

REQUEST FOR INVESTIGATION REVIEW

The review process is not an appeal. It is a process for consideration by the Investigations Review Committee (IRC) of the conclusion(s) of a DDA Final Investigation Report when new or additional information or evidence not considered during the investigation is presented or a matter raising a question concerning the integrity of the investigative process is identified. Incidental findings, including reportable staff misconduct, will not be reviewed. Providers, including support coordinators or case managers, persons supported or their legal representatives, may request review within 15 calendar days of receipt of the Final Investigation Report (requests will not be considered outside this timeframe). Requests must be submitted by mail, fax or secure e-mail using this *Request for Investigation Review* form, including all information indicated, along with any supporting documentation. To be approved for consideration by the committee, a request must raise genuine and material factual issues affecting the challenged conclusion(s). Review may be approved for some issues but not others.

It will assist the IRC members if requests are concise, specific and contain citations to pages in the Final Investigation Report, where applicable. If supporting documents are included with the request, marginal notations of relevant sections are recommended. If the requesting party is raising a challenge to the investigative process or making an accusation(s) against the investigator, specific supporting evidence or information should be provided with the request. The investigator may be asked to respond to any accusations.

DDA will respond in writing to requests for review within 30 days of receipt of the request. The response will indicate whether the request for review has been approved or denied. If further investigation is deemed warranted or additional information is needed from the requesting party, an interim response will be issued. An addendum or revised report will be issued upon completion of any additional investigation, usually within 45 days of the original request. For approved requests, the requesting party will be notified of the decision of the IRC within 5 business days following the meeting at which a final decision is reached by the committee.

Please provide all required information below. If you have any questions, you may send an email to Investigation.Review@tn.gov or contact the Director of Event Management by telephone at 615-532-2727.

Date: _____ **Submitted by:** _____

First _____ **Last** _____

Email Address: _____ **Day Phone** ____ () ____ - ____ **Cell** ____ () ____ - ____

Address: _____ **Street** _____ **City** _____ **State** _____ **Zip** _____

Title and Relationship to Person Supported: _____

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