



**State of Vermont**

Department of Mental Health  
280 State Drive, NOB 2 North  
Waterbury, VT 05671-2010  
<http://mentalhealth.vermont.gov/>

*Agency of Human Services*

[phone] 802-241-0090  
[fax] 802-241-0100  
[tty] 800-253-0191

**CRITICAL INCIDENT REPORTING/ REQUIREMENTS FOR DESIGNATED AGENCIES:**

**ADDENDUM**

**From:** The Office of the Commissioner

**Date:** April 2, 2020

**Subject:** COVID-19 reporting

Due to the current COVID-19 public health emergency, an addendum to the Critical Incident reporting requirements has been made. Designated Agencies/ Specialized Service Agencies must report known positive cases of COVID-19, within their client population or among staff who may have been in contact with the patient population.

1. Agencies must submit a verbal report by phone within 24 hours.
2. Agencies must submit electronically a written report within 2 business days.

Please direct your verbal reports to Norm McCart RN, DMH, Nurse Quality Management Specialist at: **(802) 241-0106**

Please send your written reports to Norm McCart RN, DMH Nurse Quality Management Specialist at: <mailto:AHS.DMHquality@vermont.gov>  
Or secure fax at: **(802) 241-0100**

Thank you,

Alison Krompf  
Director of Quality and Accountability  
[Alison.krompf@vermont.gov](mailto:Alison.krompf@vermont.gov)  
802-585-5469

