



2241 Harvard Street, Suite 100  
Sacramento, CA 95815

March 26, 2020

Dear Service Providers,

The Department of Developmental Services (DDS) has issued a new Directive regarding the reporting of special incidences related to COVID-19. This Directive supersedes any previous training or correspondence provided by ACRC. The Directive calls for regional centers and all providers to complete a special incident report (SIR) for **any of the following events**, even if the incident does not otherwise meet California Code of Regulations, Title 17 reporting:

- An individual has had direct contact with any person who has tested positive for COVID-19, including provider staff, family, and other individuals;
- An individual is exhibiting COVID-19 symptoms and has visited a hospital for any related symptoms or has been tested for COVID-19;
- An individual was recommended to be tested for COVID-19;
- An individual tested positive for COVID-19; or
- An individual is exhibiting COVID-19 symptoms and was instructed to quarantine.

Our current SIR form in use by our providers does not include a box to check for COVID-19. As providers have already been doing, please make sure you note prominently on the SIR form that the SIR is related to COVID-19. Until further notice, discontinue the use of the Shared Information Form and submit all information related to COVID-19 on ACRC's SIR Form. I would encourage all providers to share as many details that are available in your SIRs and note that **Service Coordinators will be contacting you for follow up information** to transmit to DDS.

If you have questions please email the SIR Desk at [sdesk@altaregional.org](mailto:sdesk@altaregional.org).

Sincerely,

A handwritten signature in blue ink that reads "John W. Decker". The signature is fluid and cursive.

John W. Decker, MSW

Director, Community Services and Supports