



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

## TARC POLICY MANUAL – CDDO SECTION

<b>Subject: Death Report Protocol</b> <b>Effective Date: 11-12-98</b>	<b>Reviewed: 08-31-09,</b> <b>08-26-10, 08-22-11</b>	<b>Policy No: 06-024</b>
<b>Revised: 06-10-99, 11-05-01,</b> <b>03-31-03, 05-15-06, 8-18-08,</b> <b>08-31-09</b>	<b>Forms: 06-024.001 Death Report;</b> <b>06-024.002 Form Letter</b>	

**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 SRS identified in BASIS.***

### GUIDELINES:

1. Affiliates and Targeted Case Managers will notify the CDDO Quality Management Coordinator (QMC) and SRS Quality Improvement staff within 24 hours of the death of any individual they provide MR/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. Identify if a DNR order was in place
  - h. Acute and chronic diagnosis
3. The Shawnee County CDDO QMC will notify SRS of the death within 24 hours of notification.
4. The QMC or designee will record information obtained on the SRS Death Report Form in accordance with Death Report instruction set forth by SRS
5. Affiliates subject to the advice of counsel, determine the information that will be given to the Shawnee County CDDO.
6. Contacts made by the Shawnee County CDDO to parents/guardians will be at the Shawnee County CDDO QMC's discretion form 06-024.002.
7. The CDDO QMC or designee will mail a copy of the Death Report to SRS.
8. The Shawnee County CDDO QMC will maintain a copy of the completed death report forms and any other information in the individuals closed file.