

Procedure No. 2-6-23  
Replaces Procedure No. 1-6-1

Revised: 01-18-24  
Issued: 10-31-97

SUBJECT: Death of a Resident

PURPOSE: To carry out the mandate of Leadership Policy No. 1

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1. If a resident is found to be without respiration and/or heartbeat, the staff discovering this shall call 9-1-1 and then initiate the appropriate life-saving measures (Heimlich maneuver, Rescue Breathing or CPR)
  2. If more than one (1) staff is present, the appropriate life saving measures shall be initiated while medical help is being requested. Once 9-1-1 has been contacted, staff will then immediately notify Woodhaven Health Services Department, and their Home Coordinator.

If only one (1) staff member is present, Woodhaven Health Services Department and supervisor are to be notified once additional assistance has arrived or as the situation permits.

3. Woodhaven Health Services staff shall immediately notify the Program Manager/Home Coordinator who shall report to the site. Health Services staff will then immediately notify the Chief Operating Officer and the Director of Programs.
4. If death occurs, the Woodhaven Health Services staff and/or rescue squad will make arrangements for the death to be verified by a licensed physician.
5. Program manager is responsible for contacting the Director of Programs or designee. The Chief Operating Officer or Director of Programs and Health Services staff shall arrange to contact the family and/or the guardian, Central MO Regional Office, and Boone County Family Resources immediately. A call will be made to the CMRO and BCFR on-call emergency number if death occurs after hours.
6. The Director of Programs will determine if there is any immediate and necessary precaution that needs to be taken to secure the safety of other individuals from problematic events.
7. All circumstances leading up to or related to the death of a resident shall be documented by staff involved and turned in to the Chief Operating Officer and Director of Programs prior to leaving duty or if involved staff went off duty prior to the death, they shall document circumstances within a 24 hour period. All records that pertain to the individual, including medical and program records will be brought to the Chief Operating Officer or Director of Programs and secured within 72 hours of the death.
8. The Director of Programs will ensure that an EMT is completed and sent to the Central MO Regional Office by the end of the same day as the death or by the end of the next working day if death occurs after hours.
9. The Chief Operating Officer will determine if an internal investigation is needed and begin one within 72 hours of the death.
10. The Director of Programs and the Director of Health Services will complete the consumer mortality review form and submit it to the Central Missouri Regional Office (CMRO) within 5 business days. This document is attached. Along with the mortality review form, the following documentation must be included:
  - a. Physician orders, MARS for the past 3 months up to the time of death or transfer to hospital or skilled nursing facility.

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- b. All staff documentation and progress notes including residential and daily notes and nursing reviews for 72 hours prior to death or transfer.
  - c. 3 previous months of community RN monthly reports up to time of death or transfer.
  - d. All health monitoring records such as vitals, weights, blood pressure, blood sugar, bowel or urine records, etc. for 3 months leading up to death or transfer.
  - e. All medical and behavioral consultation records for six months prior to death or transfer.
  - f. Documentation of any nursing delegation for the person performed one month prior to the event.
  - g. Other documentation as requested by the Department of Mental Health.

Approved by: \_\_\_\_\_  
Director of Residential and Community Services

Date: \_\_\_\_\_