

<b>Topic:</b>	Death Reporting
<b>Date Issued/Updated:</b>	05/04/2016

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## Overview

**Description:** This Worker's Guide instructs Community Developmental Disabilities Programs/Support Service Brokerages and Children's Intensive In-Home Services how and when to inform the Office of Developmental Disabilities Services 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 him/her what resources are available to you.

**Purpose/Rationale:** All CDDPs/Brokerages and CIIS are required to inform the State of the death of an individual within one working day of being notified of a death.

### **Procedures:**

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

- Report the death within 24 hours by using the Death Reporting Form DHS 0705 which can be found at <https://apps.state.or.us/cf1/FORMS/>.
  - The Form must be emailed to [ODDS.DeathReport@state.or.us](mailto:ODDS.DeathReport@state.or.us)
- Contact an ODDS Registered Nurse (RN) anytime you have an urgent concern regarding the death of an individual or if the death has been referred for a Protective Services or Law Enforcement Investigation.
- Circumstance that rise to the level of potential abuse or neglect must be reported to the CDDP protective service investigator or law enforcement
  - Continue to complete any case note narratives if there is an ongoing criminal, civil, or protective service investigation
- Follow your Agency's SERT and Incident Report policy and procedures in reporting a death.

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:

- Consult with the family, guardian and Funeral Parlor 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, or Children's Medical Eligibility Unit

- Where applicable notify Representative Payee, Conservator, and Common Law Employer (formerly known as Employer of Record).
- End date all Client Prior Authorizations (CPA) and Plan Of Care (POC) lines in eXPRS.
- Provider Payment and end dates and times:
  - Residential programs can only claim for the last full 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 ODDS.
- CDDP's must submit [DD Eligibility & Enrollment form](#) (DE0337) to the Technical Assistance Unit.
  - After submitting Death Report to ODDS, Support Services/Brokerages must send the CDDP's an SDS 4111 with updated customer information. The Death Reporting Form does not need to be attached to the SDS 4111 Form.
- 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: PSW's, In-Home Agencies, Employment and Day Service providers).
- Family members, guardians, or representative payee's 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 0705  
DHS 0337

### **Reference(s):**

- SPD-AR-12-018
- SPD-AR-12-018 supersedes SPD-AR-09-017

- SPD-AR-12-018 supersedes SPD-IM-06-036 and SPD-PT-10-044 in regards to death reporting only.

## **Frequently Asked Questions:**

### **Q. Do CDDPs need to send a Death Reporting Form to ODDS on individuals that are case managed by Brokerages?**

A. No. CDDPs do not need to send a Death Reporting Form to ODDS on individuals that are case managed by Brokerages. It is the responsibility of the Brokerage to send a Death Reporting Form on these individuals.

### **Q. What do I do if I do not have all the information to complete the Death Reporting form?**

A. Fill out the form with as much information as you have and send it as soon as possible. It is important that you put your name, phone number and email so someone from ODDS can contact you if needed.

### **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). If you have any questions they can be contacted at <https://www.oregon.gov/DHS/BUSINESS-SERVICES/OPAR/Pages/index.aspx>

## **Contact(s):**

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