

Instructions for Completing San Andreas Regional Center Special Incident Reports (SIR)

1. The SIR form can be downloaded from the San Andreas Regional Center Internet. Visit www.sarc.org Click on the link that says “Link to Special Incident Report Form”. Then choose Microsoft Word version.

2. The MS WORD version can be completed easily using a word processor on your computer. Please type in all of the information on the incident and put an (X) next to the category that best describes the type of incident.

3. Save the incident report under the name of the consumer for your files and the consumer record.

4. Print the form and send it to the E-MAIL ADDRESS or the Fax number of the office for the Consumer’s Service Coordinator.

5. If you choose to use the PDF version of the MSWORD version of the SIR, all of the information must be legible and complete. Check the appropriate box that best describes the incident.

6. The Special Incident Report is to be sent in writing to the Regional Center within 24 hours of the incident.

7. The written report is to be faxed or e-mailed.

8. Send completed Special Incident Report to San Andreas Regional Center (within 24 hours) using the e-mail and fax numbers listed for each office on the following page.

**San Andreas Regional Center
Special Incident Reports**

All San Andreas Regional Center offices now have dedicated fax numbers and new e-mail addresses which should be used to submit Special Incident Reports.

Send the completed report to the e-mail address or fax number of the office for the consumer's Service Coordinator.

Campbell Office: e-mail address: sircampbell@sarc.org
FAX #: 408.376-0586

Salinas Office: e-mail address: sirsalinas@sarc.org
FAX #: 831.424-3007

Watsonville: e-mail address: sirwatsonville@sarc.org
FAX #: 831.728-5514

Gilroy Office e-mail address: sagilroy@sarc.org
FAX #: 408.846-5140

Regional Center Website: [Http://www.sarc.org](http://www.sarc.org)