**Information and timeline requirements for SIR reporting to**

**REDWOOD COAST REGIONAL CENTER**

**![C:\Users\rcekcgs\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\XXODYXDQ\MC900293188[1].wmf]()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

**![C:\Users\rcekcgs\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\J54UKE5N\MC900432602[1].png]()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).