

**Instructions for Submitting Golden Gate Regional Center
Special Incident Reports (SIR)**

1. Download the SIR form from the Golden Gate Regional Center E-billing website. Go to <http://www.ggrc.org/> and click the “Service Provider E-Billing” link.
2. The SIR form is in pdf format, and can be easily filled out on your computer by typing in all of the information regarding the incident and put an (X) next to the category that best describes the incident. You may choose more than one incident type.
3. Save the completed SIR under the name and UCI number of the participant for your files.
4. The incident must be reported to the participant’s service coordinator via email or phone within **24 hours** of the incident. If you do not know the service coordinator’s direct number, call the office main line in the county that you serve and ask the front desk to forward your call.
5. The SIR form must be submitted to the participant’s service coordinator via email or fax within **48 hours** of the incident.
6. Email is preferred for submitting SIRs. Send the SIR form to the participant’s service coordinator email address. If you are unable to email or do not have the service coordinator’s email address, then print the form and fax it to the office main line in the county that you serve.

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