



Georgia Department of Behavioral Health & Developmental Disabilities
Frank E. Shelp, M.D., M.P.H., Commissioner

Incident Management & Investigations

Two Peachtree Street NW, 24th Floor, Atlanta, Georgia 30303-3142 ~ 404-232-1186

TRAINING ANNOUNCEMENT

Date/Time:

**Tuesday, May 15, 2012
&
Wednesday, May 16, 2012**

8:30am - 4:00pm
Sign-in at 8:00am

Location:

Atlanta, GA

Georgia Department of Behavioral Health
and Developmental Disabilities
7th Floor, Room 7-430C2
2 Peachtree Street, N.W.
Atlanta, GA 30303

Register Online at:

<http://www.cviog.uga.edu/dbhdd>

Registration Deadline:
May 7, 2012

Space is limited to 40 people

Intended Audience:

Current contracted community providers for all disciplines. Only staff who will conduct investigations of critical incidents and deaths in accordance with DBHDD Policy 04-106 are asked to attend.

Cost:

While there is no fee for this training, participants are responsible for their own travel, meals, snacks and lodging arrangements.

If you have any questions regarding registration, contact Regina Ginyard:
RegistrationMHDDAD@dhr.state.ga.us

**CONDUCTING INVESTIGATIONS OF CRITICAL INCIDENTS
BY CONTRACTED DBHDD COMMUNITY PROVIDERS**

The purpose of this two-day training is to assist community provider organizations properly conduct and document investigations of deaths and other critical incidents that occur in settings and services that are funded by DBHDD. This is in-depth technical training on how to conduct thorough investigations and write Investigative Reports in accordance with the specific policies and procedures of the Department of Behavioral Health & Developmental Disabilities (DBHDD). DBHDD is responsible to ensure that contracted providers review and respond to critical incidents in a manner that protects individuals from harm; this training teaches those skills to community providers.

This training will address the following:

- Defining and reporting an incident in accordance with DBHDD policies & procedures;
- Defining an investigation that meets the specific standards of DBHDD policies & procedures;
- Collecting information, organizing and conducting an investigation in accordance with DBHDD policies & procedures;
- Conducting interviews of victims, witnesses, complainants, accusers, including persons with mental illness, developmental disabilities and/or addictive diseases;
- Fundamentals of note taking;
- Taking written statements;
- Completing written reports;
- Identifying areas of improvement.

Presenters:

Timothy Hester and Rodney Howard, Lead Investigators for DBHDD Office of Incident Management and Investigations.

CEUs:

There are no CEUs offered for this training. Certificates of Attendance will be provided to those who complete both full days of training, which includes completion of the Evaluation Form.

Important Registration Information:

When submitting registration online, an email will automatically be sent to confirm receipt of your registration. This email is not an approval to attend the training. Due to limited seating, DBHDD reserves the right to utilize various factors in selecting participants.

Notification that you have been approved typically sent two weeks prior to the date of the session for which you registered. This notification will be sent via email from DBHDD staff.

Exceptions to this timeframe may occasionally occur, depending on when the training was announced.