**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].wmfInformation 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:**

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| 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. |
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| 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).