

Timely Reporting

FROM	TO	REPORTING TIME	PURPOSE
VENDOR / FACILITY	SC	24 HOURS PHONE/ 48 HOURS WRITTEN	INITIAL REPORT
GUARDIAN	SC	ASAP – VARIES	SC: TRY TO CHECK IN WHEN POSSIBLE TO OBTAIN
SC	CCL/HCL	24 HOURS	MANDATED REPORTER /VENDOR LICENSING
SC	SIRC	2 WORK DAYS	CASE MANAGEMENT /RISK MANAGEMENT
SIRC	DDS	↑	RISK MANAGEMENT /RISK MITIGATION



***SIRS REPORTED TO SDRC AFTER 24 HOURS OF INCIDENT OCCURANCE ARE DEEMED LATE BY DDS**

*** SIRS SUBMITTED VIA ONLINE VENDOR PORTAL SHOULD BE ENTERED WITHIN 24 HOURS OF INCIDENT. WE RECOMMEND VENDORS SAVE/PRINT A COPY OF THE SIR BEFORE SUBMITTING TO SDRC. ONCE SUBMITTED, THE SIR WILL DISAPPEAR FROM YOUR QUEUE.**