

MOUNT ROGERS COMMUNITY SERVICES BOARD

TITLE: Protocol for Discharge of Deceased Individual

I. PURPOSE AND AUTHORITY

To provide a protocol for the discharge process of individuals who become deceased while receiving services.

II. PROTOCOL

A. *Steps to be Completed*

This protocol would be executed in the event that an individual dies while receiving services. Upon notification of death, the provider will complete the following services within seven days:

- Notice of Action for mental health and substance abuse services (the appeal timeframe should be considered when determining the projected discharge date)
- Right to Appeal for intellectually disabled services (the appeal timeframe should be considered when determining the projected discharge date)
- Quarterly Review for mental health and substance abuse services (if due at the time of death)
- Person Centered Review for intellectual disability services (if due at the time of death or unless otherwise required/assigned by your division, facility and/or supervisor)
- Any documentation such as contact with family members, guardian or other providers should be documented in a Note (no charge).
- Discharge Summary – this should be the last service recorded and the discharge date on this form should be the same as the date of service.
- No billable services should be recorded beyond the date of death.

B. *Unassignment*

Designated staff should unassign the individual from the team using the Discharge Summary date. If unassignment does not occur on the same day as the Discharge Summary, designated staff would need to update the episode record to reflect the accurate date.

Updated 2/21/2014

Designated staff will change status in the individual's profile to Deceased and note death of the individual as the reason for closing.