

<b>Community Mental Health Partnership of Southeast Michigan/PIHP</b>	<b><i>Policy and Procedure Report and Review of Recipient Death</i></b>
<b>Committee/Department: Recipient Rights</b>	<b>Local Policy Number (if used)</b>
<b>Implementation Date 10/24/2023</b>	<b>Regional Approval Date 09/28/2023</b>

<b>Reviewed by:</b>	<b>Recommendation Date:</b>
ROC	08/09/2023
<b>CMH Board:</b>	<b>Approval Date:</b>
Lenawee	09/28/2023
Livingston	08/29/2023
Monroe	09/27/2023
Washtenaw	08/25/2023

**I. PURPOSE**

The purpose of this policy is to establish guidelines for the reporting and review of all recipient deaths.

**II. REVISION HISTORY**

DATE	MODIFICATION
06/04/2010	Full policy revision
05/31/2013	Template updated
01/13/2017	Template Updated
02/13/2020	3-year review No Content Changes
09/28/2023	3 year review No Content Changes

**III. APPLICATION**

<input checked="" type="checkbox"/> CMHPSM PIHP Staff, Board Members, Interns & Volunteers
<input checked="" type="checkbox"/> Regional Partner CMHSP Staff, Board Members, Interns & Volunteers
Service Providers of the CMHPSM and/or Regional CMHSP Partners:
<input checked="" type="checkbox"/> Mental Health / Intellectual or Developmental Disability Service Providers
<input type="checkbox"/> SUD Treatment Providers <input type="checkbox"/> SUD Prevention Providers
<input type="checkbox"/> Other as listed:

**IV. POLICY**

It is the policy of the CMHPSM that all recipient deaths are reviewed for quality of care and recipient rights issues.

**V. DEFINITIONS**

Community Mental Health Partnership Of Southeast Michigan (CMHPSM): The Regional Entity that serves as the PIHP for Lenawee, Livingston, Monroe and Washtenaw for mental health, developmental disabilities, and substance use disorder services.

Community Mental Health Services Program (CMHSP): A program operated under chapter 2 of the Mental Health Code as a county community mental health agency, a community mental health authority, or a community mental health organization.

Regional Entity: The entity established under section 204b of the Michigan Mental Health Code to provide specialty services and supports.

**VI. STANDARDS**

- A. All recipient deaths shall be reviewed for quality of care and recipient rights issues.
- B. Data regarding recipient deaths shall be reported to the Michigan Department of Health and Human Services in compliance with their reporting requirements.

**VII. EXHIBITS**

None

**VIII. REFERENCES**

Reference:	Check if applies:	Standard Numbers:
Michigan Mental Health Code Act 258 of 1974	X	330.1778(1)
MDHHS Medicaid Contract	X	
CMHPSM Policy: <u>Confidentiality and Access to Consumer Records</u>	X	
CMHPSM Policy: <u>Office of Recipient Rights</u>	X	
CMHPSM Policy: <u>Critical Incident, Sentinel Event, and Risk Event</u>	X	

**IX. PROCEDURES**

WHO	DOES WHAT
Any staff notified of a recipient death	<ol style="list-style-type: none"> <li>1) Secures as much information as available regarding the circumstances of the death.</li> <li>2) Verbally reports death to immediate supervisor, assigned clinical staff, and Office of Recipient Rights, no later than the next business day.</li> <li>3) Completes an Incident Report by the end of shift.</li> </ol>

Assigned Clinical Staff	<ol style="list-style-type: none"> <li>1) Ensures the following: <ol style="list-style-type: none"> <li>a) Notification of death to Office of Recipient Rights, Clinical Supervisor, and Department Head, no later than the next business day.</li> <li>b) Completion of an Incident Report.</li> </ol> </li> <li>2) Ensures completion of the Report of Death form. Forwards a copy of the completed form to supervisor for review.</li> <li>3) Ensures that a final copy of the Report of Death form is forwarded to the Office of Recipient Rights and filed in the recipient's medical record.</li> <li>4) Ensures that the recipient's medical record is complete, up-to-date, and closed.</li> <li>5) Ensures notification of guardian/next of kin as appropriate, and in compliance with confidentiality standards.</li> </ol>
Clinical Supervisor/Designee	<ol style="list-style-type: none"> <li>1) Ensures notification of death to Department Head and Office of Recipient Rights, no later than the next business day.</li> <li>2) Ensures the following: <ol style="list-style-type: none"> <li>a) Incident Report has been accurately completed.</li> <li>b) Report of Death has been accurately completed, filed in the medical record, and forwarded to the Office of Recipient Rights.</li> <li>c) Recipient's medical record is complete, up-to-date, and closed.</li> <li>d) Notification of next of kin, in compliance with confidentiality standards.</li> </ol> </li> <li>3) Consults with the CMH Director to determine if any additional action is necessary, including Adverse Event or Sentinel Event review.</li> </ol>

Local CMH Director	<ol style="list-style-type: none"> <li>1) Determines if any additional action is necessary, including Adverse Event or Sentinel Event Review.</li> <li>2) Coordinates, or designates coordination, of additional action as appropriate.</li> </ol>
Recipient Rights Officer	<ol style="list-style-type: none"> <li>1) Conducts and documents a review of all recipient deaths, including review of the medical record and Report of Death form.</li> <li>2) Forwards copy of the Recipient Rights death review to: <ol style="list-style-type: none"> <li>a) CMH Director</li> <li>b) Department Head</li> <li>c) Medical Director</li> </ol> </li> <li>3) In the event that staff action/lack of action may have contributed to the recipient's death, or if there is an appearance of a lapse in quality of care, conducts an investigation in compliance with CMHPSM Policy: <u>Office of Recipient Rights</u>.</li> <li>4) In the event that an investigation is completed in response to a recipient's death, the Investigative Report shall take the place of the Recipient Rights death review. A copy of the report shall be forwarded to: <ol style="list-style-type: none"> <li>a) CMH Director</li> <li>b) Department Head</li> <li>c) Medical Director</li> </ol> </li> </ol>
Designated PIHP Staff	<ol style="list-style-type: none"> <li>1) Ensures accurate reporting of deaths to the Michigan Department of Health and Human Services, in compliance with their data reporting requirements.</li> </ol>