

PROVIDER ADVISORY #2018-011

SUBMISSION OF INCIDENT REPORTS TO APD REGIONAL OFFICES

ACTION REQUIRED - EFFECTIVE DATE: July 1, 2018

This advisory is intended to notify both APD waiver providers and operators of APD-licensed residential facilities of the forthcoming changes to Rule 65G-2, Florida Administrative Code (F.A.C.) pertaining to Incident Reporting and the updated APD Incident Reporting Form. The rule requires all APD waiver providers and operators of APD-licensed residential facilities to utilize this updated form for the reporting and management of reportable and critical incidents effective July 1, 2018.

As of July 1, 2018, APD waiver providers and operators of APD-licensed residential facilities will refer to Rule 65G-2 F.A.C. and to the APD Incident Reporting Form Directions for guidance on reporting requirements and the management of reportable and critical incidents. The iBudget Handbook Rule is being updated to reflect that providers will report incidents in accordance with Rule 65G-2, F.A.C. Adjustments have been made to the Rule 65G-2 as it pertains to Incident Reporting and the APD Incident Reporting Form and Directions to provide guidance to both APD waiver providers and operators of APD-licensed residential facilities.

APD Regional Offices will be explaining the specific changes to the Rule 65G-2 and the APD Incident Reporting Form and Directions at upcoming Provider meetings in each Region. It is important to plan on attending one of your next Regional provider meetings to ensure that you understand the requirement changes. If you are not sure when your next provider meeting will be held, contact your APD Regional Office.

There will be an implementation period for all APD waiver providers and operators of APD-licensed residential facilities to start utilizing the new APD Incident Reporting Form and Directions. The new APD Incident Reporting Form and Directions will be made available for use on the APD website on May 25, 2018, for all reporters to begin reporting incidents to APD during the implementation period. APD waiver providers and operators of APD-licensed residential facilities are expected to be in full compliance with the new reporting requirements by July 1, 2018. All APD waiver providers and operators of APD-licensed residential facilities that utilize the third-party system Therap should not experience any delays with reporting. Therap has the new form in use as of May 12, 2018.

Questions & Additional Information:

Questions regarding incident reporting categories, timeframes, and any other related concerns should be directed to your APD Regional Office.

In addition, below are links to the administrative rules related to incidents:

65G-2, Licensure of Residential Facilities

<https://www.flrules.org/gateway/ChapterHome.asp?Chapter=65G-2>