

For clients who have various seizures in the day typically of short duration, what is the expectation in terms of SIR submission?

- Report all seizures. If several occurred within one day, please note them all in the same SIR.

Do small cuts that require only a band aid constitute a need for an SIR?

- It is not reportable to SDRC. It is reportable to DDS when injuries require treatment beyond first aid. For example, if the cut required stitches, sutures, staples, surgical glue, Dermabond, surgery, physical therapy or any other treatment that requires follow-up with a physician.

What is the verbiage you prefer when writing the SIR?

- It varies based on the incident. Include: dates, location, staff involved, reporting notification dates to other agencies (APS, Law Enforcement, Ombudsman etc), prevention plan (if applicable).
- "Per vendor report,..."

When a participant falls at program, but is not injured, should we submit an SIR?

- Absolutely. If reoccurring, meet with a planning team to assess client's needs and a prevention plan for future falls.

What is the official process to submit an SIR? Fax and email? If the portal, we were not able to access so what is preferred?

- You can fax, but we suggest vendors use the Portal. If you'd like to email, email the SIR to SC and SIRS@SDRC.ORG.

Should we only use initials when referring to a client in the SIR?

- We prefer you use the client's first name when referring to them.

How much information do you want on the narrative?

- Narrative length can vary but our team appreciates concise and factual SIRs. At minimum two sentences.

What is the overall purpose of submitting SIRs?

- Maintain health and safety of our clients as well as mitigate future risk.

When do we also contact the local Ombudsman and/or PERT team?

- Ombudsman should be contacted when incident relates to residential settings.
- PERT team should be contacted for psychiatric emergencies.