

# Death Reporting for Dane County CCS Program

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Unfortunately, there are times when our CCS participants pass away. Please ensure you have policies and processes in place to support your staff, natural supports of the CCS participant, and CCS team members when these situations arise.

## What does a Service Facilitator need to do when a CCS participant passes away?

1. Notify Julie Meister and Jessica Gilbert ASAP but at least within 24 hours of learning of the CCS participant's death via an email to [CCS@countyofdane.com](mailto:CCS@countyofdane.com)
2. Enter progress note documenting how you learned of the CCS participant's death and any details you are aware of surrounding the circumstances of death.
3. Notify the CCS team of the CCS participant's death.
4. Offer resources for grief support services to CCS participant's natural supports.
5. Complete a Discharge Summary with the date of discharge matching the date of death. Submit Discharge Summary along with CSDS to [ccs@countyofdane.com](mailto:ccs@countyofdane.com)
6. End date the current recovery plan in the module.

## Event Analyses:

Event analyses take place when the manner of death is suicide or the manner of death is unknown. Event analyses are clinical consults between the CCS participant's CCS team providers, Julie Meister, and Jessica Gilbert. The event analyses use a template/ format from DHS that offers guiding questions to assess ways the CCS program can improve programming and services in order to prevent suicide. If one of your CCS participant's pass away and the manner of death has been determined by the Medical Examiner to be suicide or if the manner of death is not yet known, you will receive an email from Julie Meister to schedule the event analysis within the next 45 days.