

**DEPARTMENT OF DEVELOPMENTAL SERVICES**

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TDD 654-2054 (For the Hearing Impaired)  
(916) 654-1958



September 23, 2003

TO: LONG-TERM HEALTH CARE FACILITY PROVIDERS SERVING REGIONAL  
CENTER CONSUMERS

RE: SPECIAL INCIDENT REPORTING REQUIREMENTS

The purpose of this letter is to clarify who is required to report special incident reports (SIR) to the regional center and to provide general information regarding SIR reporting. In 2001, the law was changed to provide more specific SIR definitions and to require reporting by long-term health care facilities serving regional center consumers. The regulations define long-term health care facilities as Adult Day Health Care Program, a Congregate Living Health Facility, a Skilled Nursing Facility (SNF), an Intermediate Care Facility (ICF), an Intermediate Care Facility/Developmentally Disabled (ICF/DD), an Intermediate Care Facility/Developmentally Disabled-Habilitative (ICF/DD-H), or an Intermediate Care Facility/Developmentally Disabled-Nursing (ICF/DD-N).

Two types of SIRs (consumer death and victim of a crime) are reportable, regardless of when or where they occurred; all other Title 17 reportable incident types must be reported if the incident occurred during the time the consumer was receiving services and supports from any regional center vendor or long-term health care facility. The SIR must be sent to the vendoring regional center and the regional center responsible for case management of the involved consumer (if they are not the same regional center).

In additional, when a long-term health care facility reports an unusual occurrence to the Department of Health Services' Licensing and Certification Division the long-term health care facility shall also report the unusual occurrence to the regional center.

Enclosed is a reference list of SIR types and the information to be included in the report. Please feel free to post the listing, use it for training purposes, or use it in any other way you find useful.

The SIR information is used by regional centers and the State of California (State) to better understand the causes of special incidents and for implementing strategies to decrease risks to consumers. Both the regional centers' and the State's risk management efforts rely on consistent reporting of SIRs. Also, enclosed for your reference is a copy of the SIR reporting regulations (Enclosure A).

**"Building Partnerships, Supporting Choices"**

Long-Term Health Care Facility Providers Serving Regional Center Consumers  
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Thank you for your cooperation. If you have any questions regarding these materials, please contact your local regional center.

Sincerely,

***ORIGINAL SIGNED BY***

DALE A. SORBELLO  
Deputy Director  
Community Operations Division

Enclosures

cc: Regional Center Directors  
ARCA  
Department of Health Services