

How to Attach a Death and Mortality Review to a Reportable Event

1. **Anchor/** select the specific Reportable Event identifying the individual's death:

SEARCH FILTERS:

Type: ALL Group: ALL

All Current Reportable Events Date Range: [] to []

Event ID: []

Include Reportable Events without clients: **Go**

Listing: All

M/S	Id	Name	Type	Originator	
X	893454	Test RE	OADS Reportable Event (After 05/31/2018) [Version 1]	LISA MARIE MERRILL	APPLE APPLIANCE / *f

2. While in the Reportable Event, click the **"Show"** menu in the top right hand corner, and select **"Assessment List."**

Change People Clear

+ -

CRYSTAL TIDWELL of DHHS July 31, 2018

- Assessment List
- Notes List
- Reportable Events Activities

3. On the Assessment List screen, click **ADD** to begin the Death and Mortality Review. Enter the date of death, and click **NEXT**.

The Notes List page provides the capability to manage notes for a person, provider, or organization. Notes can stand-alone. Notes can be linked to people and/or providers.

CLOSE **ADD**

4. Select **"Death Report and Mortality Review"** and click **FINISH**.

Add Assessment Step2 - Internet Explorer

Select the instrument type and press Finish button to add the assessment.

People Targeted Assessments:

Instrument Type: Crisis Emergency Disposition (Use after 6/12/15) [Version 1]
DEATH REPORT AND MORTALITY REVIEW [Version 1]
DS Adult Protective Services Investigation [Version 1]
DS Comprehensive HCB Waiver [Version 1]
DS Crisis Assessment [Version 1]

PREVIOUS **FINISH** **CANCEL**

110%

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5. You will now see the general page of the of the Death and Mortality Review. The [blue link](#) tells you that the Assessment is now attached to the Reportable Event.

CLOSE SAVE COPY SCORE NEW VERSION LINK TO PROCESS CO		
Type:	DEATH REPORT AND MORTALITY REVIEW (Version 1)	
Start Date:	07/29/2018	End Date:
Performed By:	BRUCE RU [X]	Date of First
Client Refuses to Take Assessment:	<input type="checkbox"/>	Date of First Organization
Baseline:	<input type="checkbox"/>	Locked:
Source:	DS Reportable Event (18 and older) [Version 1]	
Description:		
Score Results:		
Item		
Viewing 0 - 0 of 0		

6. Click on the “Show” menu and select “Questionnaire.”

Notes
Questionnaire

7. There are two pages. First, complete the “Death Report” with all known information and click **SAVE**. When finished, click on the drop down titled “Dimension” at the top of the screen which reads “Death Report” and select “Mortality Review.”

Dimension:
DEATH REPORT
MORTALITY REVIEW

ed by the Office of Aging and Disability Services. All d

8. Complete the “Mortality Review” and click **SAVE**. You may exit the Reportable Event at this time.