

# North Sound Mental Health Administration

Regional Support Network for Island, San Juan, Skagit, Snohomish, and Whatcom Counties

117 North First Street, Suite 8 • Mount Vernon, WA 98273 • 360.416.7013  
800.684.3555 • Fax 360.416.7017 • TTY 360.419.9008 • Email [nsmha@nsmha.org](mailto:nsmha@nsmha.org) • Web Site <http://nsmha.org>

NSMHA Contract Memorandum 2010-017

Date: September 8, 2010

To: Tom Sebastian, CEO, Compass Health  
Donna Konicki, Bridgeways  
Michael Watson, Lake Whatcom RTC  
Dean Wight, Whatcom Counseling and Psychiatric Center  
Rod Elin, Catholic Community Services Northwest  
Claudia D'Allegrì, Sea Mar  
Ken Stark, Snohomish County Human Services Director  
Phil Smith, Volunteers of America  
Richard Sprague, Interfaith  
Sue Closser, CEO, Sunrise Services

From: Chuck Benjamin, Executive Director

Subject: Revised/new policy/document

Apparently I sent the wrong final copy of the below mentioned policy and form with NM 2010-016. This numbered memo voids/replaces NM 2010-016. Attached are the correct policy and form. I apologize for any confusion this error may have caused.

## ***Policy 1009.00 – Critical Incident Reporting & Review Requirements CIRC Quality Assurance & Improvement Process***

This **revised** policy has been through the complete approval process, signed and approved by Board of Directors designee and is effective 9/3/10.

The revised **manual and electronic** Critical Incident Reporting Form will be posted separately on the NSMHA website for your convenience.

This revised/new policy/document will be available on the NSMHA website at [www.nsmha.org](http://www.nsmha.org) for your future reference.

Please ensure this revised/new policy/document is implemented at your agency within 60 days.

cc: Cindy Ainsley, Bridgeways  
Heather Fennell, Compass Health  
Kathy McNaughton, Catholic Community Services  
Kay Burbidge, Lake Whatcom  
Pamala Benjamin, Whatcom Counseling and Psychiatric Center  
Pat Morris, Volunteers of America  
David Small, Sea Mar  
Anne Larson, Interfaith  
Rebecca Clark, Mental Health Program Coordinator Skagit County  
Barbara LaBrash, San Juan County Coordinator  
Anne Deacon, Whatcom County Coordinator  
Jackie Henderson, Island County Coordinator  
Susan Schoeld, Snohomish County Coordinator  
Contract File