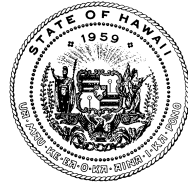


DAVID Y. IGE  
GOVERNOR OF HAWAII



ELIZABETH A. CHAR, M.D.  
DIRECTOR OF HEALTH

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
DEVELOPMENTAL DISABILITIES DIVISION  
P. O. BOX 3378  
HONOLULU, HI 96801-3378  
Telephone: (808) 586-5840  
Fax Number: (808) 586-5844

In reply, please refer to:  
File:

Medicaid I/DD Waiver  
Memo No.: FY2022-11  
Date: June 16, 2022

TO: Medicaid I/DD Waiver Providers

FROM: Mary Brogan, Administrator  
Developmental Disabilities Division

SUBJECT: Revised Adverse Event Report Form 28-3

Effective July 1, 2022, Waiver Providers must submit all adverse event reports through the INSPIRE Provider Portal. Individuals who are responsible for completing and submitting a written report to their provider agency, but do not have access to the portal, can still use the Adverse Event Report (AER) Form 28-3. This form should be used for your internal agency purposes only and should not be submitted to the DDD Case Manager. No hard copy adverse event reports will be accepted from July 1, 2022.

The Department of Health, Developmental Disabilities Division (DDD), has revised AER Form 28-3 to make submission through the Provider Portal more seamless by aligning the form with the fields in the portal. Please share the form with your staff for your internal use. The revised AER form can be used for your internal use starting July 1, 2022.

Please note that the only change to the adverse event reporting requirements is how written reports are submitted. All Waiver Providers must continue to follow the adverse event reporting timelines in Sections 3.3.A.2.a and 3.3.A.2.b of the Waiver Provider Standards, including for verbal reporting. There are no changes to the requirements for verbal reporting or timelines for reporting.

The DDD encourages you to take advantage of the resources available to prepare you for the new AER submission process at <https://health.hawaii.gov/ddd/waiver-providers/provider-portal-modules/>. If you need assistance or have questions about the provider portal, please contact DDD at [DOH.dddproviderhelpdesk@doh.hawaii.gov](mailto:DOH.dddproviderhelpdesk@doh.hawaii.gov).

For general questions regarding this memo, please contact Carol Batangan-Rivera, Outcomes and Compliance Branch, at (808) 453-6157.

Attachment

Medicaid I/DD Waiver Program – Provider Memo  
Memo No. FY2022-11  
June 16, 2022  
Page 2 of 2

c: Jon Fujii, DHS-MQD  
DDD Management Team