

AGENDA-INCIDENT
▣ MANAGEMENT
COMMUNITY OF PRACTICE
MEETING
OCTOBER 18TH

Agenda Items

Format of meeting: Leslie Fuld, Director,
OPWDD Incident Management Unit

Opening remarks: Helene DeSanto, Acting
Deputy Commissioner

Role of SCIR: Barbara Brundage, Director,
OPWDD Regulatory Affairs Unit

OPWDD Incident Management Unit: Leslie Fuld

OPWDD Incident Management

Director, OPWDD Incident Management Unit

IRMA Coordinator

Region
1

Region
2
NYCRO

Region
3

Region
4

Region
5
Newark

Capital
District

Brooklyn

Bernard
Fineson

Central

Finger
Lakes

Hudson
Valley

Metro

Long
Island

Broome

Western

Taconic

Staten
Island

Sun-
mount

IRMA:

- Purpose & benefits: Richard Monck, Director, Staten Island DDSO
- Required format for reporting: Barbara Brundage
- Data integrity: Leslie Fuld

Training accounts: Anthony Kesseling,
Information Management Solutions

Removing employees from IRMA:
Anthony Kesseling

Access roles: Scott Grabicki, Information
Management Solutions

Update on file upload: Scott Grabicki

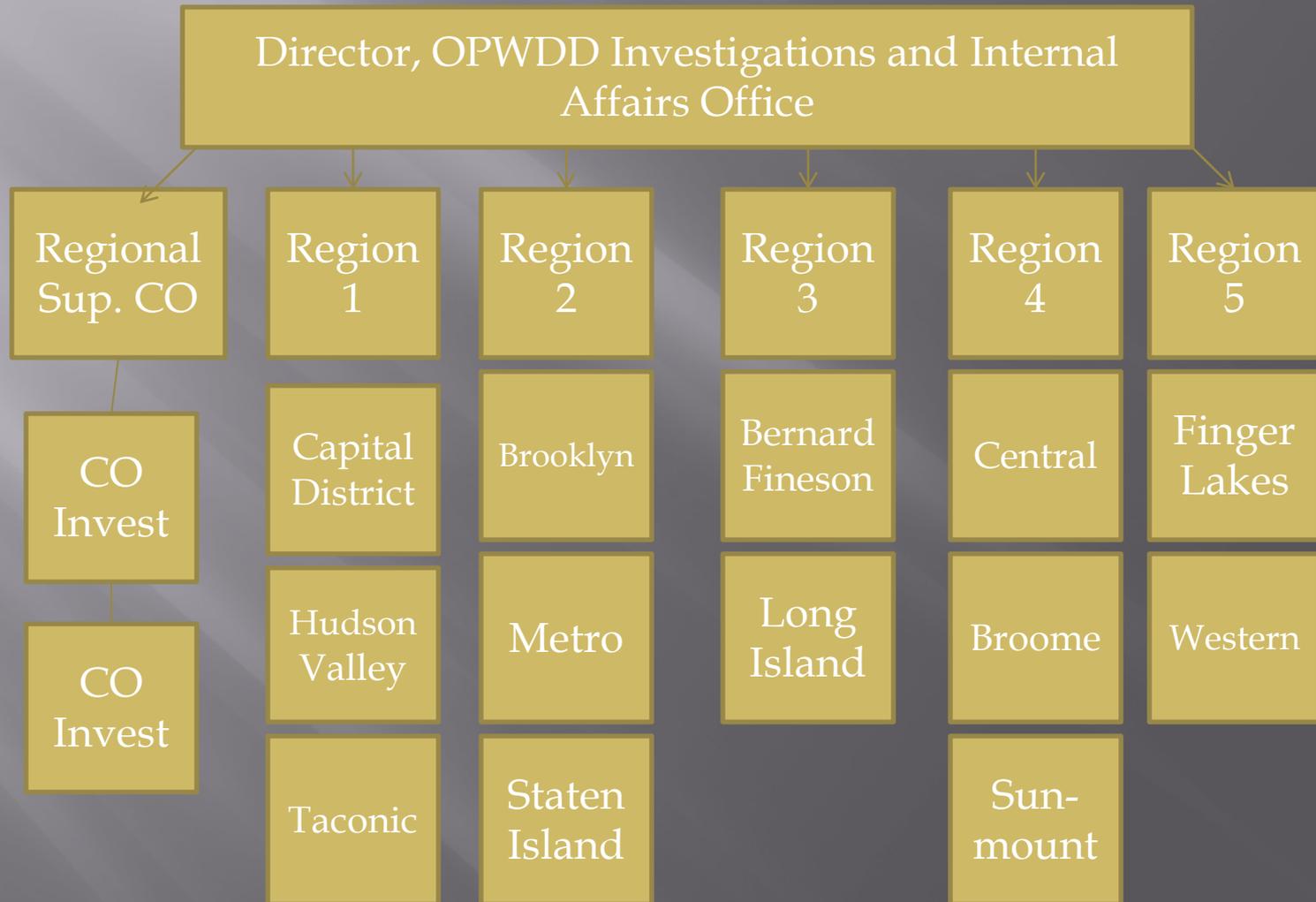
Law enforcement notification protocol: Cheryl Mugno, OPWDD Deputy Counsel

Regulations: Barbara Brundage

Proper classifications & dispositions: Barbara Brundage

OPWDD centralized investigations: Tony Bruno, Director, OPWDD Investigations and Internal Affairs

Office of Investigations and Internal Affairs



Investigative Report Format

INDIVIDUALS NAME(S):

MASTER INCIDENT NUMBER:

AGENCY INCIDENT NUMBER:

INDIVIDUALS ADDRESS:

LOCATION OF INCIDENT:

DATE OF INCIDENT:

INCIDENT CLASSIFICATION:

INTRODUCTION:

INVESTIGATORY QUESTION:

IMMEDIATE INDIVIDUAL PROTECTION(S):

BACKGROUND INFORMATION:

INVESTIGATIVE PROCESS:

FACTUAL FINDINGS:

CONCLUSIONS:

RECOMMENDATIONS:

Diagnostic procedures-reporting positive findings: Leslie Fuld

Transportation Safety: Leslie Fuld

Closing Remarks: Barbara Brundage & Leslie Fuld

Useful Information

- ▣ Incident.Management@OPWDD.ny.gov
- ▣ OPWDD.SCIR@OPWDD.ny.gov
- ▣ Incident Management Page/Part 624 Handbook is found at:
http://www.opwdd.ny.gov/wt/manuals/part624/incident_management.jsp