

INCIDENT REPORTING



Special Incident Reporting (SIR) Requirements*

*Requirements per Title 17, Section 54327

The following types of incidents **MUST** be reported to the CISS office by **ALL STAFF** within 24 hours of the event occurring to a child or adult while in your care.

All Staff are Mandated Reporters of Suspected Abuse and Neglect.

By not reporting incidents timely, you may incur fines and have your employment terminated.

Call (805) 384-0983 - If the office is closed dial x9 to speak with an after-hours manager.

1. The person is missing from your supervision and a report has been filed with police.

It does not matter how long they were missing or that they were found safe, you must still report it.

2. Reasonably suspected neglect, including failure to:

- Provide medical care for physical and mental health needs
- Prevent malnutrition or dehydration
- Protect from health and safety hazards
- Assist in personal hygiene, or the provision of food, clothing, or shelter
- Exercise the degree of care that a reasonable person would exercise in caring for an elder or dependent adult

3. Unplanned or unscheduled hospitalizations due to:

- Respiratory illness, Seizures, or Cardiac-related hospitalization
- Internal infections including: ear, nose, & throat; gastrointestinal; kidney; dental; pelvic; or urinary tract
- Diabetes and diabetes-related complications
- Wound/Skin care, including cellulitis and decubitus ulcers
- Nutritional deficiencies including anemia and dehydration
- Involuntary psychiatric admission ("5150")

4. Reasonably suspected abuse/exploitation, including:

- Physical ▪ Sexual ▪ Fiduciary ▪ Emotional/Mental ▪ Physical/Chemical Restraint

5. Serious Accident/Injury including but not limited to:

- Lacerations requiring sutures or staples
- Fractures or dislocations
- Any medication error (eg. missed taking a medication, dosage taken was incorrect)
- Puncture wounds requiring medical treatment beyond first aid
- Bites that break the skin and require medical treatment beyond first aid
- Internal bleeding requiring medical treatment beyond first aid
- Medication reactions that require medical treatment beyond first aid
- Burns that require treatment beyond first aid
- Traffic accidents
- All 911 calls or any involvement with emergency service (Police, Fire Dept., EMT, etc.)



6. Death - Please notify our office of any deaths, even if not while you provided care.

When reporting a special incident to CISS please include:

- The date, time and location of the special incident;
- The name and birthdate of the child/adult involved and a description of the incident;
- Treatment provided to the child/adult if any;
- The action(s) taken by you, the family/adult, or any other agency(ies) or individual(s) in response to the incident;
- The law enforcement, licensing, protective services and/or other agencies or individuals notified of the special incident or involved in the special incident; and all other information required by regulations