



HOME AND COMMUNITY-BASED SERVICES WAIVERS' DEATH REVIEW ROCESS

05/19/2011

Purpose

The Death Review Process facilitates the review of the death of every person receiving waiver services at the time of his/her death. The Death Review Process safeguards the health and well being of all HCBS clients by identifying trends which may indicate training and education needs.

Process

Each local agency/office providing services coordination for HCBS waivers will use the following process when a client dies while receiving waiver services:

1. The Services Coordinator must telephone DHHS Home and Community Based Services Unit at (402) 471-9156 or (402) 471-9389 no later than the next working day following notification of the client's death.
2. The Services Coordinator shall complete the Notification of Death form and submit the form and services coordination records to the HCBS Waiver Unit Staff within 10 working days of notification.
3. A preliminary review of the records regarding the client's death and circumstances around the death will be conducted by HCBS Waiver Unit Staff.
4. Additional information may be requested at any time during the review of the death.
5. The Quality Improvement Death Review Committee will review the death when issues are identified during the preliminary review.
6. Action will be taken by the QI Death Review Committee. Actions taken will be:
 - A. Technical assistance initiated;
 - B. Referred to appropriate entity for further review; or
 - C. Closed.
7. HCBS Waiver Unit Staff will send a letter to the services coordination agency indicating action taken.