



TO: AIN Representatives of DOH, OASAS, OCFS, OMH, OPWDD, and SED
FROM: Jay Kiyonaga, Executive Deputy Director *JK*
DATE: August 22, 2013
SUBJECT: Death Reporting Process Update

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Effective August 20, 2013, the Justice Center modified the Death Reporting process in response to feedback provided by the State Oversight Agencies and its own internal Death Review team. These process changes impact the Justice Center's two categories of death reporting:

- 1) Administrative Death Reporting:** All deaths reported to the Justice Center for a person served by a program or facility under our jurisdiction, even if the death occurred in the community, and **Abuse/Neglect is NOT suspected or alleged.**
- 2) Abuse and Neglect Death Reporting:** Deaths reported to the Justice Center for a person served by a program or facility under our jurisdiction, and **Abuse/Neglect IS suspected or alleged.**

To clarify the actions that must be taken by SOAs or private providers, the email communication sent from Intake to the SOAs has been updated for all incident types to more clearly outline the responsibilities of the Justice Center and the SOAs for those cases classified as Deaths. Also, if a SOA receives an email communication with the case classified as Death and the Justice Center is the lead of the investigation, the SOA or private provider may continue to perform a review of the death to satisfy any internal reporting or regulatory requirements. The SOA will be notified by the Justice Center if an administrative death report case is to be reclassified as Abuse and Neglect.

Key changes and/or process clarifications are identified in the table on the following page. For any questions regarding these changes, please contact Andy Johnson at Andrew.johnson@justicecenter.ny.gov. Thank you for your continued cooperation and support.

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Death Reporting Process Changes

Case Type	Changes and Clarifications
All Reports Involving a Death	<ul style="list-style-type: none">• A Case Record will be created• The Justice Center will investigate or review the record• The Death Involved checkbox will be selected on the Incident Record
Abuse and Neglect Deaths	<ul style="list-style-type: none">• Both the Incident Type and the Case Type will be classified as Abuse and Neglect• Provider selected will be based upon where the death occurred; it will not be based upon where the reporter called from• The updated incident notification (F9 email) will be sent to all SOAs• An XML file will be sent for cases related to OPWDD and OMH• Justice Center Investigations team will investigate the case
Administrative Deaths	<ul style="list-style-type: none">• For all other deaths that are reported that do not include an allegation of Abuse and Neglect, the Incident Type and the Case Type will be classified as Death• Provider selected will be based upon the agency that the reporter called from, regardless of where the death occurred• The updated incident notification (F9 email) will be sent to all SOAs, except for OPWDD• The XML file will be sent for Death cases related to OMH, and not for Death cases related to OPWDD• The Justice Center Death Review unit will review all Administrative Death cases<ul style="list-style-type: none">○ If the death appears natural and/or does not appear suspicious, a full investigation will not be completed and the case will be closed○ If the death warrants further review, the Death Review team will conduct a preliminary investigation○ At any point in the process, if the death appears to involve Abuse and Neglect, the Case Record and Incident Record will be reclassified as Abuse and Neglect and communicated as such to the SOA (via email and XML)

Cc: Jeff Wise
Anthony Bruno
Andrew Johnson

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