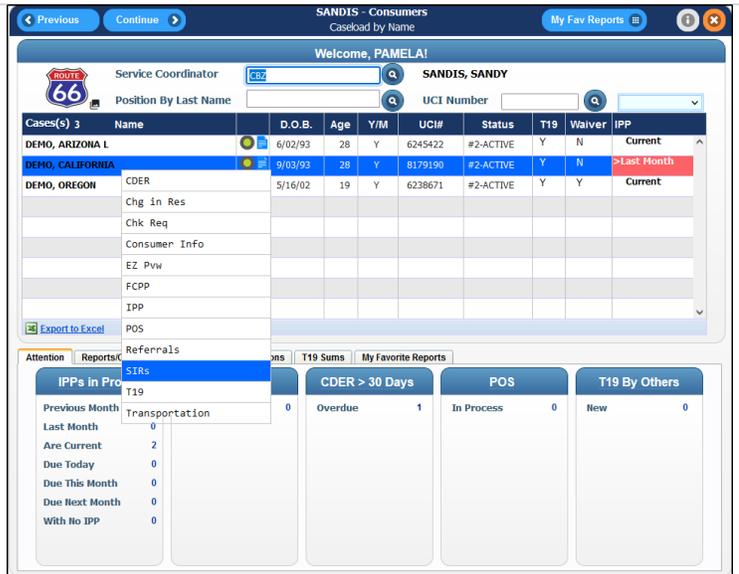


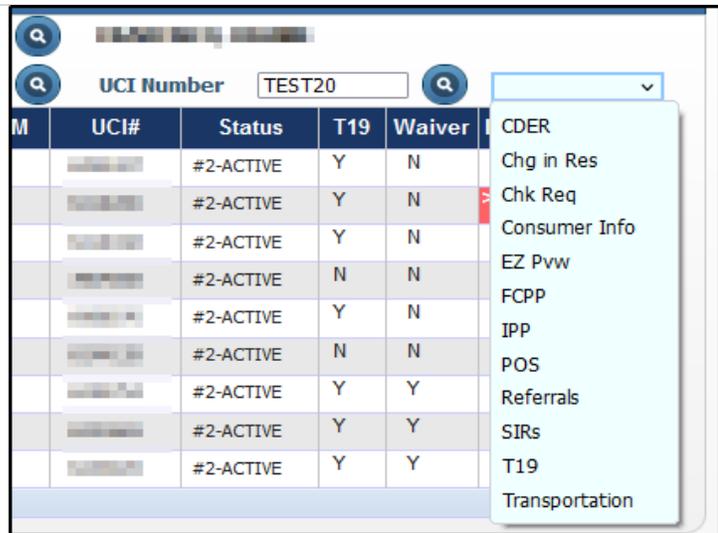
Special Incident Report (SIR)

The **Special Incident Report (SIR)** will allow the regional center staff or vendor staff to prepare a document detailing a special incident involving a person being served by the Regional Center. Vendors may create and submit an SIR using the Service Provider Portal.

The SIR can be accessed by right-clicking a client from the Welcome Screen and then selecting



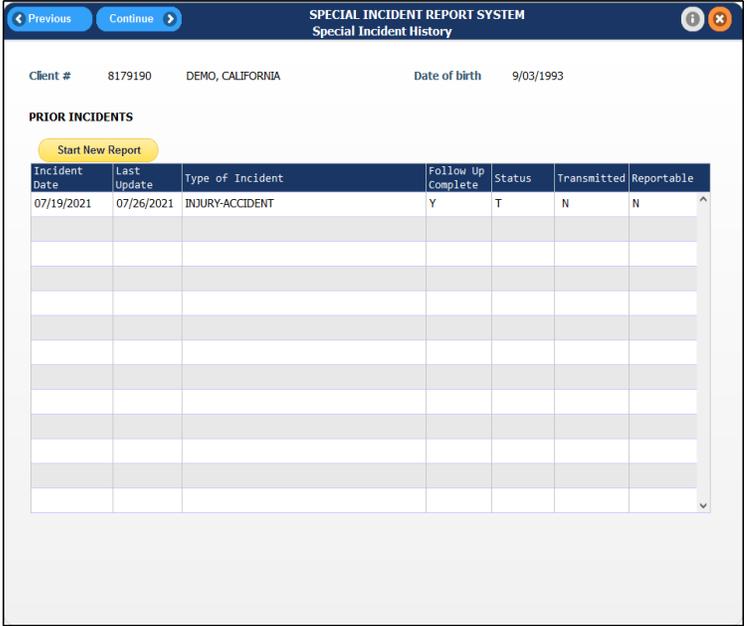
The On-Call Search section will also allow the user to access the **SIR** by entering the **UCI Number** and then selecting **SIRs** from the drop-down list.



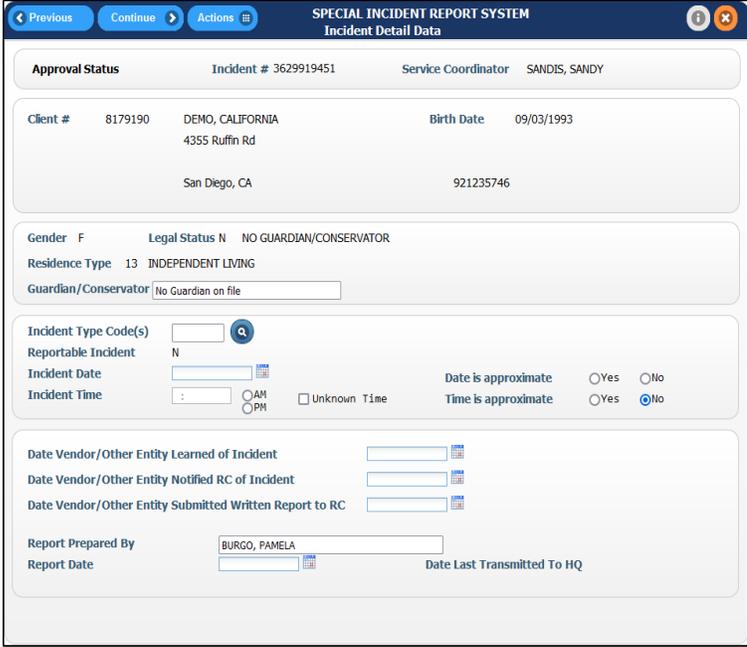
The SIR can also be accessed from the Navigation tab, under *Special Incident – Lvl 1 > Update SIRs*.



The **Special Incident History** screen will display any prior incidents documented in SANDIS. To start a new SIR, click 

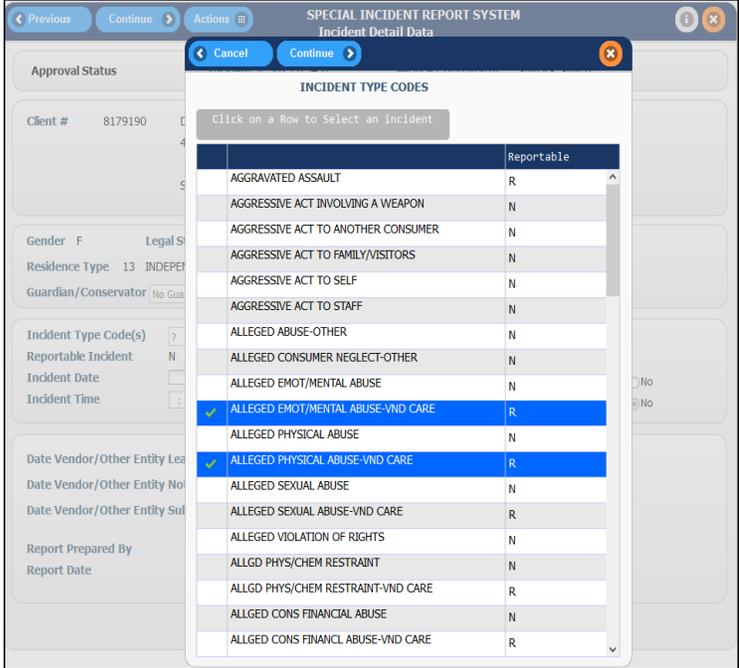


To select an , click .



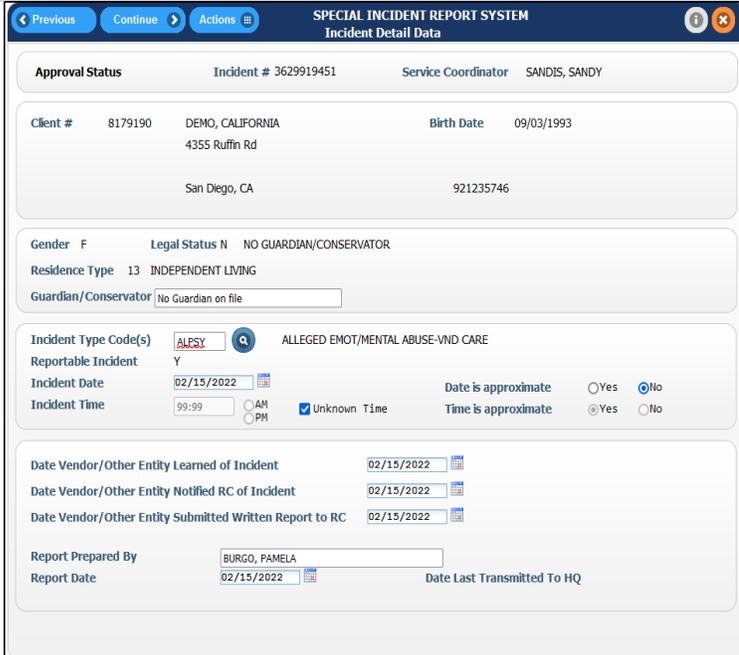
The pop-up window will display the incident type codes. The first column shows the description of the incident and the second column displays if the incident is reportable (R) to DDS or non-reportable (N).

Select one or multiple incident types, and then click .



	Reportable
AGGRAVATED ASSAULT	R
AGGRESSIVE ACT INVOLVING A WEAPON	N
AGGRESSIVE ACT TO ANOTHER CONSUMER	N
AGGRESSIVE ACT TO FAMILY/VISITORS	N
AGGRESSIVE ACT TO SELF	N
AGGRESSIVE ACT TO STAFF	N
ALLEGED ABUSE-OTHER	N
ALLEGED CONSUMER NEGLECT-OTHER	N
ALLEGED EMOT/MENTAL ABUSE	N
<input checked="" type="checkbox"/> ALLEGED EMOT/MENTAL ABUSE-VND CARE	R
ALLEGED PHYSICAL ABUSE	N
<input checked="" type="checkbox"/> ALLEGED PHYSICAL ABUSE-VND CARE	R
ALLEGED SEXUAL ABUSE	N
ALLEGED SEXUAL ABUSE-VND CARE	R
ALLEGED VIOLATION OF RIGHTS	N
ALLGD PHYS/CHEM RESTRAINT	N
ALLGD PHYS/CHEM RESTRAINT-VND CARE	R
ALLEGED CONS FINANCIAL ABUSE	N
ALLEGED CONS FINANCL ABUSE-VND CARE	R

Fill in the **Incident Date, Incident Time, Vendor Dates, and Report Date**. Then click .



Approval Status Incident # 3629919451 Service Coordinator SANDIS, SANDY

Client # 8179190 DEMO, CALIFORNIA Birth Date 09/03/1993
4355 Ruffin Rd
San Diego, CA 921235746

Gender F **Legal Status** N NO GUARDIAN/CONSERVATOR
Residence Type 13 INDEPENDENT LIVING
Guardian/Conservator No Guardian on file

Incident Type Code(s) ALPSY ALLEGED EMOT/MENTAL ABUSE-VND CARE
Reportable Incident Y
Incident Date 02/15/2022 **Date is approximate** Yes No
Incident Time 99:99 AM PM Unknown Time **Time is approximate** Yes No

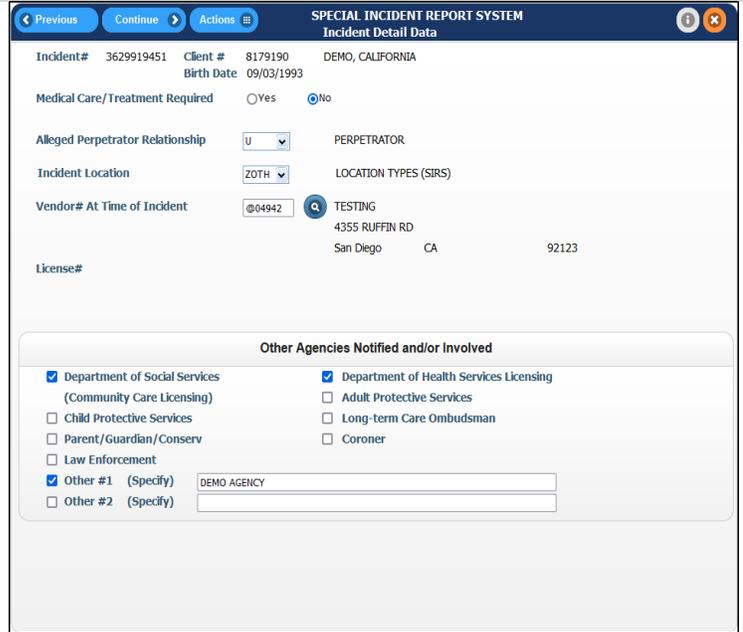
Date Vendor/Other Entity Learned of Incident 02/15/2022
Date Vendor/Other Entity Notified RC of Incident 02/15/2022
Date Vendor/Other Entity Submitted Written Report to RC 02/15/2022

Report Prepared By BURGO, PAMELA
Report Date 02/15/2022 **Date Last Transmitted To HQ**

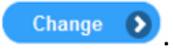
Continue to fill in the empty fields on the next **Incident Detail Data Screen**.

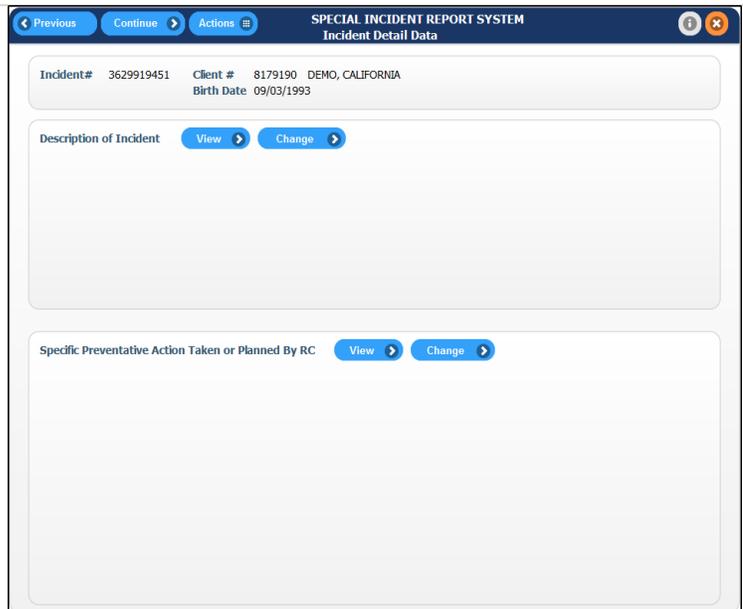
Select whether or not **Medical Care/Treatment** was required, the **Alleged Perpetrator Relationship**, the **Incident Location** and the **Vendor# at Time of Incident**.

Additionally, check any **Other Agencies Notified and/or Involved** at the bottom of the screen. Then click



Click  to view any existing entries for **Description of Incident** or **Specific Preventative Action Taken or Planned by RC**.

To make an edit or a change, click on .



Edit the text box with a description of the incident.

The font size can also be modified:



Select  to check for misspelled words.

Select  when finished.

The screenshot shows the 'Incident Detail Data' screen. At the top, there are navigation buttons for 'Previous' and 'Save'. The header includes 'SPECIAL INCIDENT REPORT SYSTEM' and 'Incident Detail Data'. Below the header, there is a form with the following fields: 'Incident#' (3629919451), 'Client #' (8179190), 'DEMO, CALIFORNIA', and 'Birth Date' (09/03/1993). The main section is titled 'Description of Incident' and contains a text area with the text 'California claims that John Doe emotionally abused...'. At the bottom, there are font size selection buttons ('Small Font', 'Medium F...', 'Large Font') and a 'Spell Check' button.

Fill in the **Outcomes Information Screen** by selecting **Regional Center Actions** and **Vendor Actions**. Click .

The screenshot shows the 'Outcomes Information' screen. At the top, there are navigation buttons for 'Previous' and 'Continue'. The header includes 'SPECIAL INCIDENT REPORT SYSTEM' and 'Outcomes Information'. Below the header, there is a form with the following fields: 'Incident#' (3629919451), 'Client#' (8179190), 'DEMO, CALIFORNIA', and 'Birth Date' (09/03/1993). The main section is titled 'Outcomes/actions taken in response to incident'. It contains two sections: 'Regional Center Actions (Check all that apply)' and 'Vendor Actions (Check all that apply)'. The 'Regional Center Actions' section has a list of checkboxes: 'Plan of Corrective Action Implemented' (checked), 'Sanctions Imposed', 'Consumer/Auth Rep Refused Relocation', 'Increased Case Management', 'Additional New Services/Support Refused', 'Training and/or Technical Assistance Provided', 'Consumer Relocated', 'Increased Clinical Services', and 'Additional New Services & Supports'. There is also an 'Other (Specify)' field with the text 'DEMO OUTCOME'. The 'Vendor Actions' section has a list of checkboxes: 'Staff on Admin Leave or Terminated' (checked), 'Policies Revised', 'Other (Specify)', and 'Staff Training'.

Continue to fill in the **Outcomes Information Screen** by selecting **Licensing Actions, CPS/APS/Long Term Care Ombudsman Actions** and/or **Law Enforcement Actions**.

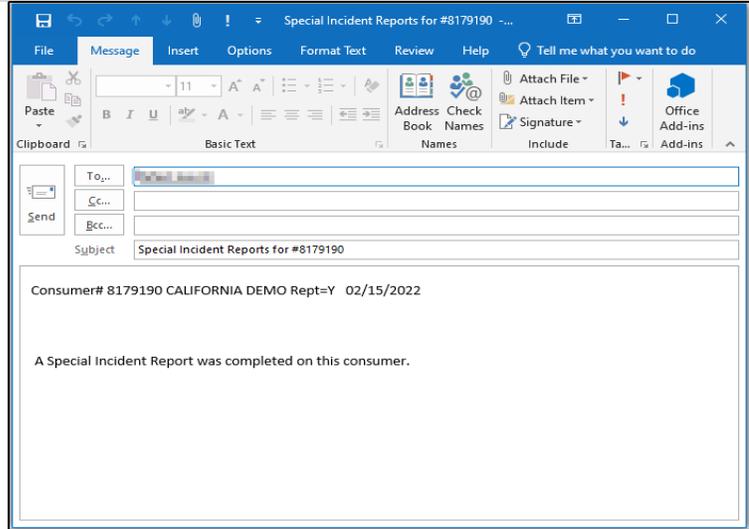
Click .

The last SIR screen will display the **Follow-Up Date** information, **Coroner's Findings**, and **Comments** section. Enter the information as needed. Click  to go back to the **SIR History Screen**.

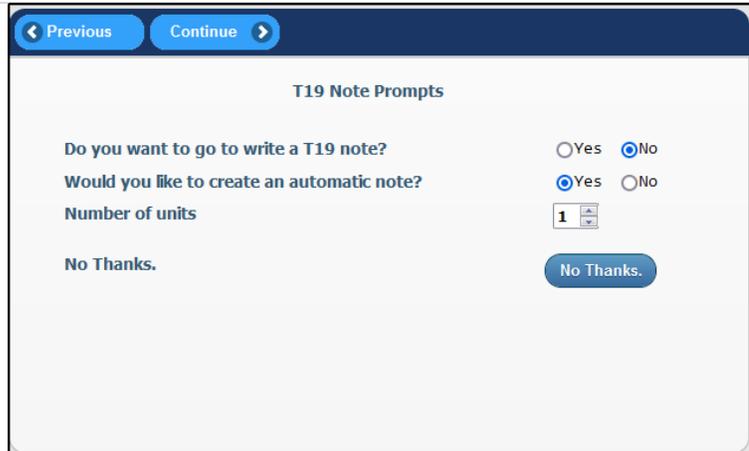
The SIR will display a **BLANK** status indicating it's a **NEW** incident. To submit the SIR, right-click the report and click .

Incident Date	Last Update	Type of Incident	Follow Up Complete	Status	Transmitted	Reportable
02/15/2022	02/15/2022	ALLEGED EMOT/MENTAL ABUSE-VND CARE			N	Y
07/19/2021	07/26/2021	Change	Y	T	N	N

An email pop-up will display allowing the user to notify their supervisor to review and then approve the SIR.



The **T19 Note Prompt** will allow the user to create an automatic note if desired. If not, click



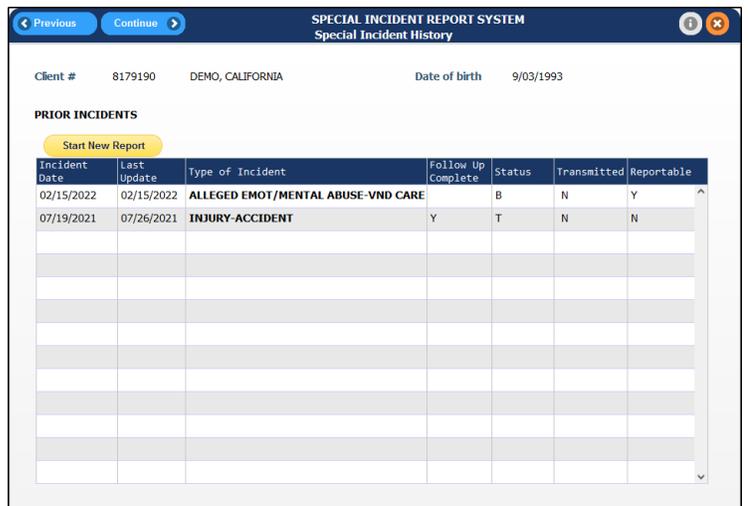
After submitting the SIR, the status of the report will display a letter **B**. Here are the different letters that might display under the status column:

V = Vendor SIR

BLANK = New SIR at Level 1

B = Marked approved at Level 1

C = Marked approved at Level 2



D = Marked approved at Level 3

E = Marked approved at Level 4

T = Marked approved at Level 5
(ready to transmit to DDS)

Regional Center can choose the number of levels depending on their current processes.

Right-clicking the report will display multiple options such as

Change, Open, Print and View.

Change can only be done on an SIR which has not been submitted for approval (**BLANK** status).

Delete is used if the SIR has not been Approved and Transmitted.

Retract is used once an SIR has been submitted to 1st level or approved by the 1st level.

Reject is only done by the 1st level or higher for an SIR that was submitted but needs to be returned for changes.

Change
Print
Reject
ReOpen
Retract
Submit/Approved
View
Delete