



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 UPDATE

Target Audience - Qualified Vendors and Providers

Transmittal Date - 07/03/2020

The new electronic submission process for Incident Reports that is now 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 several resources available to help vendors use this new Focus application.

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

Please note, at this time there is no way to print or download the incident report after it is submitted. The only way to currently have a record of the incident report is to take a screenshot of the entered incident page before submitting.

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