordination Organizations and Administrative Entities

### ODP Announcement 22-126

#### AUDIENCE:

Supports Coordination Organizations

County Program/Administrative Entities

#### PURPOSE:

This communication is being distributed for the purposes of providing clarification to Supports Coordination Organizations (SCOs) and County Program/Administrative Entities (AEs) with regards to the SCOs' role related to administrative reviews as part of the incident management process.

#### DISCUSSION:

When a Supports Coordinator (SC) receives a notification of a reportable incident of abuse, neglect, exploitation, or death as specified in [ODPANN 21-049](#) for an individual with no relationship to a reporting provider (example, the person resides in their own home without direct services/no services were being rendered at the time of the incident) the SCO point person files the incident report in Enterprise Incident Management (EIM) and contacts the AE to coordinate the assignment of the certified investigator. The AE has the responsibility of assigning a certified investigator to investigate incidents as defined in Bulletin 00-21-02: Incident Management Bulletin.

In these circumstances the AE is responsible for completing the administrative review process which includes completing and submitting the administrative review document in EIM. SCO participation in the review is encouraged. As a reminder, the role of the county program/AE is not permitted to be delegated to the SCO.

When an SC or employee of the SCO is the alleged target, the SCO is responsible to enter the incident in EIM and the SCO is responsible to investigate the incident as detailed in the Incident Management Bulletin. In these situations, the SCO is responsible for completing the administrative review.

**QUESTIONS:**

Please contact your ODP regional incident manager with questions.