



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

FOCUS VENDOR INCIDENT REPORTING APPLICATION GUIDANCE

Target Audience - Qualified Vendors and Providers

Transmittal Date - 07/23/20

The new electronic submission process for Incident Reports continues to be available to vendors and providers through the Focus application. As outlined in previous communications, this is an addition to existing submission methods. The Division has received several comments and questions from the vendor community regarding the application. Below are important points that every Qualified Vendor should be aware of when inputting an Incident Report into the application.

- Do not use names within the text box, "Please describe the Incident", refer to the subject as the "member".
 - The same applies to multi-member incidents, and members involved should be referred to as Member 1, Member 2, etc.
- Complete the information used in the text box, "Please describe the Incident", in chronological order. Describe what happened from beginning to end to provide a clear picture of the incident.
- All persons involved should only be referenced by their relationship to the member. For example: the member's parent, friend, housemate, doctor, spouse, 1:1 DTA staff, behavior coach, teacher, etc.
- If physical intervention was required, the description must clearly identify the Prevention and Support technique that was utilized.
 - The names of involved staff must be entered into the Responsible Staff 1 and Staff 2 sections of the form.
 - However, the incident description should still refer to the involved staff only as Staff 1 or Staff 2.
- The Staff 1 and Staff 2 sections should only be completed with the name(s) of the responsible staff member who works for your agency. It should not be populated with the names of non-agency staff such as a pharmacist, parent, etc.
- If the incident did not occur while your agency was responsible for the member, include a statement in the incident description that the member was under the care of another agency, a family member, etc.

Additionally, the Division has several resources available to help vendors use this new Focus application.

- [User's Guide](#)
- [Video Demo](#)
- [Frequently Asked Questions](#)

Please continue to submit questions or feature recommendations regarding the Focus application using this form <https://forms.gle/bEspvFVFNiP3Hzv77>.