

	<b>MENTAL RETARDATION BULLETIN</b> COMMONWEALTH OF PENNSYLVANIA * DEPARTMENT OF PUBLIC WELFARE	
	<b>SUBJECT</b>  Announcement of Certified Investigator Training	<b>BY</b>   <b>Nancy R. Thaler</b> Deputy Secretary for Mental Retardation
<b>NUMBER:</b>	00-01-06	
<b>ISSUE DATE:</b>	September 6, 2001	
<b>EFFECTIVE DATE:</b>	September 6, 2001	

**SCOPE:**

Family Members

County MH/MR Programs

Base Service Unit Directors

Community Home Directors

Family Living Directors

Adult Training Facility Directors

Vocational Facility Directors

Non-State Operated Intermediate Care Facilities for the Mentally Retarded [ICF/MR] Directors

State Operated Intermediate Care Facilities for The Mentally Retarded [ICF/MR] Directors

**PURPOSE:**

The purpose of this bulletin is to announce the schedule for the Certified Investigator Training Courses for FY 2001-02.

**BACKGROUND:**

The Office of Mental Retardation [OMR] and its contractor, Labor Relations Alternatives, Inc. [LRA] developed a training to certify investigators in accordance with the Mental Retardation Bulletin on Incident Management. Certified Investigators will conduct investigations of incidents specified in Mental Retardation Bulletin 00-01-05, *Incident Management* effective on March 25, 2002.

## **DISCUSSION:**

The certification course presents the following information:

- An overview of the service system in Pennsylvania.
- The relationship of the Mental Retardation Bulletin on Incident Management to investigation of incidents.
- An overview of various federal, state and local requirements, regulations and policies.
- The Investigation Process.
- A process for evaluating the quality of incident investigations.

## **INITIAL CERTIFICATION:**

In order to be a certified investigator, a person must:

- Be a High School graduate.
- Be 21 years of age or older.
- Meet the criminal background requirements of the Older Adults Protective Services Act and the Child Protective Services Law.
- Successfully complete the full five days of training and pass the exam.

Training and testing will be required for certification as an investigator. Individuals will have to attend the complete five-day course and pass an examination. Any individual who attends all five days of the training and fails the examination shall have two additional opportunities to retake the certified investigator examination and pass within six months of taking the course.

Persons who have taken the course "Conducting Serious Incident Investigation" after October 1, 1998 offered by LRA may apply to take a test to be certified without needing to retake the course. Only those who pass the test will be certified. [See Attachment C]

## **RECERTIFICATION:**

Certification is valid for three years. A notice that recertification is due will be sent to the investigator by LRA within 90 days of the recertification date. In order to maintain certification, certified investigators must register for a refresher class at least once every three years and conduct a minimum of three investigations during the certification period. The refresher course will be available beginning October 2004.

Certification may be withdrawn by OMR for cause.

## **REGISTRATION:**

The investigation certification course will be conducted by LRA. There are currently sixty-one [61] training courses scheduled between October 15, 2001 and June 30, 2002. (Twelve [12] additional courses will be provided annually in subsequent years). Each session is limited to thirty [30] participants. All sessions are five [5] days long, Monday through Friday, with the examination on the fifth day. Participants must attend all five days of training.

Applicants who qualify to take the exam without the course may register to be tested on the last day of sessions offered between October 15, 2001 and December 31, 2001 at 3:00 pm [Course numbers 01 through 19].

There is no fee being charged for the training. Meals, lodging costs, and travel expenses are the responsibility of the participants.

**Registration will be done by fax. No phone registrations will be accepted.** The training dates and locations are listed in Appendix I. Applicants applying to take the course will complete the *Registration for the Certified Investigator Course and Registration for Becoming a Certified Investigator by Examination Only* [[Attachment A \(PDF 11KB\)](#)] and indicate the first and second preferences for training courses. Applicants must also submit a *Verification of General Qualifications* [[Attachment B \(PDF 6KB\)](#)] certifying that the applicant meets the eligibility requirements to be certified [?](#). Individuals having special needs or requiring special assistance must indicate this on the registration form.

**Registration may begin immediately.** The deadline for registration is two weeks prior to the start date of each course.

Applicants applying to test without taking the course will complete Attachment A. Applicants are also required to submit Attachment B, with documentation of prior training and the eligibility requirements listed above, with either a certificate of completion or verification from their agency director or program manager certifying successful completion of the course.

LRA will provide a confirmation of registration that must be brought to the training session for admission. The confirmation will include the course assigned, the location, and if requested, maps and lodging information.

Appendix I lists specific counties/providers who are eligible to register for specific courses. Providers and counties may only enroll individuals they actually intend to use to conduct investigations. If demand for a particular course is overwhelming, a limit of attendees by provider and county may be imposed. There will be four [4] courses provided in the spring that will be open to all providers and counties. The distribution of training sites was carefully planned to assure adequate training capacity to meet statewide geographic and population needs.

LRA will be maintaining a database that will be used for several purposes including course registration, certification [pass/fail and date], and recertification.

Questions regarding how to register or about the training locations, may be directed to LRA at (800) 382-0063 [access code 03] or e-mail LRA at [vickicbradley@aol.com](mailto:vickicbradley@aol.com).

Other questions may be directed to Regional Program Managers

## **Attachment A**

[REGISTRATION FOR THE CERTIFIED INVESTIGATOR COURSE](#)

[REGISTRATION FOR BECOMING A CERTIFIED INVESTIGATOR BY EXAMINATION ONLY](#)

**Attachment B**

[VERIFICATION OF GENERAL QUALIFICATIONS](#)

**Attachment C**

[BECOMING A CERTIFIED INVESTIGATOR BY EXAM ONLY](#)

**[Appendix I](#)**

1. Applicants must provide verification of meeting the above requirements from either their employer or the County MH/MR Program in which they choose to be available to conduct investigations.

**COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:**

Appropriate Regional Mental Retardation Program Managers