

2024-2025 Temple Peer Review Process Beginning ODP Announcement 24-066

AUDIENCE:

- Department Certified Investigators (CIs);
- Agency Board of Directors and Human Rights Committee Members;
- Agency Administrative, Management, and Risk Management Staff;
- Administrative Entities (AEs);
- Supports Coordination Organizations (SCOs);
- Supports Coordinators (SCs);
- Direct Support Professionals (DSPs);
- Contracted Entities that are responsible for participating in the Peer Review process for critical incident investigations that are conducted as a requirement under the [Incident Management \(IM\) Bulletin 00-21-02](#) and under [Chapter 6100.404 Final Incident Report](#).

PURPOSE:

To communicate the beginning of the Fiscal Year (FY) 2024-2025 Peer Review process conducted by Temple University's Quality Investigations Unit (QIU), the creation of a survey to obtain updated ODP AE contact information, inform AEs that the Peer Review process

will include the tracking of certification/recertification dates of each CI who conducted the investigation that was reviewed, and to inform organizations of Temple's Peer Review Request process.

DISCUSSION:

2024-2025 Peer Review Cycle

Temple University's 2024-2025 Peer Review cycle will begin in July 2024. Investigations performed by ODP AEs were selected through a customized sample report, and notifications will be sent, by Temple University, to inform AEs of the critical incident investigations selected for the Peer Review process. Incident number(s) selected for the Peer Review process will be communicated to the AEs under review. Once the peer reviews are completed, AEs will receive a copy of the results. All Certified Investigator Peer Review (CIPR) results will be shared with ODP.

ODP AE Contact Information

To help ensure that Temple University has accurate contact information during the Peer Review process, all AEs are requested to submit primary and secondary contact information (by clicking the link below). The contact information submitted will be used to request peer review related documentation and to submit feedback to the AEs upon completion of the peer reviews.

ODP Administrative Review Contact Form

Tracking CI Certification Status

During the 2024-2025 Peer Review process, Temple University will continue to connect with the CI Trainers to track CI certification status to ensure Certified Investigators are conducting investigations within their certification dates.

Peer Review Requests

At any given time, CIs, Providers, SCOs and AEs may request a review of closed investigations, by submitting a Peer Review Request Form to Temple using one of the links provided below. The requester will be given a copy of the results and an opportunity to receive virtual feedback from the CI Program and ODP.

[Peer Review Request Form \(Word\)](#)

[Peer Review Request Form \(Fillable PDF\)](#)

For more information, please visit the *Peer Review Requests* page on the MyODP Website.

Direct Link: [Peer Review Requests](#)

MyODP Menu Path: Professionals>Certified Investigators>Peer Review Requests

If you have any questions regarding the 2024-2025 Peer Review process, please contact cipr@temple.edu