GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Human Services

Administration or Office: Mental Retardation and Developmental Disabilities Administration	**Policy Number: MRDDA 6.2**
Responsible Program or Office: Mental Retardation and Developmental Disabilities Administration	**Number of Pages:** **Three (3)**
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Supercedes Policy Dated: October 1, 2003	
Cross References and Related Policies: Operational Procedures for the Office of Investigation and Compliance	
Subject: MRDDA Office of Investigation and Compliance	

1. PURPOSE

The purpose of this policy is to establish the protocols and standards that govern the design and implementation of an incident management system that ensures that individuals with mental retardation and developmental disabilities will be protected form harm, while at the same time enhances the quality of services provided to them by the Mental Retardation and Developmental Disabilities Administration (MRDDA).

2. APPLICABILITY

This policy applies to all employees of MRDDA, all individuals and agencies that provide services and supports to persons with mental retardation and/or developmental disabilities through funding, contract or provider agreement with the District of Columbia.

3. AUTHORITY

The authority and functions of DHS as set forth in sections III (U) and III (V) of Reorganization Plan No. 3 of 1986, effective January 3, 1987; D.C. Law 2-137 "Mentally Retarded Citizens Constitutional Rights and Dignity Act.

4. DEFINITIONS

A. Reportable Incident: A significant event or situation involving an individual that requires an internal investigation by the provider (i.e. Property Damage, Medication Errors, Hospitalization, Physical Injury, Vehicle Accident, Ingestion of Harmful Substance Burns, other).

B. Serious Reportable Incident: A significant event or situation that requires immediate notification, review and/or investigation by internal and external authorities. (i.e. Death, Abuse, Neglect, Serious Physical Injury, Medication Errors, Improper Use of Restraints, Theft of Personal Property/Funds, other).

5. POLICY:

It is the policy of MRDDA to ensure that all individuals receiving services as part of MRDDA's service delivery system are protected from neglect, harm and abuse. To this end, the policy will ensure the establishment of an incident management system that will identify, report, review, and investigate any incidents that could cause harm to an individual. MRDDA will pursue all available legal and contractual remedies to ensure Provider agencies comply will all laws, regulations, contractual obligations, MRDDA policies.

6. RESPONSIBILITY:

The responsibility of this policy rests with the Administrator of MRDDA, and implementation of this policy is the responsibility of the Chief, Office of Investigation and Compliance.

7. STANDARDS:

In order to ensure compliance with this policy, following are the standards that have been adopted by MRDDA/OIC.

1. Identify, report, review and investigate any serious reportable incidents that have harmed or may potentially harm an individual's health, safety, or well-being of persons served by MRDDA.
2. Ensure that Providers implement and maintain an incident management system that is designed to classify and report incident data in a timely manner as well as adhere to the established standards consistent with operational procedures by OIC.

3. Follow up on the investigation recommendations to ensure implementation and compliance by the provider agencies.
4. Participate as a member of the Compliance Coordinating Council in order to share information and coordinate the enforcement activities through consistent enforcement of rights and remedies under MRDDA's human care agreements, licensure review by the Department of Health, Health Regulations Administration, and the Medical Assistance Administration oversight of Medicaid provider agreements.

Kathy E. Sawyer
Interim Administrator

9/30/06
Date