

## MEMORANDUM

**TO:** AAA Executive Directors **NOTICE#:** **072418-1-I-SWCBS**

**FROM:** Jeffrey S. Bragg, Secretary

**DATE:** **July 24, 2018**

**SUBJECT:** Notice of Instruction: General Revenue and Older Americans Act Contract Incident Reporting Requirements

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The purpose of this Notice is to provide clarification regarding the Incident Reporting requirements associated with the Alzheimer's Disease Initiative (ADI), Community Care for the Elderly (CCE), Home Care for the Elderly (HCE), Local Service Programs (LSP), and Older Americans Act (OAA) service contracts.

Pursuant to the terms of each of these contracts:

- The Contractor shall notify the Department immediately but no later than forty-eight (48) hours from the Contractor's awareness or discovery of conditions that may materially affect the Contractors or Subcontractors ability to perform the services required to be performed under this contract. Such notice shall be made orally to the Department's Contract Manager (by telephone) with an email to immediately follow *including the Contractor's plan for provision of services (...)*.<sup>1</sup>
- The Contractor shall immediately report knowledge or reasonable suspicion of abuse, neglect, or exploitation of a child, aged person, or disabled adult to the Florida Abuse Hotline on the statewide toll-free telephone number (1-800-96-ABUSE). As required by Chapters 39 and 415, F.S., this provision is binding upon the Contractor, Subcontractors, and their employees.

Please be aware that these reporting requirements are associated with any conditions that may materially affect the Contractors or Subcontractors ability to perform the services required to be performed under these contracts.

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<sup>1</sup> Please note this requirement as found in Section IV. Special Provisions of these contracts.

Such conditions include, but are not limited to the following:

- Meal site closure or suspension of services;
- Provider termination; or
- Building or service site issues.

These contractual incident reporting requirements are in addition to the requirements set forth by Chapters 39 and 415, F.S., related to “professionally mandatory reporters” and the required reporting of suspected abuse, neglect, or exploitation of a child, aged person, or disabled adult to the Florida Abuse Hotline.

Failure to comply with the Incident Reporting requirements associated with these contracts by either the Contractor or Subcontractors may result in corrective action and potential financial consequences.

Please forward this information to your ADI, CCE, HCE, LSP, and OAA subcontractors.

Please contact your appropriate contract manager if you have questions. Thank you for your cooperation.

Cc: DOEA Contract Managers