



State of Minnesota

## Office of Ombudsman for Mental Health and Developmental Disabilities

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Voice: 651-757-1800 or Toll Free: 1-800-657-3506 TTY/Voice – Minnesota Relay Service 711  
“Giving voice to those seldom heard”

**Date:** March 18, 2013 (Originally posted September 2007)

**To:** Agencies, Facilities, and Providers

**From:** Jo Zillhardt, RN-BC, PHN  
Medical Review Coordinator

**Subject:** Agency, Facility, and Provider Notification to Deceased Client’s Next-of- Kin/Concerned Other of Death Report to the Ombudsman’s Office

The Ombudsman for Mental Health and Developmental Disabilities has determined that it may be helpful to families and concerned others to know about the death review process followed by this Office after the mandatory report of the death of their loved one.

The New York State Commission on Quality of Care for the Mentally Disabled has found that the best way to notify next-of-kin and concerned others of the mandated report to a state agency is to have the agencies, facilities, and providers that have been providing care to the client provide the notification. The Office has developed the following procedure to be followed in addition to completion of the death report form.

### **Procedure:**

1. Within 24 hours of the death of a client, complete and fax the death report form to the Office of Ombudsman for Mental Health and Developmental Disabilities.
2. Provide the client’s next of kin with a copy of the Notification letter.

You are encouraged to make copies of the letter and form for your use:

The **Notification Letter** is available on our website at:  
<http://www.ombudmhdd.state.mn.us/mrs/default.htm>

The **Death Report Form** is available on our website at:  
<http://www.ombudmhdd.state.mn.us/forms/default.htm>

Please call me at 651-431-5202 or 1-800-657-3506 with any questions or concerns.

Thank you for your cooperation with this addition to the mandatory requirement to report the deaths of clients to the Office of Ombudsman for Mental Health and Developmental Disabilities.

