

Fresno Regional Workforce Development Board

A proud member of America's Job Center of CaliforniaSM Network

2125 Kern Street, Suite 208 • Fresno, California 93721 • 559.490.7100 • Fax 559.490.7199 • www.frwdb.net

Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWDB OD # 17-02, Revision C

Date Released: August 13, 2021

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: August 13, 2021

Subject: Incident Reporting

Applicable Program: All

Revision History: Initial Release – 9/16/02; Rev B – 7/17/13

This Revision C updates terminology and new requirements as communicated in State Directive WSD 20-12, released on May 11, 2021.

All FRWDB providers of services (sub-recipient contractors) must comply with the procedures and reporting requirements as outlined in state directive WSD 20-12 (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 20-12.

When reporting an incident, the Incident Report Form attached to this directive is to be used. The completed report is to be sent via email to the FRWDB Quality Systems Manager and to the State Compliance Review Office (CRO) at PACBCROIncidentReports@edd.ca.gov within 1 day of detection or discovery of a potential incident.

FRWDB management staff will then forward the report to the US DOL Inspector General's Office.

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