

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: INDIVIDUALS SUPPORTED INFORMATION**

SUBMITTED BY: Kathleen Swantek	DATE SUBMITTED: 10/01/78	SECTION: Emergency Procedures	
BOARD APPROVED ON: 10/31/81	DATE REVISED: 07/18/18, 03/18/2020, 3/18/2024	SUBJECT: Death	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 07/18/18, 03/18/2020, 3/18/2022, 3/18/2024		POLICY #: IE-002	PAGE #: 1 of 2

I. APPLICATION

The provision stated herein shall apply to all individuals supported by Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It shall be the policy of the organization to notify the appropriate agencies in a timely and efficient manner when medical personnel have confirmed death of an individual supported.

III. NOTIFICATION/PROCEDURE

WHO

DOES WHAT

Employee

1. Contact program supervisor immediately.
2. When death occurs, complete a St. Clair County Community Mental Health Authority (SCCCMHA)/MORC/ Macomb County Community Mental Health (MCCMH) incident report submits to program supervisor for review immediately.

Program Supervisor/Designee

3. Contacts appropriate division director; individual's supports coordinator, parent/legal guardian and licensing consultant immediately
4. Ensure the SCCCMA incident report is entered electronically into Oasis for SCCCMA within 24 hours of the death.
5. Ensure the MORC or MCCMH incident report is faxed/emailed with encryption to the support's coordinator for MCCMH and MORC within 24-48 hours of the death. If the death occurs after business hours the MORC crisis line must be called immediately.

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6. Contacts appropriate division director; individual's supports coordinator, parent/legal guardian and licensing consultant immediately.
7. Completes BWDH placement/status change form and forwards to fiscal analyst, division director, executive secretary, and human resources manager.
8. Reviews incident report and electronically forwards to executive director and licensee designee immediately.
9. Reviews copy of incident report.

Division Director

Executive Director