

**DEPARTMENT OF DEVELOPMENTAL SERVICES**

1600 NINTH STREET, Room 240, MS 2-13  
SACRAMENTO, CA 95814  
TTY (916) 654-2054 (For the Hearing Impaired)  
(916) 654-1897



March 25, 2020

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: DEPARTMENT DIRECTIVE 01-032520: REPORTING INCIDENTS  
RELATED TO COVID-19 IN SANDIS

Welfare and Institutions (W&I) Code section 4639.6 authorizes the Director of the Department of Developmental Services (Department) to issue directives to regional centers as the Director deems necessary to protect consumer rights, health, safety, or welfare, or in accordance with W&I Code section 4434. Regional centers must comply with any directive issued by the Director pursuant to this section.

Pursuant to W&I Code section 4639.6, to identify high risk events and incident trends related to the COVID-19 pandemic and to swiftly implement risk mitigation activities, the Director of the Department is directing regional centers and all providers to complete a special incident report (SIR) for any of the following events, even if the incident does not otherwise meet California Code of Regulations, Title 17 reporting criteria:

- An individual has had direct contact with any person who has tested positive for COVID-19, including provider staff, family, and other individuals;
- An individual is exhibiting COVID-19 symptoms and has visited a hospital for any related symptoms or has been tested for COVID-19;
- An individual was recommended to be tested for COVID-19;
- An individual tested positive for COVID-19; or
- An individual is exhibiting COVID-19 symptoms and was instructed to quarantine.

A new "non-reportable" incident type "COVID 19 VIRUS" has been added to SANDIS. Regional centers should select this incident type when entering any SIR related to COVID-19. When an incident is reportable pursuant to Title 17 and also related to COVID-19, regional centers should select "COVID 19 VIRUS" and any applicable incident type(s). The incident description shall specify the type of event, as provided above, and include any additional relevant information.

The system has been programmed to transmit to the Department any SIR in which "COVID 19 VIRUS" is selected, as part of the daily transmission of reportable incidents.

**"Building Partnerships, Supporting Choices"**

Regional Center Executive Directors  
March 25, 2020  
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Please share this Directive with all providers and your staff. If you have any questions regarding this Directive, please contact Leslie Morrison at (916) 214-3706 or [leslie.morrison@dds.ca.gov](mailto:leslie.morrison@dds.ca.gov).

Sincerely,

*Original Signed by:*

NANCY BARGMANN  
Director

cc: Regional Center Board Presidents  
Regional Center Administrators  
Regional Center Directors of Consumer Services  
Regional Center Community Services Directors  
Association of Regional Center Agencies