



North Los Angeles County Regional Center

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March 26, 2020

Dear Service Providers,

DDS has issued a new directive regarding special incident reporting related to COVID-19. All providers must complete a special incident report (SIR) for any of the following events:

- 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.
- A new “non-reportable” incident type “COVID 19 VIRUS” has been added to SANDIS.

Please submit all SIRs related to COVID-19 to hotline@nlacrc.org and please do not hesitate to reach out to your service coordinator in the event you have a question regarding this new directive. For all other SIRs, not related to COVID-19, please continue to submit to SIR@nlacrc.org.

As always, thank you for your partnership in responding to COVID-19 and supporting our community!