

WSC ADVISORY #2022-016
INCIDENT REPORT ICONNECT NOTE

ACTION REQUIRED

EFFECTIVE DATE: AUGUST 11, 2022

All incidents that meet incident reporting criteria must be reported to the designated mailbox in the Region in which the incident occurred. To report an incident to APD, please send a completed incident report to the appropriate APD Regional office. All incident criteria and reporting requirements are outlined in Chapter 65G-2.010 Florida Administrative Code (F.A.C.).

APD iConnect has an optional note type entitled, "*Incident Report*." This note type may be used to document conversations related to an incident, information regarding the particular incident, etc.

When using this note type, WSCs must take the following steps:

- Removing information regarding other clients from the note.
- Redacting information from other clients if an incident report is attached that involves other clients.