



**MACOMB  
COUNTY**  
COMMUNITY MENTAL HEALTH

22550 Hall Rd.  
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Michigan 48036

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www.mccmh.net

**March 25, 2020**

David Pankotai  
Chief Executive Officer

**To: All Direct-Operated and Contracted Provider Agencies**

**From: MCCMH Quality Department**

**BOARD OF DIRECTORS**

Kathy D. Vosburg  
Chairperson

**RE: Incident Reports during COVID-19 Pandemic**

Phil Kraft  
Vice-Chairperson

**Eff. Immediately until Further Notice**

Linda K. Busch  
Secretary-Treasurer

In this time of the COVID-19 State of Emergency and the Executive Order from the Governor to "Stay Home, Stay Safe", MCCMH is taking the following actions to provide additional support regarding incident reports.

Megan Burke

If you are able please continue to follow the normal procedure in submitting incident reports.

Nick Ciaramitaro

If you are unable to follow normal procedures because of lack of access to equipment due to the COVID-19 pandemic please follow one of the procedures outlined below.

Ryan Fantuzzi

Joan Flynn

Dana C. Freers

Brian Negovan

Christopher M. O'Connell, D.O

Option 1:

Lori A. Phillips

Please log into FOCUS and click on the tab on the left hand side under (NEW) Incident Reports. This will prompt you to an electronic version where you can type out the incident that occurred. It will then be sent your supervisor to sign off on, and then to MCCMH Quality for Review. **Note: YOU MUST STILL COMPLETE THE HARD COPY OF THE INCIDENT REPORT AND SUBMIT VIA FAX TO ORR WHEN NORMAL OPERATIONS RESUME.**

Selena M. Schmidt

Option 2:

You may call 586-980-2223 and leave a detailed message following the directions stated in the voicemail. **Note: YOU MUST STILL COMPLETE THE HARD COPY OF YOUR INCIDENT REPORT AND SUBMIT VIA FAX TO ORR WHEN NORMAL OPERATIONS RESUME.**



If you have any questions or concerns, please email [Laura.Duncan@mccmh.net](mailto:Laura.Duncan@mccmh.net).