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| PROGRAM OPERATIONS DIRECTIVE # 31.0 |
| SUBJECT: Death Notices |
| ISSUED: 10-1-2020 |

PURPOSE:

To clarify the process of notification of death of a person served at CMH.

POPULATION:

All populations.

REQUIREMENTS:

As of 10-1-2020 the process of death notifications is as follows:

- The assigned clerical will send out an email notification of the death to the Supervisor and applicable Assistant Division Director of the program the person was assigned to. The assigned clerical sends an email to scheduling to have appointments cancelled.
- The Supervisor or Assistant Division Director informs the case holder by 4pm on the date of notification.
- The assigned clerical sends out the death notices memo with the required documentation attached (for open cases) by 4:30 pm on the date of the notification. When clerical looks in the chart, if they see that the death report has already been completed (meaning the assigned case holder is aware of the death) they will send notification to all parties with the required documentation attached immediately.
- The assigned case holder completes required documentation per the guidelines listed in the Death Reporting Policy. Notifications will be sent out regarding individuals who have passed within 3 months of closure from CMH services, but documentation will not be required. The notification is for information purposes only.