

Policy Transmittal Developmental Disabilities Services



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Number: APD-PT-19-043

Issue date: 12/6/2019

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 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 checked="" type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input checked="" type="checkbox"/> Support Service Brokerage Directors | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> ODDS Children’s Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	Death report form and process		
Policy/rule number(s):		Release number:	
Effective date:		Expiration date:	
References:	APD-PT-19-028, APD-PT-19-038		
Web address:			

Discussion/interpretation:

ODDS will be removing the Death Report form (0705) from the forms server in January 2020. Once a Case Management Entity has become certified in the Centralized Abuse Management (CAM) system, all death reports from that CME will be made by completing a Serious Incident report in CAM. Details about CAM training and “go live” dates for each County can be found in [APD-AR-19-038](#).

Implementation/transition instructions:

After a CME is certified in CAM every death should be reported in CAM as a Serious Incident. Per [OAR 411-323](#), providers are required to notify the CME of a death within one business day of the death and required to submit a written Incident Report to the CME within 5 business days. The entry into CAM is required to occur within one business day of the case manager’s notification of the death. After the CMEs certification in CAM, any death reports received by ODDS on form 0705 will be returned to the CME for entry into CAM. Services Coordinators and Personal Agents can still access technical assistance for questions around death or death reporting by sending an email to: ODDS.DeathQuestions@dhsoha.state.or.us

Training/communication plan:

Refer to APD-AR-19-038 for CAM training requirements. The Death Reporting Worker Guide has been updated to include instructions for death report entries into CAM and is available on the staff tools page at: <http://www.dhs.state.or.us/spd/tools/dd/cm/>.

Local/branch action required:

Program managers to communicate to staff to cease using or submitting the death reporting form following CAM training and CME certification in CAM.

Central office action required:

ODDS will obsolete the death reporting form (0705) in January 2020 following all CME’s becoming certified in CAM.

Field/stakeholder review: Yes No

If yes, reviewed by: On Engagement and Innovations website

Filing instructions:

This transmittal will be discussed during the next Monthly Transmittal Call In. These meetings are held the **third Thursday of every month at 2 pm.**

[877-873-8017](tel:877-873-8017), [guest code #772325](#), [please try to send questions in advance to ODDS.INFO@state.or.us](#)

If you have any questions about this policy, contact:

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