



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF PUBLIC WELFARE
P.O. BOX 2675
HARRISBURG, PENNSYLVANIA 17105-2675

JOAN L. ERNEY, J. D.
DEPUTY SECRETARY FOR MENTAL HEALTH
AND SUBSTANCE ABUSE SERVICES

TELEPHONE NUMBER
(717) 787-6443

August 18, 2003

Dear Colleague:

By the end of the year, the Office of Mental Health and Substance Abuse Services (OMHSAS) will establish a uniform system of Incident Reporting for its mental health treatment and support services. Our goal at this time is to have a final OMHSAS Bulletin issued by October 15, 2003, and use the remainder of the calendar year to provide training to county and provider staff on its implementation. Actual incident reporting using this uniform system would start January 1, 2004.

Attached for your review and comment is a copy of the draft OMHSAS Bulletin on Community Incident Management. Please feel free to share this document as appropriate and send any feedback or comments by **September 19, 2003** to:

Gregory M. Smith
Allentown State Hospital
1600 Hanover Avenue
Allentown, Pennsylvania 18109-2498
Email: grsmith@state.pa.us

Additionally, if your office or agency has Incident Report polices and related forms that you feel should be considered with this change, please send them directly to Mr. Smith or call him at (610) 740-3401. Our intent with this reporting system is to create uniform policies and procedures; involve the consumer to the fullest extent possible; and to achieve the primary goal of protecting the health, safety, and rights of persons who receive services through the mental health system. We acknowledge that our reporting format is separate at this point in time from others being used in the Commonwealth. Please be assured that we will look to ensure compatibility to every extent possible with other systems currently in place.

Thank you for your consideration and feedback on this critical undertaking.

Sincerely,

A handwritten signature in cursive script, appearing to read "Joan L. Erney, J.D.".

Joan Erney, J.D.

cc: R. Altenor
G. Smith