

## OCCURRENCE BASED REPORT SUPPORT CO-ORDINATION

Occurrence based reports are submitted when something unusual happens within the service. These reports allow CLBC and the service provider to work together to resolve potential issues. Detailed requirements are laid out in Schedule D of the Terms and Conditions. Occurrence based reports are due no later than 5 days after the event occurs.

*ENTER DETAILS/ NAMES EXACTLY AS SPECIFIED IN THE CONTRACT OR ASSOCIATED FUNDING TEMPLATE.*

### PART 1: Vendor Information

<b>1. VENDOR LEGAL NAME</b>	
<b>2. NAME AND POSITION OF PERSON MAKING REPORT</b>	
<b>3. PHONE NUMBER</b> (INCLUDE AREA CODE)	<b>4. EMAIL ADDRESS</b>
<b>5. CONTRACT NUMBER</b>	<b>6. DATE OF REPORT SUBMISSION</b>

### PART 2: Occurrence Information

<b>7. FULL NAME OF INDIVIDUAL INVOLVED</b>	<b>8. INDIVIDUAL'S DATE OF BIRTH</b> (DD/MMM/YYYY)
<b>9. LOCATION OF SERVICE</b> (IF SPECIFIED IN CONTRACT OR FUNDING TEMPLATE)	<b>10. ACTIVITY NAME</b> (IF SPECIFIED IN CONTRACT OR FUNDING TEMPLATE)
<b>11. VACANCY/ ABSENCE</b>	
<b>12. SERVICE PROVIDER COMMENTS</b> (PLEASE INCLUDE RELEVANT DATES)	
<b>13. SERVICE SPECIFICATION VARIANCE</b> (IF SPECIFIED IN THE CONTRACT) <input type="checkbox"/> Contracted maximum number of Service Hours for Individual/Family have been exceeded	<b>14. ACTUAL # HOURS PROVIDED</b> <div style="border: 1px solid black; width: 100%; height: 20px; margin-top: 5px;"></div>
<b>15. SERVICE PROVIDER COMMENTS ON VARIANCE</b>	

**PLEASE SEND COMPLETED FORM BY MAIL OR FAX TO YOUR LOCAL CLBC OFFICE**