

Incident Management Review Guide

ODP Announcement 23-096

AUDIENCE:

- Entities that report, review, and manage incidents.
- All interested parties.

PURPOSE:

To announce and distribute the Incident Management Review Guide version 1.0.

DISCUSSION:

ODP created the Incident Management Reviewer Guide to provide guidance, communicate best practices, and foster consistency of practice among incident reviewing entities. To accomplish this, review criteria to aid in the completion of the Initial Management Review and the Final Management Review in the Enterprise Incident Management (EIM) system has been provided. In addition, guidelines specific to incidents of choking and pressure injury as well as information about additional and preventative corrective actions, the Supports Coordinator to County/AE management reviewer comment feature, and the completion of the management review document have also been included to ensure uniform practices by reporting entities specific to certain types of incidents.

This document is intended to be a technical assistance guide. Topical areas can be easily located, printed, and shared to aid with reporting and management of incidents.

ODP intends to add to this guide as incident management topics are discovered to need clarification and additional guidance. Additional versions will be developed, updated, and released ongoing. This document and additional resources, including printable incident guideline checklists, can be found on the [MyODP](#) website in the [Incident & Risk Management](#) area.

CONTACT:

Questions about this announcement should be directed to the appropriate ODP regional office.

ATTACHMENT:

Incident Management Reviewer Resource Guide Version 1.0 _11.22.2023 Screen reader compatible