

Fresno Regional Workforce Investment Board

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Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWIB OD # 17-02, Revision B

Date Released: July 17, 2013

To: All Fresno Regional Workforce Investment Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: July 17, 2013

Subject: Incident Reporting

Applicable Program: All

Revision History: Initial Release – 9/16/02

This revision B reflects changes made to this process with the release of state directive WSD 12-18 on June 12, 2013.

All FRWIB providers of services (sub-recipient contractors) must comply with the procedures and reporting requirements as outlined in state directive [WSD 12-18](#) (attached).

As there are specific definitions for terms used in these procedures, a [Glossary of Terms](#) is also attached.

All providers of services must establish, document and implement procedures that minimally meet the reporting requirements specified in WSD 12-18.

When reporting an incident, the [Incident Form](#) attached to this directive is to be used. The completed report is to be sent to the FRWIB Quality Systems Manager, in addition to the agencies specified in the state directive within the timeframe indicated (1 day of detection or discovery of a potential incident).

If there are any questions, please contact the FRWIB Quality Systems Manager.