



Instructions for Completing San Andreas Regional Center Special Incident Report Form (SIR)

Go to www.sanandreasregional.org and click on "Service Providers" tab. Scroll down to "Special Incident Reporting," click on it, and then click on "Link to Special Incident Report Form." Click on the "Open" selection to bring up the actual form.

The SIR form is in Microsoft Word format. Type the required information into each of the fields. Do not type the report in all "Upper Case", Capitol letters.

For those fields that have check boxes () , double-click when you want to add an X. A message saying "Check Box Form Field Options" comes up. Click on the button for "checked" in the section called "Default Value."

Select as many Incident Types as needed to fully describe the incident that occurred. Do not add your own Incident Type to the SIR form; choose the best type(s) from those listed on the SARC SIR.

Name and save the completed form in your facility's computer system.

Compose an email to the SIR email address for that individual's Service Coordinator's office. See list of addresses. Attach the SIR to the email.

If you are unable to email the SIR, print it out and send it to the correct fax number for the Service Coordinator's office. ***Please only fax if absolutely necessary!***

Submit the SIR by email within 24 hours of the incident. Do not send it directly to the Service Coordinator. Do not drop off Special Incident Reports at the lobby.

For any questions, call SIR Desk at 408-341-3440

Please send the completed SIR via email to the San Andreas office where the individual's Service Coordinator is based. Fax ONLY if you are unable to email.

San Jose office: sirsanjose@sarc.org Fax: 408-620-7905

Salinas office: sirsalinas@sarc.org Fax: 831-424-3007

Watsonville office: sirwatsonville@sarc.org Fax: 831-728-5514

Thank you!