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: As per 411-415-0055(2)(A) all CDDPs/Brokerages and CIIS are required to inform the State of the death of an individual within one business day of being notified of a death. Notification is to be made directly into the Centralized Abuse Management (CAM) system.

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

Enter the death as a Serious Incident in CAM. Fill in all required fields. ODDS will be automatically notified of the death through CAM. The death of an adult must be reported to the CDDP. Each death of an adult must go through a formal death review process; death reviews will be done by CDDP abuse investigators.

ODDS will follow up with service coordinators, personal agents or abuse investigators if there are questions following the review of the death and death review report.

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:

- Immediately notify legal representative, parent, next of kin, designated contact person or other significant persons to the individual.
- Consult with the family, guardian and funeral home 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 Plan Of Care (POC) lines and Client Prior Authorizations (CPA) lines in eXPRS, with the Case Manager CPA being the last eXPRS authorization to be closed.
- Provider Payment and end dates and times:
  - Residential programs can only claim for the last 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 your case management supervisor. Supervisors may contact ODDS for technical assistance in these situations.

- CDDP’s must submit DD Eligibility & Enrollment form (DE0337) to the Technical Assistance Unit.
  - After entering the death in CAM, Support Services/Brokerages must send the CDDP a SDS 4111 with updated customer information.

- 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: PSWs/DSPs, In-Home Agencies, Vocational Rehabilitation, Employment and Day Supports Service providers).

- Family members, guardians, or representative payees 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 0337
SDS 4111

**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.
- APD-PT-19-028 supersedes SPD-AR-12-018

**Frequently Asked Questions:**

Q. Do CDDPs need to make the CAM entry for individuals that are case managed by Brokerages?
A. No. CDDP and Brokerage staff will be responsible for their own Serious Incident entry into CAM.

Q. Do I have to issue a NOPA when an individual in services dies?
A. No, 411-415-0030(5)(d)(A) states that a NOPA is not required when the exit from case management is due to the death of the individual.

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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