



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

NEW INCIDENT REPORT FORM IMPLEMENTATION DATE UPDATE

Target Audience - Qualified Vendors and Providers

Transmittal Date - 04/28/2023

On March 8, 2023, the Division [released a communication](#) informing Qualified Vendors and Providers of the implementation of the new Incident Report Form effective May 1, 2023. The Division recognizes several Qualified Vendors and Providers have already made the necessary changes and started using the new Incident Report Form. We appreciate those efforts and encourage continued use of the new form.

The Division has received varying comments related to the Incident Report Form and the timing of the implementation. **Therefore, the Division decided to extend the deadline to July 1, 2023 to allow more time for Qualified Vendors and Providers to take the necessary steps for full implementation.**

The Division will soon release a Frequently Asked Questions document that will provide responses to common questions received, as well as instructions to assist with completion of the new Incident Report Form. Please be on the lookout for these published guidance documents in early May.