

SIR TIP Sheet

1. When you become aware of a special incident or suspect abuse
Notify the Regional Center by phone or fax and must complete initial written SIR within 24 hours. Ph: 310-258-4000 Fax: 310-258-4222

2. When to call Ombudsman- If Abuse* or neglect are suspected:
(*Physical, sexual, abandonment, isolation, financial abuse and neglect)

If a consumer resides in a Long Term Care Facility (ADHC, ICF, SNF, CCF & B&C)
A report must be made by phone and in writing using form SOC341 (rev.6/04) to
Local Law Enforcement agency OR

Long-term Care Ombudsman
1527 Fourth St., Ste 250
Santa Monica, CA
Phone: (800) 334-9473 after hours: (800) 231-4024
Fax: 310-395-4090

3. When to call Adult Protective Services (APS)- When abuse , neglect or self-neglect is suspected to have occurred in the community, a report must be made by phone and in writing using form SOC341 (rev.6/04) either to local law enforcement agency OR to:

Adult Protective Services
Centralized Intake Unit
3333 Wilshire Blvd., Ste 400
Los Angeles, CA 90010
Telephone: (888) 202-4248 after hours (877) 477-3646
Fax: (213) 738-6485

SOC341 form available from APS website:
<http://dcss.co.la.ca.us/APS/MandatedRep.htm>

4. Department of Children and Family Services -Reporting should be done when a person either knows or has a "reasonable suspicion" that a child has been or is in danger of abuse or neglect. If you have any doubts about whether to report a particular situation, simply call the **DCFS Child Abuse Hotline (1-800-540-4000)** and discuss the situation. Complete and mail the Suspected Child Abuse Reporting form (SS8572) within 36 hours of receiving information regarding incident. (Form available from DCFS.) Mail the Suspected Child Abuse Reporting form (SS8572) form to:

Child Protective Services Hotline
3075 Wilshire Blvd. 5th Floor
Los Angeles, CA 90010

5. **Adult and children Consumers residing in Long term Health Care Facilities** or attending **Adult Day Health Centers** (ADHC, ICF)- a verbal and written report must also be made to Health Care Licensing (On duty) (323) 869-8522; Fax: 323-890-8751.

- **Dept. of Health Services (DHS)** Complaint number for **SNF's** West District Office v:(310) 665-8400; Fax: (310) 348-6404

6. **Adult Consumers residing in Community Care Facilities, or attending a Center based (licensed) Adult** (B&C, vendored and RCFE) a verbal and written report must be made to Community Care Licensing (On duty)
Phone: (323) 980-4934 Fax: (323) 980-4912

7. Children residing in a Children's Residential Facility- a verbal and written report must be made to **Community Care Licensing** (On duty) (310) 665-1940 Fax: (310) 665-1979

8. Children attending a licensed day care or after school program- a verbal and written report must be made to **Community Care Licensing** (on duty) (310) 342-6846 fax: (310) 342-6849

9. Refer to **W.R.C. Internal Support Systems**: as a resource for follow up and problem solving. (310) 258-4000.

- **Community Services**- QA assistance and follow up- Community Care Facility, Vendored and Non-vendored programs, transportation
- **Health & Medical Unit**- if medical, psychiatric, or medication concerns, admission/ discharge planning assistance.
- **SCAN Team** (Suspected Consumer Abuse & Neglect),
- **Brian Capra, CRA** - (310) 258-4206
- **Diane Cardoza, Court Liaison**, (310) 258-4188. If there is any Law Enforcement involvement or if consumer is a high risk for committing a crime but has not had Law Enforcement involvement

If in any doubt ASK