

Policy:

Palmer's Home Care, LLC will follow the DMH Division of DD Death Notification and Mortality Review Process Policy for death notification of any individual in our services. All staff of Palmer's Home Care, LLC are mandated to comply with the mortality process at all stages.

Comments:

In the Event of any individual's death in services with Palmer's Home Care, LLC the following actions are to occur:

- **Immediately** staff will ensure the safety of all other individuals, actions taken will be documented.
- PHC Staff will **immediately** begin mandatory notifications, as follows:
 - Manager/Immediate Supervisor
 - Degreed Professional Manager
 - Director of Palmer's Home Care, LLC
 - Owners of Palmer's Home Care, LLC

At any time, this call notification may be escalated to the highest level based on discretion and availability of staff. This is only a guideline.

The Director of PHC, or designee, will then notify the following **immediately** upon notification of a death:

- Guardian/Family
- Regional Director
- Medical Examiner/Coroner
- Law enforcement, as indicated

PHC Administrative staff will **immediately** ensure that Community Event Report form- DMH-9719B is completed and submitted.

The Mortality Review process will be initiated within 5 business days per DMH Division of DD Death Notification and Mortality Review Process Policy.

The electronic record form for deaths of individuals receiving services will be completed within 5 business days and submitted per the DMH Division of DD Death Notification and Mortality Review Process Policy. This will be completed by professional level staff.

All staff of Palmer's Home Care, LCC are mandated to comply with the mortality process at all stages.