



State of Vermont Agency of Human Services
Department for Children and Families
Office of Economic Opportunity,
280 State Drive Waterbury, VT 05671-1050

HOP Shelter Mortality Critical Incident Reporting Form

The Office of Economic Opportunity (OEO) is to be notified of the death of a shelter guest in a Housing Opportunity Grant Program (HOP)-funded emergency shelter, regardless of if the death took place at the shelter or at an alternate location.

A verbal report will be made within 24 hours from the agency's knowledge to the Director of the Office of Economic Opportunity for incidents of Untimely or Suspicious Death among shelter guests. This reporting form must be completed for all types of death, and submitted via secure email to the Director of the Office of Economic Opportunity within two business days of gaining knowledge of the incident. Please include reports of deaths at the shelter as well as those of shelter guests that occurred at alternate locations.

Initials of Shelter Guest:

Agency Name:

Date of Incident:

Time of Incident:

Location of Incident:

Type of Death:

Untimely/Suspicious
Natural

Description of incident (What happened before, during and after the incident; identify precipitants, interventions used by staff to attempt to prevent/manage the incident, and description of behaviors observed during the incident; persons who witnessed or were involved in the incident):



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Describe any actions taken as a result of the incident:

Describe any planned follow up in response to the incident:

List persons and agencies notified, including DCF/APS
(include when and how notified; if an agency, name of staff to whom a report was given):

List any needs the agency may have at the moment related to the incident:

Name/Signature of Person Reporting: _____

Date: _____

Phone number (REQUIRED): _____