

## **HCSIS Frequently Ask Questions**

### **Death Reporting**

#### What is Death Reporting?

Death Reporting in HCSIS allows for reporting, notification and follow-up of deaths for all individuals over the age of eighteen [18].

#### What is the Death Report process?

- Deaths are reported by the Area Office or Facility.
- The Region and Central Offices are notified via an alert.
- An Initial Review for completeness and accuracy is performed by Investigations Staff.
- A Final Review is performed by DMR's Health Services Director.
- Some deaths may require a Mortality Review, based on the Residential Services the individual was receiving at the time of the death, and if so, the Final Review will be performed after the Mortality Review.
- The Mortality Review Process is not in HCSIS.

#### Who are the 'users' involved in the Death Reporting process?

- Area Office/Facility Staff with the HCSIS Death Report role
  - Create and update the Death Report for individuals in their area/facility
  - Review and finalize Death Reports for individuals in their area/facility
- SCs
  - Create and update Death Reports for individuals in their caseload
  - Only SC Supervisors can finalize the Death Report
- Regional Office Staff
  - Review Death Reports for individuals in their region
- Central Office Staff
  - Review Death Reports for individuals across the state
- Investigations Staff
  - Review Death Reports
  - Create Initial Review for individuals across the state
- Health Services Director
  - Review Death Reports
  - Create Central Office Review for individuals across the state
- DPPC
  - Review Death Reports with an Approved Initial Review

### How do I review the Death Report?

Please select the Printable Death Reporting Summary only for reviewing the information contained in the Death Report. The Update link is only used for editing and adding new information to the Death Report.

### What does the Update Link do?

The Update link allows the Area Office/Facility to update the initially accepted Death Report with the most recent information from Meditech if it has been corrected or changed.

The Update link also allows the Area Office/Facility to add pertinent information that may not have been readily available in the initial submission of the death report.

### When does the Update Link appear?

After the Initial Review is finalized and approved.