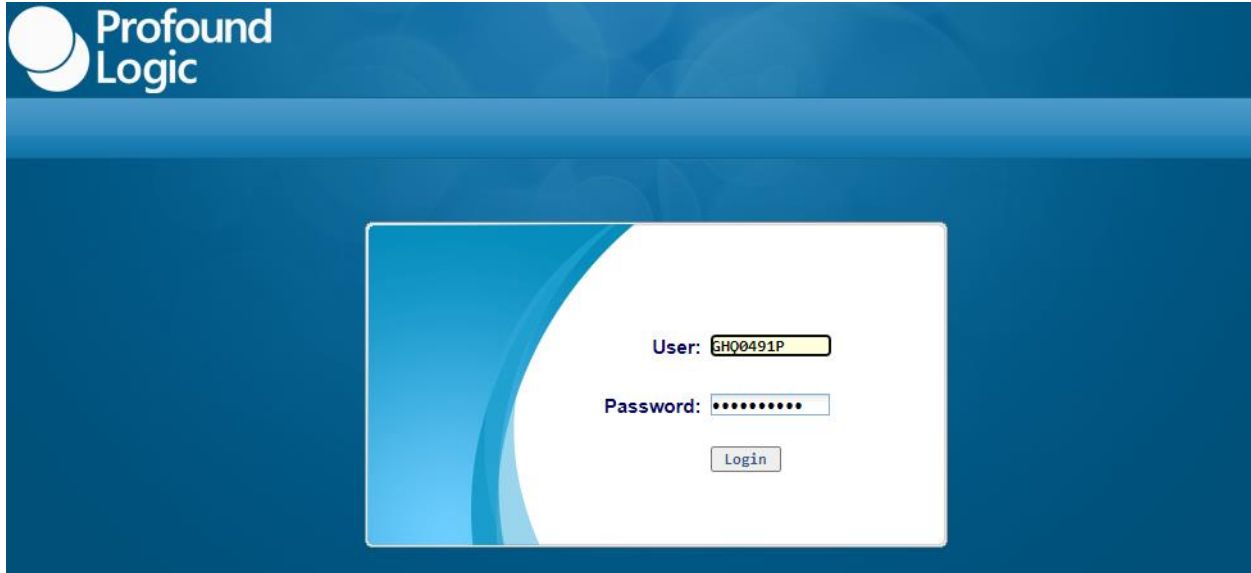


Submitting SIRs Using SPP

Login to the **Service Provider Portal**:



Profound Logic

User: GHQ0491P

Password: ●●●●●●●●●●

Login

To check for SIRs that are needing to get submitted, click on **SIR Reports**:



Profound Logic

SANDIS

User: GHQ0491P
Log Off

Service Provider Portal

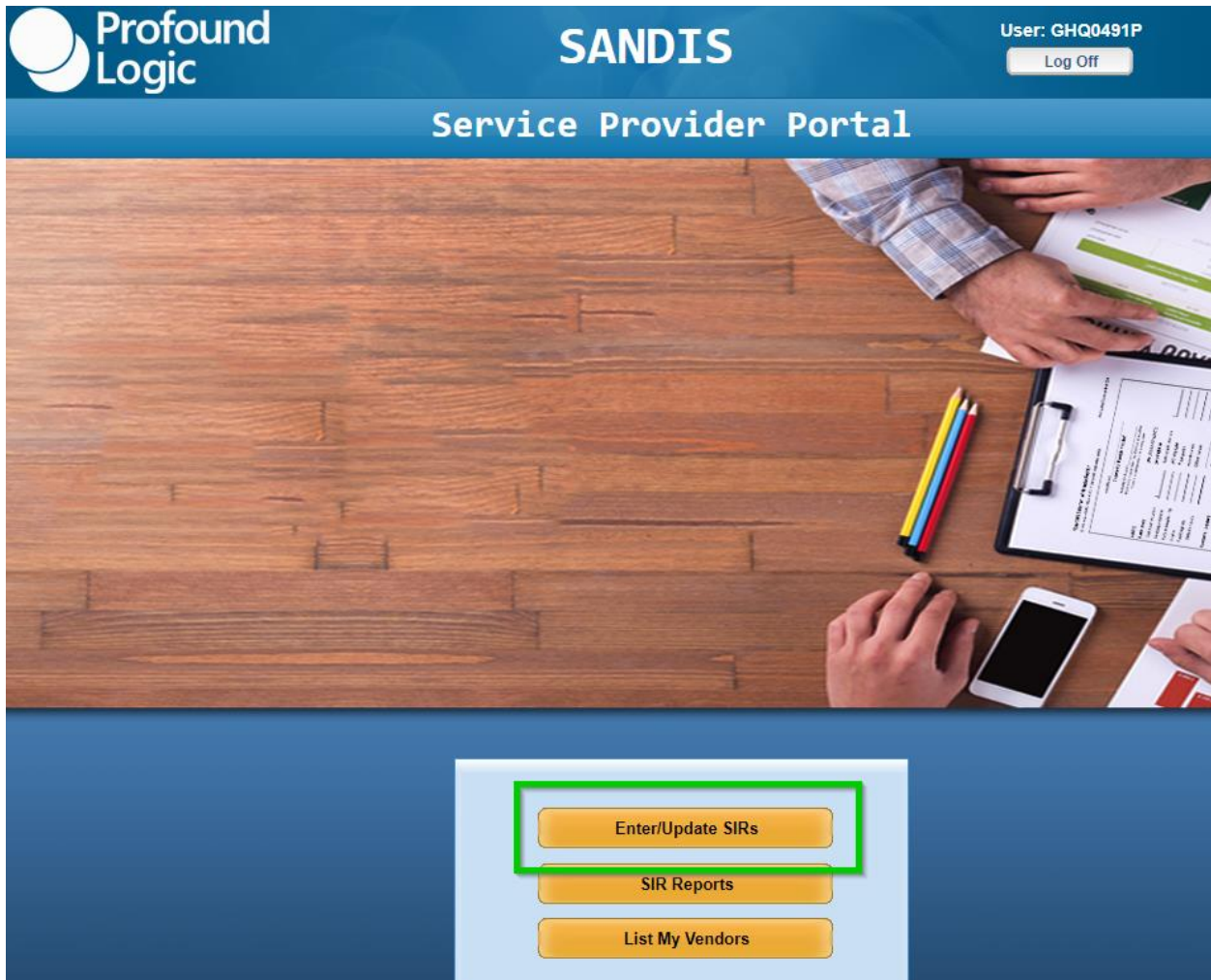
Enter/Update SIRs

SIR Reports

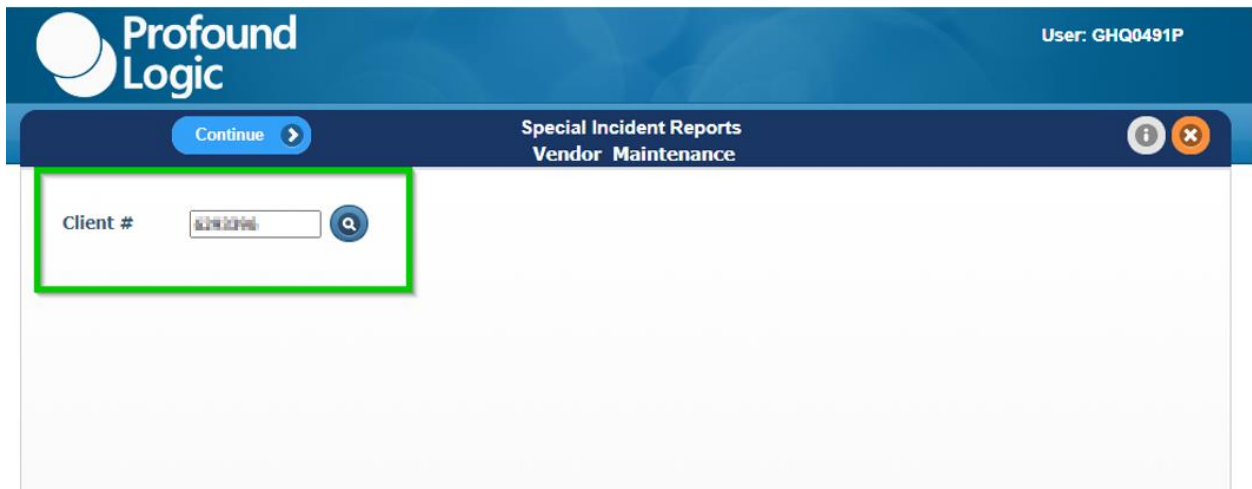
List My Vendors

TO SUBMIT THE REPORT

Select **Enter/Update SIRS** from the home screen:



Enter the client's **UCI#**, then **Continue**:



From the **Special Incident History** screen, highlight the report and then right-click to **Submit**:

The screenshot shows the 'SPECIAL INCIDENT REPORT SYSTEM' interface. At the top, there is a header with the 'Profound Logic' logo and the user ID 'User: GHQ0491P'. Below the header, there are navigation buttons for 'Previous' and 'Continue'. The main content area displays client information: 'Client #', 'Date of birth 9/29/1997', and a section for 'PRIOR INCIDENTS'. A 'Start New Report' button is visible. A table lists incidents with columns for 'Incident Date', 'Last update', 'Type of Incident', 'Status', 'Transmitted', and 'Report'. The first row is highlighted in blue, and a context menu is open over it, showing options: 'Change', 'Print', 'Submit', 'View', and 'Delete'. The 'Submit' option is highlighted with a green box.

| Incident Date | Last update | Type of Incident | Status | Transmitted | Report |
|---------------|-------------|-----------------------------------|--------|-------------|--------|
| 09/30/2020 | 09/30/2020 | ALLEGED CONSUMER NEGLIGENCE-OTHER | V | N | N |

A pop-up will display asking if you want to generate a PDF email of the SIR, select **YES**:

The screenshot shows the same 'SPECIAL INCIDENT REPORT SYSTEM' interface. A confirmation dialog box is displayed in the foreground, asking 'Do you want a PDF of the SIR?'. The dialog box has two buttons: 'No' and 'Yes'. The 'Yes' button is highlighted with a green box. The background shows the same table of incidents as in the previous screenshot.

Click on **Continue**:

Profound Logic

Display Spooled File

File : SIRINCRPT

Control :

Find :

*.....1.....2.....3.....4.....5.....6.....7.....8

9/30/20 15:24:38 SPECIAL INCIDENT REPORT PAGE 1

SAN DIEGO REGIONAL CENTER

Incident #: 3620046354 Status: _ _____

Consumer: _____

Serv Coord: _____

POP: _____ AGE: _____ Gender: _____

- > Continue
- > Exit
- > Cancel
- > Left
- > Right
- > More keys

Select **Email Report**. This will generate a PDF email of the report (*check your Inbox to confirm a copy has been sent to your email*):

Would you like to **Email** the report you just viewed?

An email pop-up will also display allowing you to notify the assigned Service Coordinator that an SIR is ready for review. Click **Send** to notify the Service Coordinator:

