



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

Go to [www.sanandreasregional.org](http://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.

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."

Choose as many types of Incidents as are appropriate to the situation.

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.

Submit the SIR by email within 24 hours of the incident. *Please only fax if absolutely necessary!*

Do not send it directly to the Service Coordinator.

Do not drop it off 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](mailto:sirsanjose@sarc.org)            Fax: 408-281-6960

Salinas office:            [sirsalinas@sarc.org](mailto:sirsalinas@sarc.org)            Fax: 831-424-3007

Watsonville office:        [sirwatsonville@sarc.org](mailto:sirwatsonville@sarc.org)        Fax: 831-728-5514

*Thank you!*