

## VENDOR SPECIAL INCIDENT REPORT INSTRUCTIONS FOR EMAILING

Dear Provider,

Thank you for your interest to streamline reports and enhance communication and support consumers to improve quality of life.

Included in this email is a copy of the vendor sir form to be used for your agency. Instructions for using this type of SIR system have been provided below.

**1-Please be sure to uphold confidentiality by including the following “confidentiality statement” in your emails to CMS/RCEB but to customize it to your agency. The statement below should follow all your emails to CMS/RCEB containing consumer information.**

### CONFIDENTIALITY STATEMENT

The information in this email message is privileged and confidential information intended for the use of the addressee listed above. If you are neither the intended recipient of the employee or agent responsible for delivering this information to the intended recipient, you are hereby notified that any disclosure or taking of any action in reliance on the content of this emailed copied information is strictly prohibited.

The attached material is confidential patient information and protected by the California Welfare and Institution Code, Section 5328.

If you have received this copy in error, please immediately notify us by telephone or arrange for return of the original documents to us.

The receiving party is requested to immediately confirm with us the receipt of this transmission by calling **your vendor phone number goes here**. Please contact the person listed as Sender.

**2-Please do not include any consumer information in the subject line of the email. This includes but is not limited to name, UCI, DOB, etc.**

**3-All electronically forwarded SIRs should be password protected with the following password: “sir” sir should be in lower case and in regular type (not bold or italic). If you are unaware of how to password protect...please call for assistance.**

**4-Upon giving 24hr verbal notification of the SIR, please inform the CM that an electronic version of the SIR is being forwarded and that the document is password protected with the password being “sir”.**

**5-The attached SIR form is password protected. When you attempt to open this document you will be prompted to provide the “sir” password.**

**6-I encourage you to develop an electronic and hard copy database by individual consumer, to avoid breaches of confidentiality. This will also save time by having personal data saved on previous SIRs. Please let me know if you have any additional questions or concerns. Thank you in advance. Good Luck!!!**

Sincerely,

**Greg Winker**  
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