

Hello Service Providers,

First, a big thank you to all of you who completed an online ABX2-1 Survey answering questions about the funding you received as a result of the ABX2-1 legislation!

As you know, SARC no longer has its office in downtown Campbell. We have also closed our Gilroy office. Both the Campbell and Gilroy staff have moved to our new office at:

6203 San Ignacio Ave., Suite 200
San Jose, CA 95119

Please see the message below from Katie Magleby regarding our new SIR email address which will need to be used starting October 9th. Also please see the attached Instructions for Completing SIR's dated 9.28.17. **Please** make sure that your staff are aware of this new email address.

Thanks for all that you do daily to provide services to those we serve!

Jeff

Jeffery Darling
Manager, Resource Department
San Andreas Regional Center
6203 San Ignacio Avenue, Suite 200
San Jose, CA 95119
408-341-3540



Hello Service Providers:

Changes In Special Incident Reporting
BEGINNING OCTOBER 9, 2017

Please be advised of the changes to the designated Special Incident Report (SIR) email address and FAX numbers for our former Campbell and Gilroy offices. The two offices are now located at 6203 San Ignacio Ave, Suite 200, San Jose, CA 95119.

As of October 9, 2017, the new email address and Fax number for Campbell and Gilroy SIRs will be:

Email address: sirsanjose@sarc.org

FAX number: 408- 620-7905

The Email addresses and FAX numbers for San Andreas' Salinas and Watsonville offices remain the same.

Additional information in regard to Special Incident Reports can be located at our website at www.sarc.org Please be sure to download the newly revised "Instruction Sheet" for SIRs.

Thank you,

Katie Magleby
Risk Assessment Standards Compliance Coordinator
San Andreas Regional Center



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!