

## Now Available: Registration for the Department - Certified Incident Investigator (CI) Initial Certification Course

### ODP Announcement 20-112

#### AUDIENCE:

The Certified Investigator course is being offered to all entities who need a CI certification in order to obtain or maintain compliance with Chapter 6100.402 Incident Investigation. Persons employed or sponsored by agency types listed below are eligible to register for the Certified Investigator course:

- Providers of home and community-based services (HCBS) and services to individuals provided through base-funding.
- Intermediate Care facilities licensed in accordance with Chapter 6600
- Designated managing entities

#### PURPOSE

To announce that registration is now open for the January – August 2021 Initial CI Certification Course on MyODP.org.

#### DISCUSSION:

**Due to continued concerns regarding COVID-19, all January – August 2021 Initial CI Certification Courses will be provided virtually rather than in person.**

The Initial CI Certification Course was created to ensure that all incidents requiring an investigation receive a systematic review that meets established standards. In order to perform investigations, the investigator must successfully complete all requirements of the Initial CI Certification Course.

The Initial Certification process consists of four parts:

1. Verification of applicant's general qualifications (completed by applicant's Office of Developmental Program [ODP] affiliated employer/sponsor)

Items completed by applicant:

2. Online prerequisite course
3. Online virtual classes which consists of:
  - a. Four scheduled Zoom sessions
  - b. Assignments completed by the CI applicant independently, including but not limited to viewing webcasts and quizzes
4. Online exam

<b>CI Initial Certification Course Requirements</b>	
<b>Prior to the 1<sup>st</sup> week of your Virtual Class</b>	Upload completed "Verification of General Qualifications (Form A)"  Complete the Prerequisite Course: <ul style="list-style-type: none"><li>• Code of Conduct</li><li>• Self-Rating Questionnaire</li><li>• 3 Modules (each Module includes a webcast and a quiz)</li></ul>
<b>1st Week of Virtual Class</b>	Attend all scheduled Zoom sessions  As assigned: <ul style="list-style-type: none"><li>• View virtual class webcasts</li><li>• Complete Knowledge Check quizzes</li><li>• Complete other assignments</li></ul>

<b>2nd Week of Virtual Class</b>	Attend all scheduled Zoom sessions  As assigned: <ul style="list-style-type: none"> <li>• View virtual class webcasts</li> <li>• Complete Knowledge Check quizzes</li> <li>• Complete other assignments</li> </ul>
<b>After successful completion of all course requirements</b>	Complete the Course Evaluation  Take exam (passing score is 80%)

Once all activities are completed within the current standards, the participant will be certified for 3 years from the month of course completion.

In order to register for a cohort of the CI Initial Certified Investigator course and obtain certification, please complete the following process:

- a) Go to the Certified Investigator Initial Certification Course Information page by using this link on MyODP: <https://www.myodp.org/course/view.php?id=1073>
- b) Read the information on the page to ensure you understand the purpose and process of CI certification.**
- c) Click on “Register for a cohort of the CI Initial Certification Course” to be directed to the course registration page.
- d) Read the information on the page to ensure you understand and can meet the certification and technology requirements of CI Initial Certification Course.**
- e) Click “Book Now” to enroll in a cohort of the CI Initial Certification Course.

Note: After booking, you will have access to the course page for your cohort. Most certification requirements are completed on the course page.

**Helpful Hint:** Once registered for your cohort, **bookmark or save the course page as a favorite**. This will enable you to easily navigate to your session's page to complete prerequisite activities and view any session alerts. After accessing your course page for the first time, you will also be able to access it via your MyODP dashboard.

For assistance with registration, please contact kari.leaver@temple.edu. For questions regarding the course or its topic, please contact Amanda Black ([amanda.black@temple.edu](mailto:amanda.black@temple.edu)).

In order to set up a MyODP account, use this link and follow the instructions under "Is this your first time here": <https://www.myodp.org/login/index.php>. **If you are not sure whether or not you already have a MyODP account, do not set up a new account. Instead, contact support@myodp.org for assistance.**