

Information and timeline requirements for SIR reporting to REDWOOD COAST REGIONAL CENTER



Information to be included on each SIR!

- The date, time and location of the special incident
- The name(s) and date(s) of birth of the client involved;
- A description of the incident
- Treatment provided to the client, if any
- Type of medications and dosages for any medication errors/reactions
- The action(s) taken by the vendor, the client or any other agency(ies) or individual(s) in response to the special incident;
- The law enforcement, licensing, protective services and/or other agencies or individuals notified of the special incident or involved in the special incident
- All other information required by Title 17



Timelines for Special Incident Reports:

Vendor timelines per Title 17 §54327:

Special Incidents... shall be submitted to the regional center by telephone or FAX immediately, **but not more than 24 hours** after learning of the occurrence of the special incident.

The vendor or long-term health care facility shall **submit a written report of the special incident to the regional center within 48 hours** after the occurrence of the special incident

Vendors and Long Term Care facilities are accountable for adhering to timelines!

RCRC Timelines:

The regional center shall submit an initial report to the Department of any special incident, as defined in Section 54327(b) **within two working days following receipt of the report** pursuant to Section 54327(b).