

Risk Management & Mitigation
SIR Process Simplified-5Ws and 1 H
Special Incident Reporting 2018

Special Incident Reporting		
	Action	Documents
Who	Vendors and Long-term Health Care Facilities	
Why	To help ensure the safety of clients served by ACRC and need to comply with Title 17	Title 17 Regulations Sections 54327 (confirm the sections)
When	<p>Special Incident Reporting</p> <ul style="list-style-type: none"> • Vendors and Long-term Health Care Facilities shall report Special Incidents which occurred to an ACRC Client to the regional center as follows: <ul style="list-style-type: none"> ○ Notify the Assigned Service Coordinator immediately, but no later than 24 hours of the vendor, Long-term Health Care Facility learning of the incident. • Submit the Written Report (SIR) to the ACRC SIR Desk within 24 hours of the Vendor, Long-term Health Care Facility learning of the incident. • If the vendor, Long-term Health Care facility is a licensed facility then a report should also be filed with licensing agency. • If there is a suspicion of abuse or neglect then a mandated report is required to be filed with the appropriate protective agency (CPS, APS, Long-term Care Ombudsman, and or the Local Law Enforcement Agency) in addition to submitting an SIR to ACRC’s SIR Desk. 	<ul style="list-style-type: none"> • ACRC Special Incident Report, Form 552X • ACRC Death Report, Form 552D • Mandated Reporting Requirements Flow Chart
Where	All documents used are found used are found on the ACRC Website: www.altaregional.org	<ul style="list-style-type: none"> • Directions to Access Forms on Website

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What	<p>Title 17 section 54327(b) All vendors and long-term health care facilities shall report to the regional center the following: (1) The following special incidents if they occurred during the time the consumer was receiving services and supports from any vendor or long-term care facility:</p> <ol style="list-style-type: none"> 1. Injuries Beyond First Aid <ol style="list-style-type: none"> a) Burns requiring medical treatment b) Medication Reactions c) Bites Break Skin d) Internal Bleeding e) Puncture Wounds 2. Serious Injury/ Accident <ol style="list-style-type: none"> a) Fractures b) Injury Accident –Dislocation c) Lacerations requiring sutures/staples d) Medication Error 3. Unauthorized absence <ol style="list-style-type: none"> a) Missing Person- law notified 4. Hospitalizations <ol style="list-style-type: none"> a) Involuntary Psych Admission b) Nutrition Deficiency c) Cardiac Care d) Diabetes e) Internal Infection f) Seizures g) Respiratory Illness h) Wound/Skin Care 5. Other Incidents <ol style="list-style-type: none"> a) Hospitalization-Other b) Choking Incidents c) Transportation Incidents d) Disease Outbreaks e) Physical Restraints <p>Title 17 Section 54327 (b) All vendors and long-term health care facilities shall</p>	<ul style="list-style-type: none"> • ACRC SIR Requirements Form-SIR • Under Vendored Care-SIR: this document describes what is meant by under vendored care.
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	<p>report to the regional center: (2) The following special incidents regardless of when or where they occurred:</p> <ol style="list-style-type: none">1. Death2. Victim of a Crime- (Law Enforcement required):<ol style="list-style-type: none">a) Aggravated Assaultb) Burglaryc) Personal Robberyd) Larcenye) Rape/Attempted Rape3. Suspected Abuse/Exploitation<ol style="list-style-type: none">a) Physicalb) Sexualc) Fiduciaryd) Emotional / Mentale) Physical and /or Chemical Restraint4. Suspected Neglect - Failure to:<ol style="list-style-type: none">a) Provide medical care for physical and mental health needsb) Prevent malnutrition or dehydrationc) Protect from health and safety hazardsd) Assist in personal hygienee) Provide food, clothing , shelterf) Provide care- Elder/Adult5. Other Incidents:<ol style="list-style-type: none">a) Suicide Threat/Attemptb) Fire Settingc) Other Sexual Incident-Client is the aggressord) Media Attentione) HIPAA Violations	
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How	<p>General SIR The Vendor or Long-term Health Care Facility completes the ACRC 552X-SIR form for incidents that meet the requirement and submits to ACRC's SIR Desk by email: sdesk@altaregional.org or fax (916) 978-6619.</p>	<p>General SIR</p> <ul style="list-style-type: none"> • ACRC 552X ACRC Special Incident Report-SIR: This is the form used to complete a Special Incident Report and submit by email to SIR Desk in Outlook • Instructions for completing 552X Form by SC- Step-by-step instructions on how to complete the SIR form. • Flowchart- Steps to Reporting a Special Incident (SIR) to the Regional Center • Post Restraint Report (PRR) <p>Death SIR</p> <ul style="list-style-type: none"> • 552D ACRC Death Report
	<p>Death of Client SIR</p> <p>When a client dies either the vendor or the SC completes the 552D ACRC Death Report.</p>	
SIR Follow-Up Documentation		
	Action	Documents
Who	Vendors and Long-term Health Care Facilities.	Title 17 Regulations Sections 54327
What	Information gathering to explain how the incident was resolved and how to prevent a repeat of the incident.	
When	After an incident occurred involving an ACRC Client.	
Where	Providing updates to ACRC Service Coordinator via e-mail or telephone call.	
Why	To protect the health and safety of the clients.	
How	The vendors and Long-term Care Facilities should discuss the Special Incident with the ACRC Service Coordinator to discuss how the incident was resolved and what the plan is to prevent future incidents.	<ul style="list-style-type: none"> • DDS Special Incident Follow-up Questions