



**Division of Developmental
Disabilities Services**

P.O. Box 1437, Slot N-203 · Little Rock, AR 72203-1437
501-682-8681 · Fax: 501-682-8637 · TDD: 501-682-1332



**Community Program Mortality Review Protocol
Required Documents**

1. The Face Sheet from the Provider record,
2. A printout from the Incident Reporting Information System (IRIS) or a copy of the Incident Report of the death submitted by the Provider,
3. An interdisciplinary summary of events leading up to the death of the individual,
4. The most recent Person Center Service Plan, accompanying Individualized Program Plan, including any Behavior plan,
5. Daily case notes from Direct Care staff for the previous month,
6. Case manager notes for the last 6 months,
7. A list of current medications, if not on Face Sheet,
8. Current diagnosis, if not on Face Sheet
9. The most recent (within one month) and pertinent records from physicians, nursing staff, and hospitals. These records are requested only if they are readily available to the Provider staff,
10. Verification of any Guardianship or Power of Attorney,
11. The most recent physical examination (within one year), and
12. Behavior and Incident Reports for three months prior to the death
13. Death Certificate and Autopsy Report when available,