

SHIAWASSEE COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

Procedure

TITLE: Office of Recipient Rights' Review of Recipient Death

NAME OF RELATED POLICY: 28. Unusual Incident Reporting that Involves Critical, Risk or Sentinel Events

PROCEDURE: (Responsibility, When to Perform, Tasks/Steps)

This procedure will provide a formal process for the Recipient Rights Officer's review of the circumstances and conditions related to the death of any active individual receiving mental health services from Shiawassee County Community Mental Health Authority (SCCMHA).

The SCCMHA Recipient Rights Officer:

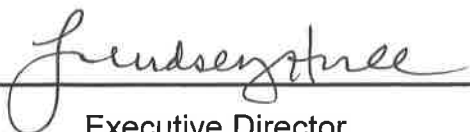
1. Will review the circumstances of the death of any active consumer receiving mental health services.
2. Will review the "Report of Death" of any recipient death (required).
3. Will review the clinical record of any recipient who has passed away (required).
4. May review recipient's Certificate of Death.
5. May interview Supports Coordinators, Program Directors and/or other staff necessary to obtain information regarding a consumer's death.
6. Will attend the Recipient Death Review committee meeting, if one is convened, to review a recipient death. Committee membership includes a program director, supports coordinator, a physician, a registered nurse, representative from service area of service being provided and the recipient rights officer. Committee responsibilities are:
 - a. Review of circumstances of recipient death
 - b. Review of person centered plan and treatment services
 - c. Review the following information:
 - i. Name
 - ii. Gender
 - iii. Date of Birth
 - iv. Date, Time, place of death
 - v. Client diagnoses, medical and psychiatric
 - vi. Cause of death
 - vii. Recent changes in medical or psychiatric status including notation on most recent hospitalization

- viii. Summary of condition and treatment (programs and services being provided to client) preceding death
 - ix. Medications prescribed by SCCMHA within last 30 days
 - x. Autopsy findings, if one is authorized by the county medical examiner or by the family of the deceased
- d. Identify and document any recommendations
 - e. Submit a written report to SCCMHA's Executive Director within ten (10) days of recipient's death.
7. Will maintain a "Recipient Rights Death Review" log. The log will track the death of any active recipient receiving mental health services. The log will include recipient's name, case number, date of birth, date of death, place of death, cause of death, recommendations and any violation of the recipient's rights.
8. Will complete the "Office of Recipient Rights, Review of Death" report on the death of every active recipient receiving mental health services. The report will document Rights Officer review and will document the conclusion based on the review that:
- a. SCCMHA standards were or were not followed
 - b. Staff action or inaction 1) appeared to cause or contribute to the death or 2) did not appear to cause or contribute to the death.

The report will indicate whether further action will be taken or no further action is required by the rights officer, if an investigation will be opened if a violation of a code protected right is identified, or if other action is indicated.

The Report of Death notification form filled out by the service provider will be attached to the Rights Officer's Review of Death Report and maintained in a file along with the Recipient Rights Death Review Log.

EFFECTIVE DATE: December 8, 2006


Executive Director

11.7.16

Date