Policy Transmittal
Developmental Disabilities Services

Lilia Teninty
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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):
☐ All DHS employees ☐ County Mental Health Directors
☐ Area Agencies on Aging: {Select type} ☐ Health Services
☐ Aging and People with Disabilities ☐ Office of Developmental
☐ Self Sufficiency Programs Disabilities Services (ODDS)
☒ County DD program managers ☒ ODDS Children’s Intensive In
☒ Support Service Brokerage Directors Home Services
☐ ODDS Children’s Residential Services ☒ Stabilization and Crisis Unit (SACU)
☐ Child Welfare Programs ☐ Other (please specify):

<table>
<thead>
<tr>
<th>Policy/rule title:</th>
<th>Death report form and process</th>
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</thead>
<tbody>
<tr>
<td>Policy/rule number(s):</td>
<td>Release number:</td>
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<td>Effective date:</td>
<td>Expiration date:</td>
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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, 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:**

<table>
<thead>
<tr>
<th>Contact(s): Carolyn Sahr</th>
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<tr>
<td>Phone: 971 719-0127</td>
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