



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

NEW INCIDENT REPORT FORM EFFECTIVE MAY 1, 2023

Target Audience - Qualified Vendors and Providers

Transmittal Date - 03/08/2023

The Division was engaged in a collaborative workgroup with AHCCCS and the DDD Independent Oversight Committees (IOC) to review and provide enhancements to the Incident Report Form. These modifications were made to standardize and broaden the data collected through incident reporting, to reduce the initial follow-up with providers for additional needed information, to provide important information to the IOCs, and to capture required data elements defined in House Bill 2865; which was passed in June 2022. Examples of the HB 2865 reporting requirements include incidents involving medication errors, changes to the Behavior Plan and involved Law Enforcement.

The new [Incident Report Form](#) is divided into three (3) distinct Incident Types:

- Medication
- Death
- Other

Qualified Vendors will only need to complete the Incident Type section relevant to the nature of the incident being reported. For example, if the incident being reported is a member injury because of a fall, the Incident Type – Other Section would need to be completed. In this example, Incident Type- Medication and Incident Type – Death can be skipped.

Please note, all other sections of the form need to be completed as the new form collects more detailed information and data related to member demographics, required notifications and corrective actions the Qualified Vendor has already implemented.

The Division will implement the new form effective May 1, 2023. This will allow time for the Qualified Vendors to train staff and make necessary changes to their processes. Incidents being reported on or after May 1, 2023 must be submitted using the new Incident Report form.