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State of Vermont

Department of Mental Health  
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*Agency of Human Services*

October 1, 2007

Charles H. Stringer  
Director of Finance  
HowardCenter  
208 Flynn Avenue Suite 3J  
Burlington, VT 05401

Dear Charlie,

The Vermont Departments of Mental Health (DMH) and of Disabilities, Aging and Independent Living (DAIL) have received your Letter of Intent indicating your plan to implement an electronic health record at an estimated cost of \$1,366,413. The two Departments have conferred about your proposed project and agree that a Certificate of Approval (COA) will be required to proceed with the project. Proposed projects by Vermont Designated Agencies are excluded from Certificate of Need review and approval under 18 V.S.A. § 9435(b). Rather, they must be approved by the Commissioners of the Department of Mental Health and of the Department of Disabilities, Aging and Independent Living.

The COA application instructions and application packet can be accessed on the VDH website at <http://healthvermont.gov/mh/coa>. The instructions set out the requirements for receiving a COA and the timeline for the review process. The application's required financial tables are also available at this site. After reviewing the enclosed information, please contact me at 802-652-2012 or at [dphilib@vdh.state.vt.us](mailto:dphilib@vdh.state.vt.us) if you have any questions about the instructions, the process or the information requested. Please note that the instructions call for an original copy of all application materials to be sent to each of the Departments, that additional copies are required and that all submissions must also be provided in electronic format to enable posting for public review.

We will look forward to receiving your COA application when it is complete and to learning more about your proposed project.

Sincerely,

Dawn Philibert MSW  
Mental Health Systems Development Director

Cc: Theresa Wood, DAIL



