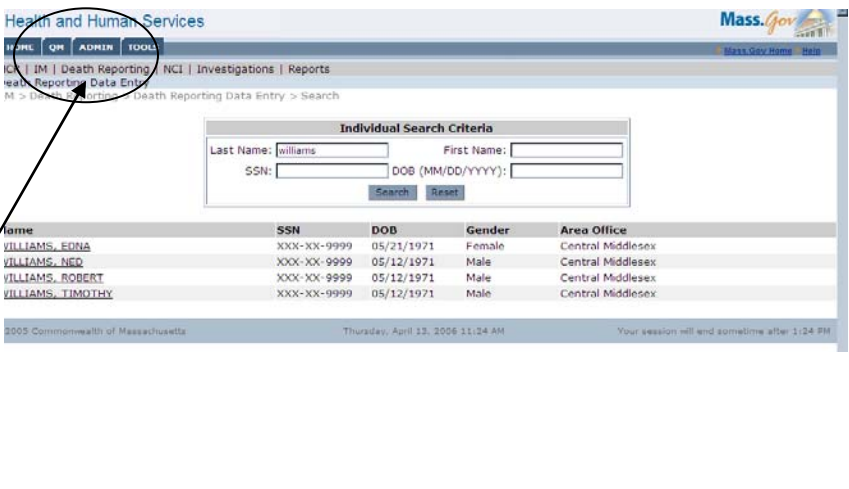
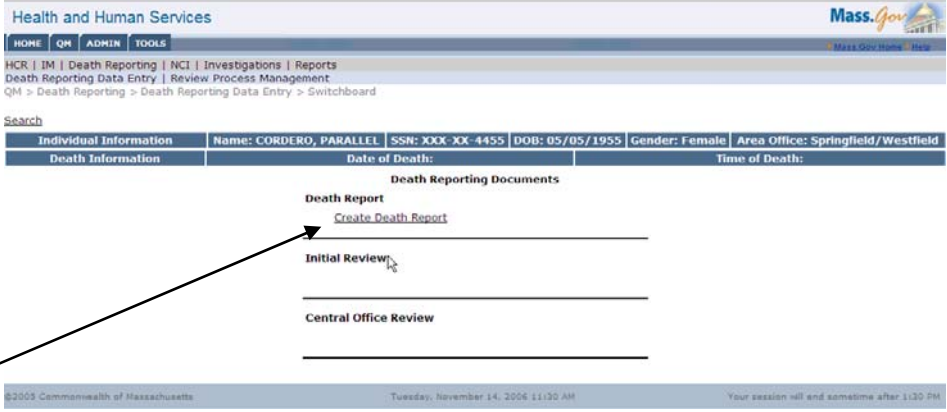
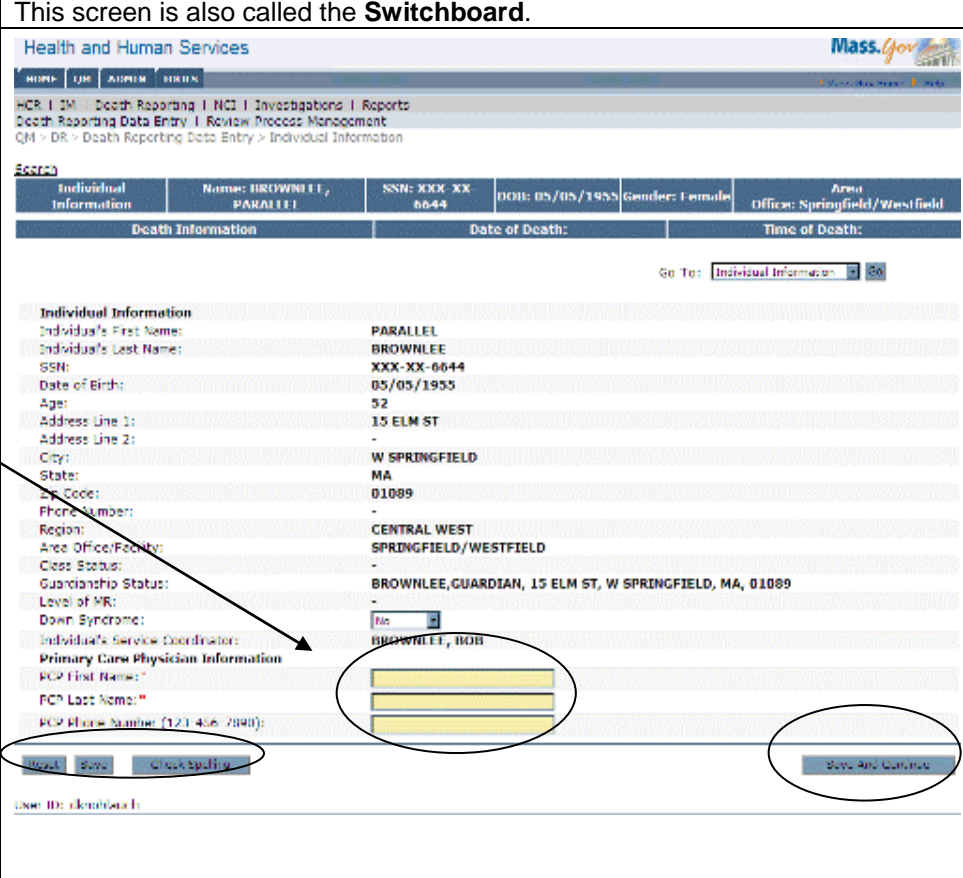


Quick Guide For Death Reporting

HCSIS	Look for—Operation Successful—at top of page																									
<p>USER navigates to the Incident Management Data Entry Screen (by clicking QM, then Death Reporting then Death Reporting Data Entry). Enter name of individual.</p>	 <p>The screenshot shows the 'Individual Search Criteria' form with fields for Last Name, First Name, SSN, and DOB. Below the form is a table of search results:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>SSN</th> <th>DOB</th> <th>Gender</th> <th>Area Office</th> </tr> </thead> <tbody> <tr> <td>WILLIAMS, EDNA</td> <td>XXX-XX-9999</td> <td>05/21/1971</td> <td>Female</td> <td>Central Middlesex</td> </tr> <tr> <td>WILLIAMS, NED</td> <td>XXX-XX-9999</td> <td>05/12/1971</td> <td>Male</td> <td>Central Middlesex</td> </tr> <tr> <td>WILLIAMS, ROBERT</td> <td>XXX-XX-9999</td> <td>05/12/1971</td> <td>Male</td> <td>Central Middlesex</td> </tr> <tr> <td>WILLIAMS, TIMOTHY</td> <td>XXX-XX-9999</td> <td>05/12/1971</td> <td>Male</td> <td>Central Middlesex</td> </tr> </tbody> </table>	Name	SSN	DOB	Gender	Area Office	WILLIAMS, EDNA	XXX-XX-9999	05/21/1971	Female	Central Middlesex	WILLIAMS, NED	XXX-XX-9999	05/12/1971	Male	Central Middlesex	WILLIAMS, ROBERT	XXX-XX-9999	05/12/1971	Male	Central Middlesex	WILLIAMS, TIMOTHY	XXX-XX-9999	05/12/1971	Male	Central Middlesex
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WILLIAMS, TIMOTHY	XXX-XX-9999	05/12/1971	Male	Central Middlesex																						
<p>Note</p>	<p>Make sure to select the correct person. Data entry user must have role authorizing death reporting.</p>																									
<p>Check pre-populated information for accuracy. Changes will need to be made in Meditech.</p> <p>Click to create report.</p>	 <p>The screenshot shows the 'Death Reporting Documents' section with the following links:</p> <ul style="list-style-type: none"> Create Death Report Initial Review Central Office Review 																									


Quick Guide For Death Reporting

<p>Note</p> <p>Use this screen to review pre-populated information. Any changes need to be made in Meditech.</p> <p>Complete mandatory fields.</p> <p>Click Save and Continue to advance to next screen.</p>	<p>This screen is also called the Switchboard.</p> 
<p>Note</p>	<p><u>Save Button</u> – Saves data on the screen if all mandatory fields are filled out.</p> <p><u>Reset Button</u> – Clears fields if a Save has not been performed. Otherwise, sets fields to their last saved value.</p> <p><u>Check Spelling</u> – Performs the spell check function.</p> <p><u>Save and Continue</u> – Performs a save and continues to next page if successful. If not, error message appears on top of page.</p>

Quick Guide For Death Reporting

<p>Complete mandatory Death Information fields.</p> <p>Click Save to save data once mandatory fields have been completed.</p> <p>Click Save and Continue.</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Death Information</p> <p style="text-align: right; font-size: small;">Mass.gov</p> <p style="font-size: x-small; margin: 0;">HOME QM ADMIN DEATH</p> <p style="font-size: x-small; margin: 0;"> HCR IM Death Reporting NCI Investigations Reports Death Reporting Data Entry Review Process Management QM > DR > Death Reporting Data Entry > Death Information </p> <p style="font-size: x-small; margin: 0;">Search</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr> <td style="width: 15%;">Individual Information</td> <td style="width: 25%;">Name: BROWNLEE, PARALLEL</td> <td style="width: 15%;">SSN: XXX-XX-6644</td> <td style="width: 15%;">DOB: 05/05/1955</td> <td style="width: 15%;">Gender: Female</td> <td style="width: 20%;">Area Office: Springfield/Westfield</td> </tr> </table> <p style="text-align: center; font-weight: bold; margin: 5px 0;">Death Information Date of Death: Time of Death:</p> <p style="text-align: right; font-size: x-small; margin: 0;">Go To: Death Information GO</p> <p style="font-size: x-small; margin: 0;">Death Information</p> <p>Date of Death (MM/DD/YYYY):* <input type="text"/></p> <p>Time of Death (HH:MM AM/PM):* <input type="text"/></p> <p>Type of Location of Death:* <input type="text"/></p> <p>If Death was at Acute Care Hospital, Select Hospital: <input type="text"/></p> <p>If Other, Explain: <input type="text"/></p> <p>Actual Name of Location of Death: <input type="text"/></p> <p>Address Line 1:* <input type="text"/></p> <p>Address Line 2: <input type="text"/></p> <p>City:* <input type="text"/></p> <p>State:* <input type="text"/></p> <p>Zip Code:* <input type="text"/></p> <p>Phone Number (121-406-7800):* <input type="text"/></p> <p style="font-size: x-small; margin: 5px 0;">Next Save Check Spelling</p> <p style="text-align: right; font-size: x-small; margin: 0;">Save and Continue</p> <p style="font-size: x-small; margin: 0;">Use ID: identify</p> </div>	Individual Information	Name: BROWNLEE, PARALLEL	SSN: XXX-XX-6644	DOB: 05/05/1955	Gender: Female	Area Office: Springfield/Westfield
Individual Information	Name: BROWNLEE, PARALLEL	SSN: XXX-XX-6644	DOB: 05/05/1955	Gender: Female	Area Office: Springfield/Westfield		
<p>Note</p>	<p>The Mortality Review can be requested by Reporter.</p> <p>The drop down menu choice for Type of Location of Death triggers the Mortality Review. After completing the screen, click Save to trigger the logic before choosing to click Save and Continue. If there are no amendments to this screen, the mortality review question will not be triggered for an accurate response.</p>						
<p>Complete Reporter Information fields.</p> <p>Click Save and Continue.</p> <p>Note Drop-down menu for Reporter's Area Office/Facility.</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Reporter Information</p> <p style="text-align: right; font-size: small;">Mass.gov</p> <p style="font-size: x-small; margin: 0;">HOME QM ADMIN DEATH</p> <p style="font-size: x-small; margin: 0;"> HCR IM Death Reporting NCI Investigations Reports Death Reporting Data Entry Review Process Management QM > DR > Death Reporting Data Entry > Reporter Information </p> <p style="font-size: x-small; margin: 0;">Search</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr> <td style="width: 15%;">Individual Information</td> <td style="width: 25%;">Name: BROWNLEE, PARALLEL</td> <td style="width: 15%;">SSN: XXX-XX-6644</td> <td style="width: 15%;">DOB: 05/05/1955</td> <td style="width: 15%;">Gender: Female</td> <td style="width: 20%;">Area Office: Springfield/Westfield</td> </tr> </table> <p style="text-align: center; font-weight: bold; margin: 5px 0;">Death Information Date of Death: Time of Death:</p> <p style="text-align: right; font-size: x-small; margin: 0;">Go To: Reporter Information GO</p> <p style="font-size: x-small; margin: 0;">Reporter Information</p> <p>Reporter's First Name:* <input type="text"/></p> <p>Reporter's Last Name:* <input type="text"/></p> <p>Reporter's Title:* <input type="text"/></p> <p>Reporter's Area Office/Facility:* <input type="text"/></p> <p>Reporter's Phone Number (123-456-7890):* <input type="text"/></p> <p>Date of Report (MM/DD/YYYY):* <input type="text"/></p> <p style="font-size: x-small; margin: 5px 0;">Next Save Check Spelling</p> <p style="text-align: right; font-size: x-small; margin: 0;">Save and Continue</p> <p style="font-size: x-small; margin: 0;">Use ID: identify</p> </div>	Individual Information	Name: BROWNLEE, PARALLEL	SSN: XXX-XX-6644	DOB: 05/05/1955	Gender: Female	Area Office: Springfield/Westfield
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Quick Guide For Death Reporting



HOME | QM | ADMIN | TOOLS

HCR | IM | Death Reporting | HCR | Investigations | Reports
 Death Reporting Data Entry | Review Process Management
 QM | DR | Death Reporting Data Entry | Circumstances of Death

Search

Individual Information	Name: BROWNLEE, PARALLEL	SSN: XXX-XX-6644	DOB: 05/05/1955	Gender: Female	Area Office: Springfield/Westfield
Death Information		Date of Death:		Time of Death:	

Go To: Circumstances of Death

Circumstances of Death

Presumed Diagnosis at time of death:

If other presumed diagnosis, please describe:

Facts and Circumstances of Death:

Did the person have a Level II or Level III Behavior Modification Plan?

Was the person being restrained or in Time Out at, or just prior to, death?

Was a DNR in place?

At time of death, receiving hospice services?

Services Received on the Date of Death:

Is a Mortality Review Required?

If Not Required, Is a Mortality Review Requested?

If requested, reason for request:


Was an autopsy requested?

Was an autopsy completed?

Reset Save Check Spelling
Save and Continue

Use ID: identifier

Note **Facts and Circumstances of Death** is a text box sufficient to write about a page of text. User can cut and paste from another (e.g. Word) document.



HOME | QM | ADMIN | TOOLS

HCR | IM | Death Reporting | HCR | Investigations | Reports
 Death Reporting Data Entry | Review Process Management
 QM | DR | Death Reporting Data Entry | Notifications

Search

Individual Information	Name: BROWNLEE, PARALLEL	SSN: XXX-XX-6644	DOB: 05/05/1955	Gender: Female	Area Office: Springfield/Westfield
Death Information		Date of Death:		Time of Death:	

Go To: Notifications

Notifications

Was the Senior Investigator (or Regional on-call person, if after hours) notified by phone immediately?

Was DNR notified immediately by phone?

Date of DNR Notification (MM/DD/YYYY):

Time of DNR Notification (HH:MM AM/PM):

Was guardian or next of kin notified of the death?

Was the death unexpected?

Was the death under suspicious circumstances?

Were there any indications of violence (including sexual abuse)?

Were the state/local police notified immediately?

Was the Medical Examiner's Office notified?

If the Medical Examiner's Office was notified, did it take jurisdiction?

If the individual was over 80 years old and if there are indications of violence, was DUA notified immediately by phone?

Date of DUA Notification (MM/DD/YYYY):

Time of DUA Notification (HH:MM AM/PM):

Reset Save Check Spelling
Finalize

Use ID: identifier

Complete all mandatory fields.

If user has role authorizing such, click **Finalize**. If not, click **Save and Continue**.

Quick Guide For Death Reporting

	DMR Investigations Review
<p>Investigation Staff reviewer navigates to switchboard and clicks on Create Initial Review</p>	
<p>Investigation Staff reviewer completes mandatory fields, approves or not and clicks Finalize</p>	

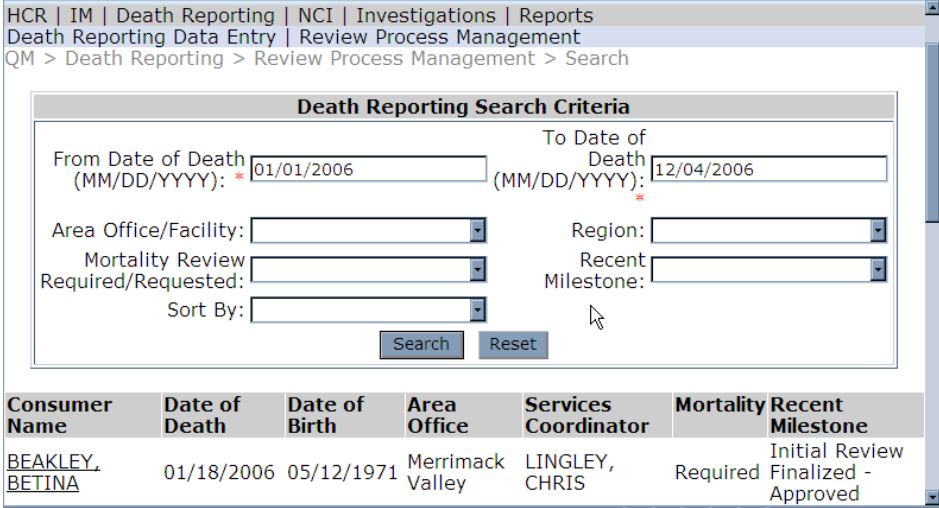
Quick Guide For Death Reporting

<p>After Death Report has been finalized at the Initial Review level, regardless of approved or not, update link appears in order to update any information.</p>	<div style="border: 1px solid black; padding: 5px;"> <h3 style="text-align: center; margin: 0;">Switchboard</h3> <div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;"> HOME QM ADMIN TOOLS </div> <div style="font-size: small; margin-bottom: 5px;"> HCR IM Death Reporting NCI Investigations Reports Death Reporting Data Entry Review Process Management QM > Death Reporting > Death Reporting Data Entry > Switchboard </div> <div style="margin-bottom: 5px;"> Search </div> <div style="text-align: center; margin-bottom: 5px;"> Printable Death Reporting Summary </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr> <td style="width: 25%;">Individual Information</td> <td style="width: 25%;">Name: KWASNIOWSKI, TEST</td> <td style="width: 15%;">SSN: XXX-XX-9999</td> <td style="width: 15%;">DOB: 01/20/1969</td> <td style="width: 10%;">Gender: Female</td> <td style="width: 10%;">Area Office: Berkshire</td> </tr> <tr> <td>Death Information</td> <td colspan="2">Date of Death: 12/18/2006</td> <td colspan="3">Time of Death:</td> </tr> </table> <p style="text-align: center; margin: 5px 0;">Death Reporting Documents</p> <p>Death Report Finalized - Date Created: 12/20/2006 Update Death Report</p> <hr style="width: 50%; margin: 5px auto;"/> <p>Initial Review Finalized - Date Created: 12/20/2006 - Approval Status: Approved</p> <hr style="width: 50%; margin: 5px auto;"/> <p>Central Office Review</p> <hr style="width: 50%; margin: 5px auto;"/> </div>	Individual Information	Name: KWASNIOWSKI, TEST	SSN: XXX-XX-9999	DOB: 01/20/1969	Gender: Female	Area Office: Berkshire	Death Information	Date of Death: 12/18/2006		Time of Death:		
Individual Information	Name: KWASNIOWSKI, TEST	SSN: XXX-XX-9999	DOB: 01/20/1969	Gender: Female	Area Office: Berkshire								
Death Information	Date of Death: 12/18/2006		Time of Death:										
<p>Note:</p>	<p>Update Death Report link should only be selected if there is actual information to update; it is only used for editing and adding new information. For reading/reviewing report select Printable Death reporting summary only.</p>												
<p>Central Office Review. User clicks on "Create Central Office Review"</p>	<div style="border: 1px solid black; padding: 5px;"> <div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;"> HOME QM ADMIN TOOLS </div> <div style="font-size: small; margin-bottom: 5px;"> HCR IM Death Reporting NCI Investigations Reports Death Reporting Data Entry IM > Death Reporting > Death Reporting Data Entry > Switchboard </div> <div style="margin-bottom: 5px;"> Search </div> <div style="text-align: center; margin-bottom: 5px;"> Printable Death Reporting Summary </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr> <td style="width: 25%;">Individual Information</td> <td style="width: 25%;">Name: WILLIAMS, TIMOTHY</td> <td style="width: 15%;">SSN: XXX-XX-9999</td> <td style="width: 15%;">DOB: 05/12/1971</td> <td style="width: 10%;">Gender: Male</td> <td style="width: 10%;">Area Office: Central Middlesex</td> </tr> <tr> <td>Death Information</td> <td colspan="2">Date of Death: 04/07/2006</td> <td colspan="3">Time of Death:</td> </tr> </table> <p style="text-align: center; margin: 5px 0;">Death Reporting Documents</p> <p>Death Report Finalized - Date Created: 04/12/2006</p> <hr style="width: 50%; margin: 5px auto;"/> <p>Initial Review Finalized - Date Created: 04/12/2006 - Approval Status: Approved</p> <hr style="width: 50%; margin: 5px auto;"/> <p>Central Office Review Create Central Office Review</p> <hr style="width: 50%; margin: 5px auto;"/> </div>	Individual Information	Name: WILLIAMS, TIMOTHY	SSN: XXX-XX-9999	DOB: 05/12/1971	Gender: Male	Area Office: Central Middlesex	Death Information	Date of Death: 04/07/2006		Time of Death:		
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Death Information	Date of Death: 04/07/2006		Time of Death:										

Quick Guide For Death Reporting

	<h2 style="text-align: center;">Central Office Review</h2>
<p>Central Office Review. User completes at least mandatory fields then finalizes.</p>	
	<h2 style="text-align: center;">Switchboard</h2>
<p>The Death Report is approved at all levels.</p>	
<p>Finalized Death Report not approved at Initial Review. Sent back to Reporter for correction; [repeat the process see pg 5]. Re-submitted for Initial review; approved. Sent to Central Office for review; approved.</p>	

Quick Guide For Death Reporting

Review Process Management															
<p>Review Process Management</p> <p>Use this screen to search for a death.</p> <p>USER navigates to the Review Process Management Screen (by clicking QM, then Death Reporting then Review Process Management). Enter date range.</p>	 <p>The screenshot shows a web application interface for 'Review Process Management'. At the top, there is a breadcrumb trail: 'HCR IM Death Reporting NCI Investigations Reports Death Reporting Data Entry Review Process Management QM > Death Reporting > Review Process Management > Search'. Below this is a 'Death Reporting Search Criteria' form with the following fields: 'From Date of Death (MM/DD/YYYY): * 01/01/2006', 'To Date of Death (MM/DD/YYYY): * 12/04/2006', 'Area Office/Facility: [dropdown]', 'Region: [dropdown]', 'Mortality Review Required/Requested: [dropdown]', 'Recent Milestone: [dropdown]', and 'Sort By: [dropdown]'. There are 'Search' and 'Reset' buttons. Below the form is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Consumer Name</th> <th>Date of Death</th> <th>Date of Birth</th> <th>Area Office</th> <th>Services Coordinator</th> <th>Mortality</th> <th>Recent Milestone</th> </tr> </thead> <tbody> <tr> <td>BEAKLEY, BETINA</td> <td>01/18/2006</td> <td>05/12/1971</td> <td>Merrimack Valley</td> <td>LINGLEY, CHRIS</td> <td>Required</td> <td>Initial Review Finalized - Approved</td> </tr> </tbody> </table>	Consumer Name	Date of Death	Date of Birth	Area Office	Services Coordinator	Mortality	Recent Milestone	BEAKLEY, BETINA	01/18/2006	05/12/1971	Merrimack Valley	LINGLEY, CHRIS	Required	Initial Review Finalized - Approved
Consumer Name	Date of Death	Date of Birth	Area Office	Services Coordinator	Mortality	Recent Milestone									
BEAKLEY, BETINA	01/18/2006	05/12/1971	Merrimack Valley	LINGLEY, CHRIS	Required	Initial Review Finalized - Approved									
Notes	<p>Death reporting is by area. There is no event ID #. Deaths can be sorted by date of death, mortality review and/or recent milestone.</p>														