

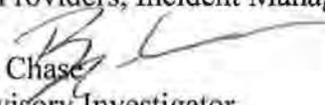
GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES



INCIDENT MANAGEMENT AND ENFORCEMENT UNIT

MEMORANDUM

TO: DDA Providers, Incident Management Coordinators and All Interested Parties

FROM: Bryan Chase 
Supervisory Investigator

DATE: July 17, 2013

SUBJECT: Incident Investigation Procedure/New IMEU Report of Investigation

This memorandum serves as clarification to the Incident Investigation Procedure No.: 2013-DDS-QMD-PR007, dated June 1, 2013.

Specifically, Section G. (Investigation of All Other SRIs) 3.c. states:

Within 15 calendar days from the date the incident is assigned, the Provider Investigator prepares a report that is provided in a narrative format to IMEU via the MCIS into the MCIS Investigation and Reporting system. All evidence must be photographed, scanned and submitted via MCIS including any attachments to the investigative report.

To ensure the provider agency is meeting the requirement of the aforementioned procedure, the provider's investigative staff must upload their supporting documentation in portable data format (PDF) into MCIS. Any other format uploaded in MCIS cannot be reviewed by DDS staff.

Additionally, this memorandum serves as notification of the new IMEU Report of Investigation (ROI) that will be used for all investigations. The new format, which will be used for all types of incidents, will provide consistency and will provide our stakeholders with an improved investigative product.

Attached is a copy of a sample ROI.

Should you have any questions, feel free to contact me at (202) 730-1523.