



Department of Health and Human Services
Adult Mental Health Services
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TO: Interested Parties

FROM: Donald Chamberlain, Director Systems Operations, Office of Adult Mental Health Services

SUBJECT: Non Business Hours Critical Incident Reporting

DATE: June 30, 2011

Effective on July 5, 2011, the Office of Adult Mental Health will no longer have the former Mental Health Team Leaders (now Field Service Managers) on Call during **non** regular business hours to receive adult mental health critical incidents which are to be reported immediately. However, continue to call Riverview and let the person who answers the phone know you are calling to report an adult mental health critical incident. The person answering the telephone will then collect brief information to pass on to those who need to know. Please continue to report these incidents as you have in the past and fax them to their respective office.

If you have any questions please feel free to contact me.

Thank you.