



Shared Information Instructions

What: The *Shared Information Form* is used by a vendor and/or long-term health care facility to report a client occurrence to the Service Coordinator that does not require a Special Incident Report (SIR). Please refer to the Vendor Provider Special Incident Reporting Guidelines to determine when a Special Incident Report (SIR) is required.

Who: ACRC Vendors and Long-term Health Care Facilities who serve ACRC Clients.

When: Shared Information should be reported by the vendor or long-term health care facility directly to the assigned Service Coordinator either verbally, email or using the Shared Information form (whichever is determined most appropriate) **within 24 hours** of learning of the occurrence.

Where: Documentation is entered into the vendors and /or Long-term care facilities On-going Notes.

Why: Shared Information allows for the vendors and/or Long-term care facilities to communicate with ACRC and collaboratively plan for the health and safety of the client.

How: Vendors and Long-term Health Care facilities will call, email, or submit details using the Shared Information form.

Shared Information Categories

1. Routine seizures not requiring medical treatment beyond first aid.
2. Clients missing program for 3 consecutive days (unexcused absences).
3. Client falls-no injury or receives. basic first aid and not suspecting neglect.
4. Condition requiring medical intervention at one of the following locations: Emergency Rooms; Out-patient Care or Urgent Care Clinic ***if the treatment they received is not listed on “Vendor Special Incident Reporting Requirements May 2026.”**
5. *Pregnancy

6. Medication refusals-if client is age 14 or older.
7. Basic first aid.
8. *Injury-accident- if the injury is not listed on “Vendor Special Incident Reporting Requirements List.”
9. *Injury –from a behavior episode- if the injury is not listed on “Vendor Special Incident Reporting Requirements May 2026.”
10. *Injury from another client – if the victim did not require medical treatment beyond first aid.
11. *Injury –unknown (if not suspecting physical abuse) and if the injury is not listed on “Vendor Special Incident Reporting Requirements May 2026.”
12. **Aggressive act to another client-if the other client did not require medical attention beyond first aid.
13. **Aggressive act to family
14. **Aggressive act to self
15. **Aggressive act to staff
16. Severe verbal threats
17. Drug /Alcohol Abuse
18. Community safety: (i.e., jumping out of a moving vehicle; j-walking; riding bike without helmet, etc.)
19. Property damage
20. Theft by a client
21. Law Enforcement Involvement (if no arrest was made).
22. Bed bugs (If not suspecting neglect)

Resources

The following are resources for incidents that require reporting of a Special Incident Report (SIR) to ACRC’s SIR Desk. These can be located at Alta California Regional Center (ACRC)’s website: www.altaregional.org

- Vendor Special Incident Reporting Requirements May 2026
- DDS’ Vendor Provider SIR Reporting Guidelines
- New Title 17 Special Incident Reporting PowerPoint