

## FOOTHILLS GATEWAY INC

### Death of a Person Receiving Services – Adult

#### PROCEDURE:

When a person receiving services dies:

An incident report must be written for the following programs: DD, SLS, CES & CHRP, State SLS and FSSP. A critical incident report must be written by the person who observed the death or to whom the death was first reported to within 24 hours. The PASA must notify the Case Manager during business hours or leave a voicemail for the case manager if the death occurs outside of Foothills Gateway, Inc. (FGI) operating hours.

The Case Manager will contact as many members as possible of the Interdisciplinary Team (IDT) the next business day following the notification of death. The IDT will:

- ❑ Establish a contact person to communicate with the funeral home and Department of Human Services in the county of residence (if potential Medicaid funding is needed for funeral costs). The deceased individual's representative payee will communicate with DHS regarding the amount of funds in personal accounts.
- ❑ Designate a person who will communicate funding options with funeral home (e.g., no funding for burial, Medicaid, private pay, or pre-purchased burial plan.)
- ❑ Communicate about the funeral arrangements and costs:
  1. Medicaid can pay up to \$1,000.00 for individuals under 65
  2. Medicaid can pay up to \$1,500.00 for individuals over 65
- ❑ Establish a protocol and contact person to communicate with all involved. (This includes the Case Manager, guardian\*\*, PASA staff, next of kin, family, and friends)
  1. Designate a person to contact the Public Administrator or Executor/Personal Representative of the estate; \*\*\*
    - HCBS-DD Waiver – The Representative Payee or residential PASA will contact the public administrator.
    - HCBS-SLS/CES/CHRP – The next of kin will contact the public administrator with assistance from the Case Manager as requested.
  2. Follow directives in wills and estates if they have been established.

The Case Manager will complete the following information within 30 days:

- ❑ Terminate PAR in Bridge.
- ❑ Complete the Program Change update.
- ❑ Close Benefits Utilization System, 803, Program Area, Case Status.
- ❑ Assure DHS has notification of termination by notifying File Room Manager.

For individuals enrolled in the HCBS-DD waiver, the residential PASA is responsible to report the death to the Colorado Department of Public Health and Environment (CDPHE). "Occurrence reporting" requirements must be followed if living in a group home setting.

Emergency numbers are available on the main phone line for FGI (970 226-2345).

\*\* Pursuant to C.R.S. 15-14-318 (1), Guardianship terminates upon the death of the ward.

\*\*\* Pursuant to C.R.S. 15-12-620 whenever a person without known heirs dies intestate (i.e., without a will) the Public Administrator of the county must be notified. If a person dies testate (i.e., with a will) the identified personal representative – executor of the estate needs to be notified.

10/02. . . .11/19. 11/20; 12/21