

Notice of Instruction

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West Central Florida
Area Agency on Aging, Inc.



Assistance. Advocacy. Answers on Aging.

Notice of Instruction Number:

#122612 – Updated Adverse Incident Reporting Requirements - kp

TO: All WCFAAA Contracted Providers
FROM: Katie Parkinson, Director of Program Management
DATE: December 26, 2012
SUBJECT: Updated “Adverse Incident Reporting” Requirements

The purpose of this notice is to notify WCFAAA contracted providers of enhanced adverse incident reporting requirements. The attached Adverse Incident Reporting Log and related policy and procedure have been updated to ensure compliance with the Department of Elder Affairs recent Notice of Instruction #112112-1-I-SWCBS, Chapter 415, F.S., and all related WCFAAA notices, policies and procedures.

The Department of Elder Affairs has determined that the attached Adverse Incident Reporting log is to be used. Providers are expected to begin utilization of the log immediately for the purpose of reporting all appropriate adverse incidents to WCFAAA within 48 hours.

The attached policy and procedure, #Client013 Adverse Incident Reporting, has been updated in accordance with the Department’s recent instructions and provides clear direction with regards to the definition of an adverse incident, along with the necessary steps to follow to ensure WCFAAA is notified promptly.

Thank you for your continued commitment to Florida’s elders. Should you require additional program information, please contact Katie Parkinson, WCFAAA Director of Program Management, katie.parkinson@agingflorida.com.

Attachment:

PUOP #Client013 “Adverse Incident Reporting Procedure”
Adverse Incident Report Log (template)