

Policy Transmittal Developmental Disabilities Services



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Number: APD-PT-19-028

Issue date: 8/30/2019

Topic: Developmental Disabilities

Due date:

Transmitting (check the box that best applies):

- New policy
 Policy change
 Policy clarification
 Executive letter
 Administrative Rule
 Manual update
 Other:

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging: {Select type} | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input checked="" type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input checked="" type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input checked="" type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input checked="" type="checkbox"/> Support Service Brokerage Directors | <input type="checkbox"/> Other (please specify): |
| <input checked="" type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	Death Review form and process policy		
Policy/rule number(s):		Release number:	v1
Effective date:	June 1, 2019	Expiration date:	Upon rule changes to OAR 407
References:			
Web address:			

Discussion/interpretation:

ODDS has made the following changes to the Death Reporting Form (0705):

1. Added a field to identify the location where the person died for tracking purposes.
2. Added a requirement for the death report to be reviewed for completeness and accuracy by a lead service coordinator, personal agent, supervisor, death review committee member or abuse investigator. The name of the reviewer, title and date of review are required to be documented on this form.

3. Added a prompt to provide the prime number of the deceased individual.
4. Changed prompt “Cause of death” to “Suspected cause of death”. This was changed due to the requirement that death reports be submitted within one working day of the death; the official cause of death is often not known within this timeframe. Official causes of death should be updated when known. Case managers can notify ODDS of official causes of death at ODDS.DeathReport@dhsosha.state.or.us.
5. Some items on the form were unchanged but moved for legibility purposes.
6. Added a checkbox to indicate if a death is referred for a death review.
7. Removed obsolete language and updated contact information for death report questions or technical assistance requests.

Implementation/transition instructions:

1. The CME must send the Death Reporting Form (SDS 0705) to ODDS within one business day of being notified of the death of an adult or a child per OAR 411-415-0090 (5).
 - a. Prior to submitting the Death Reporting Form, the form must be reviewed for completion and accuracy by a lead service coordinator/personal agent, supervisor, death review committee member, or abuse investigator.
 - b. If there is reason to believe the death was the result of neglect or abuse, the case manager must immediately refer the situation to the CDDP abuse investigator for all adults or child abuse hotline for children.
2. Service Coordinators and Personal Agents should download a copy of the death reporting form from the forms server each time they need to report a death. The link for the forms server is: https://aix-xweb1p.state.or.us/es_xweb/FORMS/?-db=FormTbl.fp5&-lay=Main&-format=Findforms_FMP.htm&-findany
3. For CHILDREN at this time: When ODDS reviews the Death Report form and there are concerns of possible abuse or neglect AND there was not a referral to the child abuse hotline indicated on the form, ODDS may require that a referral to the child abuse hotline be made or refer the situation directly to the child abuse hotline. The hotline number is: 1 855-503-SAFE (7233).
4. For ADULTS at this time: If ODDS reviews the Death report form and there was not a protective services investigation or death review indicated on the form, ODDS may require a death review be completed. The CDDP abuse investigator shall review the death and submit a summary of the review to ODDS within 55 days of the request by ODDS.
 - a. Brokerages will need to coordinate with the CDDP where the adult had a DD48 CPA

at the time of death.

- b. The review of death consists of ascertaining if abuse or neglect was a factor in the adult's death. The following should be considered when determining if abuse or neglect was a factor:
 - i. A review of the adult's DD case management records for at least the past year;
 - ii. A review of DD service provider records for the adult if services were provided by an ODDS regulated DD service provider;
 - iii. A review of facility records if the adult received licensed residential services within 2 years of death;
 - iv. Any other relevant records, including but not limited to the police reports; and
 - v. And any relevant information provided by individuals contacted related to the death review.
5. If at any point during the death review of the adult the investigator ascertains that abuse was a factor, OTIS is to be notified within one business day and the death review case shall become an assigned abuse investigation.
 - a. If the death review is negative for any concerns of abuse or neglect as per ORS 430.735 the abuse investigator shall provide ODDS with documentation of this finding, notification can be sent to: ODDS.DeathReport@dhsola.state.or.us

If the death review becomes an abuse investigation the abuse investigator must submit a copy of the investigation following conclusion of the investigation to ODDS in addition to required notifications listed in OAR 407-045-0291.

Training/communication plan:

1. Training at the OTIS quarterly meeting
2. Communication developed and sent to CME's with finalized transmittal
3. OTIS to develop training plan and curriculum to train CDDP's on new death review requirements beginning 11/1/2019.
4. Discussion during the monthly transmittal call

Central office action required:

ODDS will review death reporting forms for adults and children within one week of receipt.

1. Following the ODDS review of the death reporting form for an adult, ODDS may request an additional review by an abuse investigator in the form of a death review. See bullet #4 for process.
2. Following the ODDS review of the death report form for a child, ODDS may request that a referral to the child welfare hotline be completed. See bullet #3 above.

3. ODDS will check in monthly when an adult death is referred back to the CME for a death review or protective services investigation.

Field/stakeholder review: Yes No

If yes, reviewed by: CDDPs, Brokerages and Provider Organizations

Filing instructions:

If you have any questions about this policy, contact:

Contact(s): Carolyn Sahr	
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OBSOLETE