

# DEATH OF INDIVIDUAL

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## PROCEDURE

ACTIONS	Provider	Individual Receiving Services	Director	Program Manager	Comments
<b>Development of Plans</b>					
1. Present the opportunity to discuss plans regarding a will, living will, medical treatment, burial plot, religious services	X	X	X	X	
2. Assist in follow-through in establishing desired plans	X		X	X	
3. Distribute copies of any plans to the resource coordinator, guardian, and other applicable persons			X	X	
4. Review plans annually	X	X	X	X	
5. <b>In case of death, notify:</b> Emergency medical personnel	X		X	X	
6. Program manager, Agency RN, Agency Director	X				
7. Individual's physician, MSS Director, NMCS Inc., and County Coroner's Office, if applicable			X	X	
8. Individual's family and/or guardian			X	X	
9. Friends, day program, transportation	X			X	
10. Developmental Disabilities Services, sources of benefits, e.g. Medicaid, Medicare			X	X	
11. <b>Burial arrangements:</b> Call family to determine the existence of burial arrangements			X	X	
12. <b>If burial plans are present, but there is no family to coordinate:</b> Make funeral arrangements and plan the service			X	X	
13. Contact the estate trustee, if there is a known will			X	X	
14. Make arrangements through County Social Services Burial Unit, if there are no arrangements (303.727.2175)			X	X	

<b>ACTIONS</b>	Provider	Individual Receiving Services	Director	Program Manager	<b>Comments</b>
15. <b>Documentation:</b> Complete incident report within 24 hours	X		X	X	
16. Follow up with NMCS and complete investigation if necessary			X	X	
17. Obtain medical reports and death certificate			X	X	
18. <b>Follow Up:</b> Complete inventory of all personal possessions and finances			X	X	
19. Notify: A. Medical supply company if adaptive equipment is rented; B. Family to determine where personal possessions and finances are to go and who is to receive (if there is no will); C. Obtain a receipt when possessions and finances have been distributed				X	
20. Personal needs ledger, cash on hand and bank statements to NMCS Accounting Dept			X		