

AGED AND DISABLED WAIVER- MORTALITY REPORT FACT SHEET

Purpose: Mortality reporting is a Center for Medicare and Medicaid requirement. It is a health and welfare performance measure that is reported to CMS and monitored by a Mortality Review Committee. Please refer to the Aged and Disabled Waiver Policy manual for further details.

Required Mortality Reporting Steps:

1. Complete the Death Notification form on **ALL** deaths within one business day.
2. Complete an incident report in the IMS on **ALL** deaths within one business day. Incident type: Choose "critical incident", death (either anticipated or unanticipated).
3. For unexplained, untimely or suspicious deaths, complete section two of the Death Notification.
4. Scan all forms and submit in CareConnection to request case closure.
5. Within three days, complete the form and submit for estate recovery.

http://www.wvrecovery.com/docs/NOTIFICATION_OF_DEATH.pdf

Agency and Reporter Information: Agency name, Case Manager name and phone number.

Information Regarding the Deceased: Participant demographics; date and time of death. Remember to include the cause of death, location of death and medical diagnoses or conditions.

Manner of Death: Terminal, natural, accidental, disease or other. Please choose only one.

Definition of Unexplained, Untimely or Suspicious Deaths:

- Person found deceased with no known cause.
- The prognosis is not listed as terminal; the person was not receiving hospice or palliative care or has not had a physician report an expectation of being terminal (ex. person does not have terminal illness and hospice is not in the home).
- The death is untimely (or does not appear to be "age-related").
- Medical conditions or diagnoses are not associated with "unexpected death" (Example: participant has well-managed Diabetes Mellitus, macular degeneration and moderate dementia).
- Medical staff were not present at the time of death (not in a hospital or medical facility) - This factor alone would not be a criteria for unexplained death (must be found in conjunction with other criteria). For example, person does not have a terminal prognosis **and** no medical staff present at time of death or participant found deceased with no known cause **and** medical staff not present at time of death.
- The death is suspicious as evidenced by foul play or criminal activity (burglary/break-ins, theft of medication/money/goods, house fire, etc.).
- There is evidence of violence, abuse, neglect or exploitation that led to the death.
- The Medical Examiner was required to complete an autopsy or further inquiry.

Section Five for Unexplained, Untimely or Suspicious Deaths:

1. Describe all lifesaving measures attempted.
2. Describe all circumstances preceding death (if known).
3. Indicate applicable agencies/authorities notified.