

Department of County Human Services

Operating Procedure

Division	Developmental Disabilities	Effective Date	8/22/16
Procedure Name	Death Reporting Procedure	Last Reviewed Date	8/23/18
Procedure Number	DD 3.1	Approved by (Name/Title)	Mohammad Bader Division Director
Procedure Owner	Stefany Newman	Approval Signature	On File

Applies to	MCIDDS staff
Attachments	
Related Policies and References	Notice of Death form SDS 0705 SPD-AR-12-018 APD-IM-16-043 ODDS Death Reporting Worker Guide

I. **Purpose**

The Multnomah County Developmental Intellectual and Disabilities Services (MCIDDS) Service Coordinator is required to inform DHS/ODDS of the death of an individual within one working day of being notified of a death. MCIDDS is responsible to terminate case management services upon the death of an individual enrolled in MCIDDS services. The MCIDDS Service Coordinator will ensure that all necessary persons and entities are made aware of the death of individual within required time frames of becoming aware of the individual's death; and that all necessary tasks are completed.

II. **Definitions**

MCIDDS: Multnomah County Intellectual and Developmental Disabilities Services

CDDP: Community Developmental Disabilities Program

SC: Service Coordinator

CIS: Change in Status

POC: Plan of Care

III. **Scope**

The MCIDDS SC is responsible for tasks at the time of an individual's death, as detailed below, within timelines designated in the policy for individuals enrolled and receiving services from MCIDDS.

IV. **Pre-requisites**

Any client qualified for services through the Community Developmental Disabilities Program.

V. **Responsibilities**

The MCIDDS SC is responsible for multiple tasks at the time of an individual's death, within timelines designated in the policy for individuals enrolled and receiving services from MCIDDS.

Abuse Investigation Team is responsible for screening the SERT related to the death.

POC waiver coordinator is responsible for completing an LOC Memo as applicable.

VI. **Procedure**

Within 1 day of learning of client death ODDS/ DHS has the following requirements for reporting:

1. SC will inform DHS/ODDS of death of an individual by using ODDS form [SDS 0705](#). Form must be emailed to ODDS.DEATHReport@state.or.us.
2. SC will inform MCIDDS supervisor of the death.
3. SC will review circumstances of the death and complete a SERT. SC will document any concerns of potential abuse or neglect in the SERT. SC will review any suspicious circumstances with a supervisor or abuse investigator.
4. SC will call Rachel Olson, health management at 503-269-5602 if abuse or neglect are suspected.
5. SC will complete a CIS progress note.
6. POC waiver coordinator will complete the LOC memo as applicable and route to ODDS.

Within 5 business days of client death SC will:

1. Ensure family and ISP team members have been notified as appropriate.
2. Complete all steps in regards to dealing with personal effects and funeral arrangements.
3. Complete a closing case note documenting notification of family and ISP team members and all the activities listed below.

Dealing with personal effects and funeral arrangements:

1. It is the responsibility of the family of the individual to recover personal effects. If the individual was enrolled in residential facility, it is the responsibility of the family of the individual to make arrangements with the residential provider. It is the responsibility of the family of the individual to make contact and arrangements with the funeral home.
2. For individuals with no family: the ISP team will discuss and make arrangements for the above activities.
3. For individuals who die without financial resources there established resources available to pay for burial/disposition. Some local funeral homes have been willing to donate services on a case-by-case basis. If the individual has family, the funeral home may ask the family to contribute if they are able.