

Death Reporting Form Process

For DDS ABI/MFP individuals

To be completed within 24 hours of notification of a death

1. **Service Coordinator** completes Death Report (hard copy for ABI/MFP persons, electronically for DDS persons)
2. **Service Coordinator** notifies all necessary individuals as noted in Death Reporting Form (See Questions 48A, 48B, 49, 52, and as appropriate and applicable, Questions 55, 56 and 58)
3. **Service Coordinator** submits to **Regional Director/Regional Designee** for approval/finalization (Questions 61 and 62).
4. **Regional Director/Regional Designee** submits Death Reporting Form to Central Office.
5. Central Office Investigations Staff perform an Initial Review for completeness and accuracy.
6. DDS's Director of Health Services approves and finalizes Death Report.

Some deaths may require a Mortality Review, based on the Residential Services the individual was receiving at the time of the death, and if so, the Final Review will be performed after the Mortality Review.

The Mortality Review Process is not in HCSIS.

For MRC ABI/MFP Individuals

To be completed within 24 hours of notification of death:

1. **Case Manager** completes Death Report
2. **Case Manager** notifies all necessary individuals as noted in Death Reporting Form (See Questions 48A, 48B, 49, 52, and as appropriate and applicable, Questions 55, 56 and 58)
3. **Case Manager** submits to **MRC Designee** for approval/finalization (Questions 61 and 62).
4. **MRC Designee** submits Death Reporting Form to **MRC Mortality Review Team**.
5. **MRC Mortality Review Team Coordinator** performs an Initial Review for completeness and accuracy and to screen deaths to determine if further review or investigation is warranted.
6. **MRC Mortality Review Team** will review all documentation for those deaths screened in by the Coordinator and will recommend any additional needed action and/or close and finalize a Death Report. The MRC MRT will also review aggregate data to identify commonalities among the deaths, identify changes that may reduce the risk of mortality in the future to enhance the quality of care/support.

The Mortality Review Process is not in HCSIS.

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