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| Topic: | Death Reporting |
| Date Issued/Updated: | V3 06/09/2021 |

Overview

Description: This Worker's Guide instructs Community Developmental Disabilities Programs/Support Service Brokerages and Children's Intensive In-Home Services (CIIS) how and when to inform the Office of Developmental Disabilities Services (ODDS) of the death of a child or adult enrolled in its service. The death of an individual can be a difficult time for those who have served the individual and their families. It may be helpful to discuss the situation with your Supervisor and to find out from them what resources are available to you.

Purpose/Rationale: As per 411-415-0055(2) all CDDPs/Brokerages and CIIS are required to inform ODDS of the death of an individual within one business day of being notified of a death. Notification is to be made directly into Centralized Abuse Management (CAM) by completing a Serious Incident (SI).

When CDDP's/Brokerages/CIIS become aware of the death of a child or adult they must:

Enter a SI in CAM, fill in all required fields. ODDS will be automatically notified of the death through CAM. Each death of an adult must go through a formal death review process; death reviews will be done by CDDP abuse investigators. As per 411-415-0055(2)(c)(B) the death of an adult must be reported to the CDDP Abuse Investigator, CAM does **not** automatically notify AIs of deaths. **The notification to the AI can occur by phone or email.**

***Note: Brokerages must notify the CDDP Abuse Investigators directly via phone or email.** Use of the 4111 is not appropriate unless directly arranged with the CDDP and Brokerage as the means for communication.

Following the death of an individual, it is important to ensure that the following activities are completed either by a case manager, family member or designated representative. The case manager needs to ensure and guide others if the

activity is not completed by the case manager themselves.

Case manager activities:

- Immediately notify legal representative, parent, next of kin, designated contact person or other significant persons to the individual.
- Consult with the family, guardian and funeral home for any pre-purchased funeral plan arrangements. If the individual had a will, trust or other estate plans contact family, guardian, conservator or attorney.
- Notify the appropriate Medicaid eligibility office - local Aging and People with Disabilities (APD)/ Area Agencies on Aging (AAA) office.
- Where applicable notify Representative Payee, Conservator, and Common Law Employer (formerly known as Employer of Record).
- End date all Plan Of Care (POC) lines and Client Prior Authorizations (CPA) lines in eXPRS, with the Case Manager CPA being the last eXPRS authorization to be closed.
- Provider Payment and end dates and times:
 - Residential programs can only claim for the last day the individual was alive.
 - If individual was receiving in-home supports from an Agency or Personal Support Worker, the Agency or PSW is eligible for payment for hours worked on the day the individual died, up until the time the individual passed away or was hospitalized. Please note the date of death in the comments section of the DD Eligibility & Enrollment form (DE0337).
 - If the deceased was the employer and therefore unable to sign a timesheet, please contact your case management supervisor. Supervisors may contact ODDS for technical assistance in these situations.
- CDDP's must submit [DD Eligibility & Enrollment form](#) (DE0337) to the Technical Assistance Unit.
 - After entering the death in CAM, Support Services Brokerages must send the CDDP a SDS 4111 with updated customer information.
- Notify partner agencies who may not be aware (for example: Child Welfare, Local Mental Health Program).
- Notify providers who may not be aware of the death (for example: PSWs/DSPs, In-Home Agencies, Vocational Rehabilitation, Employment and Day Supports Service providers).

- Family members, guardians, or representative payees are responsible for notifying the social security administration of the death of the individual or child.
- Remind provider or family members to dispose of any medications that belonged to the individual.
- Notify family members if there are any belongings at the residential program that need to be picked up.

Form(s) that apply:

DHS 0337

SDS 4111

Frequently Asked Questions:

Q. Do CDDPs need to make the CAM entry for individuals that are case managed by Brokerages?

A. No. CDDP and Brokerage staff will be responsible for their own Serious Incident entry into CAM.

Q. Do I have to issue a NOPA when an individual in services dies?

A. No, 411-415-0030(5)(d)(A) states that a NOPA is not required when the exit from case management is due to the death of an individual.

Q. What do I need to know about Medicaid Estate Recovery?

A. After the local Medicaid eligibility office is notified of the death of an individual, the individual's eligibility file is closed and sent to the Medicaid Estate Recovery Unit for review. They will determine any required course of action (if any). More information on this and contact information can be found at:

<https://www.oregon.gov/DHS/BUSINESS-SERVICES/OPAR/Pages/index.aspx>

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