Vendor and Long Term Health Facility Reporting Requirements

Alta California Regional Center Reporting Requirements

Step 1: Incident Occurs:
- Witness Incident
- Suspect Incident
- Informed of Incident

Step 2: Verbal Notification:
Report incident to ACRC by contacting assigned Service Coordinator

Timeline Requirements:
Immediately but no later than 24 hours

Step 3: Written Notification:
Complete Vendor and Long Term Care Facility Special Incident Report (ACRC 552X) located
On ACRC's website: www.altaregional.org
Typed reports are preferred in e-mail format

Timelines Requirements:
Within 48 hours of incident occurrence

Step 4: Submit Report to SIR Desk:
- E-mail : sdesk@altaregional.org
- Fax: (916) 978-6619

If Licensed Facility/Program:
Fax a copy of report to the appropriate licensing agency:
- Community Care Licensing
- Foster Care Licensing
- Department of Public Health Services

Mandated Reporting Requirements

Step 1: Incident Occurs:
- Witness Incident
- Suspect Incident
- Informed of Incident

Step 2: Verbal Notification
Notify Appropriate Protective Agency:
- For a child: CPS or Law Enforcement
- For a Dependent Adult living with family or independently: APS or Law Enforcement
- For a Dependent Adult living in a facility: Law Enforcement and CCL as a complaint

Timeline Requirements:
Immediately but no later than 24 hours

Step 3: Written Notification:
Submit a copy of the Mandated Reporting Forms:
- SOC 341 (APS)
- SS8572 (CPS)

Timeline Requirements:
- APS : Within 2 working days verbal report
- CPS: Within 36 hours of receiving the information concerning the incident.

Step 4: Submit Report:
Fax copy of report to APS or CPS

Step 5: Incident Resolved:
- Insure consumer's health and safety
- Collaborate with ACRC and other agencies