



Shawnee County
Community Developmental Disabilities Organization
"Your resource for connecting our community"

Subject: Death Reporting Protocol Effective Date: 11-12-98	Policy No: 06-024
Revised: 06-10-99, 11-05-01, 03-31-03, 05-15-06, 8-18-08, 08-31-09, 08-27-12, 09.26.16, 10-06-17, 09-01-19	Forms: Death Report (State form)
Reviewed: 08-31-09, 08-26-10, 08-22-11, 08-27-12, 09-08-14. 09-26-16, 10-06-17, 10-15-18	

POLICY: *The Shawnee County Community Developmental Disabilities Organization (CDDO) will review and document deaths of anyone whose services are funded through the CDDO's contract with the State of Kansas identified in KAMIS.*

GUIDELINES:

1. Affiliates and Targeted Case Managers will submit a Critical Incident Report and Adverse Incident Report (AIR) and notify the Quality Management Coordinator (QMC) within 24 hours of the death of any individual for whom they provide I/DD services.
2. The following information will be provided when notifying the Shawnee County CDDO of a death:
 - a. Name of person
 - b. Social Security Number
 - c. Place of death
 - d. Date last seen by physician
 - e. Time of death
 - f. Circumstance of death
 - g. Whether DNR order was in place
 - h. Acute and chronic diagnosis, if applicable
3. The Shawnee County CDDO QMC will notify the State of Kansas of the death within 24 hours of notification.
4. The QMC or designee will record information obtained on the State of Kansas Death Report Form for internal CDDO records.
5. The Shawnee County QMC or designee will request an autopsy report from the District Court Clerk's office, if applicable, or made available.
6. The CDDO will submit notification to the state per state policy.
7. The Shawnee County CDDO QMC will maintain a copy of the completed death report forms and any other information in the individual's Basic Consumer Information (BCI) file.