



TRI-COUNTIES REGIONAL CENTER

Enhancing the Quality of Life for Persons with Developmental Disabilities

520 East Montecito Street, Santa Barbara, CA 93401
(805)962-7881 FAX (805)560-3944 (800)322-6994

Special Incident Reports (SIR)

To: ALL SERVICE PROVIDERS OF TRI-COUNTIES REGIONAL CENTER

Tri-Counties Regional Center (TCRC) is pleased to announce that effective February 1, 2007, a streamlined procedure for special incident reporting (SIR) was implemented. The purpose of this change is to more effectively carry out the mandates of Title 17, California Code of Regulations, Sec 54327, that are meant to protect the safety and rights of people with developmental disabilities.

All incident reports are to be submitted to two central locations at TCRC by phone and fax. Stephanie Fitzgibbon is the SIR Specialist for Santa Barbara and San Luis Obispo Counties. Claire Nelson is the SIR Specialist for Ventura County. They will be receiving and transmitting all SIRs.

- Stephanie's telephone number for verbal SIR reporting is (805) 539-2515; Stephanie's fax number for written SIR reporting is (805) 456-2197.
- Claire's telephone number for verbal SIR reporting is (805) 351-3135; Claire's fax number for written SIR reporting is (805) 456-0870.
- Please note that as of February 1, 2007, any SIRs submitted to TCRC area offices will be re-directed to the SIR Specialists.

A new Special Incident Report (SIR) form has been approved by the Department of Developmental Services for use by TCRC and our vendors. Please use this form when submitting SIRs. Beginning April 2, 2007, a sample of the revised SIR can be reviewed and downloaded from Tri-Counties Regional Center website, www.tri-counties.org.

This new system will actually be more convenient for you since there will be a single- point-of-contact for your area. Stephanie and Claire will ensure that all relevant parties, including the person's Service Coordinator and Consumer Services Manager, receive a copy of the SIR.

This improved tracking system for special incidents, along with the diligence of our service partners in appropriately reporting and documenting such episodes when they occur, will assist in meeting Title 17 mandates. If you have questions after reviewing the new SIR procedures, please contact Stephanie Fitzgibbon or Claire Nelson.

Sincerely,

A handwritten signature in black ink, appearing to read "Omar Noorzad".

Omar Noorzad, PhD
Executive Director