



UTAH DEPARTMENT OF HEALTH AND HUMAN SERVICES DIVISION OF SERVICES FOR PEOPLE WITH DISABILITIES POLICY AND PROCEDURES		
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FATALITY NOTIFICATION		
RATIONALE: The intent of this policy is to provide a standard for division staff when they receive notification of a fatality. Authorizing Code: 26B-6-403 Related Code: 26B-1-5 DHHS Policy: 05-02 Fatality Review		
Original Effective: NA	Revision: 12/11/2025	Next Review Due: 12/11/2030

I. DESCRIPTION

This policy provides guidelines for staff to follow upon receiving notification of a fatality.

II. DEFINITIONS

The following terms are defined for this policy as:

- A. **Department:** means the Department of Health and Human Services (DHHS).
- B. **Division:** means the Division of Services for People with Disabilities as defined in Section 26B-6-401.
- C. **Person:** means an eligible individual receiving a division service or on the waiting list.
- D. **Waiver manager:** means the program manager responsible for a specific waiver or waivers.

III. POLICY

- A. Division staff shall follow department policy 05-02: Fatality Review, upon receiving notification of the death of any Person who meets the fatality review criteria in Section III. B.
- B. Division staff shall use the DHHS fatality review process whenever one or more of the following criteria applies.
 - 1. The Person resided at the Utah State Developmental Center at the time of death, or within 12 months prior to death.
 - 2. The Person is in the custody of the department or a division of the department and is in a residential placement by the department or a division of the department, pursuant to Section 26B-1-5. Because the division is not a custodial agency, cases where this condition applies shall be restricted exclusively to the Office of Public Guardian, or to state match referrals from Juvenile Justice and

Youth Services (JJYS), the Division of Child and Family Services (DCFS).

3. The Person received support services from a provider contracted with the division during the 12 months prior to the date of death, unless the Person:
 - a) lived in the family home at the time of death; and
 - b) the director of the Office of Service Review determined that the death was not in any way related to services that were provided by, or under the direction of, the division.
4. The division director or their designee has requested a Person's death to be reviewed.

IV. PROCEDURE

- A. A waiver manager shall take the following steps upon receiving notification of the death of a Person who received services through the waiver program for which they are responsible.
 1. They shall ensure a DHHS [Deceased Client Reporting form](#) is completed by the support coordinator within three days.
 2. They shall submit waiver closure Form 927 to the Department of Workforce Services (DWS), Division of Integrated Health (DIH), and the division's liaison at the Division of Finance and Administration, and the division contracts team.
- B. They shall ensure the closure steps are completed in the Person's record, and in the following order:
 1. update USTEPS with the Person's date of death;
 2. close budget lines;
 3. add incident Report in UPI
 4. close Medicaid eligibility;
 5. notify Finance and DIH;
 6. close the person-centered support plan;
 7. close the cohort;
 8. close the program tracking;
 9. close financial eligibility; and
 10. close the consumer status change episode.