



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, 09-09-21, 10-10-22	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, 11-23-20, 10-02-23	

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 (CIR) and Adverse Incident Report (AIR) and notify the Quality Management Coordinator (QMC) or Director within 24 hours of the death of any individual for whom they provide I/DD services.
2. Additional information may be requested when notifying the Shawnee County CDDO of a death.
3. The Shawnee County CDDO QMC will notify the State of Kansas of the death within 24 hours of notification.
4. The Shawnee County QMC or designee will request an autopsy report from the District Court Clerk's office, if applicable, or made available.
5. The CDDO will submit notification to the state per state policy.
6. The Shawnee County CDDO QMC will maintain information related to the death in the individual's Basic Consumer Information (BCI) file.