



**Office of Licensing -DBHDS**  
**ID/DD DEATH MORTALITY REVIEW COMMITTEE REQUIRED DOCUMENTS/REVIEWS**

**Individual's Name:**  
**Provider:**

**DOD:**  
**CHRIS #:**

**TYPE OF RESIDENCE:**  
**OLIS INVESTIGATION #:**

<b>REQUIRED MRC DOCUMENTS for unexplained or unexpected ID/DD deaths – Place a check mark in at least one of the boxes to the right for each document to indicate how all document were acted upon.</b>	Reviewed	Submitted to CO	Pending (Responsible party & Date of Completion)	Unavailable/N/A
<b>DOCUMENTS:</b>	<b>WITH CHECKLIST ONLY:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO			
1. Medical records for the three months preceding the individual's death				
2. Physician case notes for the three months preceding the individual's death				
3. Nurses notes for the three months preceding the individual's death				
4. All incident reports for the three months preceding the individual's death				
5. Most recent individualized service plan (ISP) -plus PCP, assessment, quarterlies, daily docs, MARs, discharge summary, etc.				
6. The most recent physical examination records				
7. Any Case Management Notes, PCP, etc.				
8. Autopsy report, if done and available				
9. Death certificate, if obtained				
10. Any evidence of maltreatment related to the death				
<b>INVESTIGATION:</b>	<input type="checkbox"/> <b>REQUIRED</b> <input type="checkbox"/> <b>NOT REQUIRED</b>			
1. Interview, as warranted, any persons having information regarding the individual's care				
2. Had provider read DBHDS Safety and Quality Alerts?				
3. Were there any regulatory violations?				
4. Was a CAP issued?				
5. Was OL Investigation Summary Report completed & entered in OLIS?				
<b>Mail to:</b> <b>Tarik Mansouri, Data, Analyst Asst.</b> <b>MORTALITY REVIEW COMMITTEE DOCUMENTS</b> <b>DBHDS, Office of Licensing</b> <b>1220 Bank Street, 1<sup>st</sup> Floor</b> <b>Richmond, VA 23218</b>	<b>Completed By Specialist:</b> Specialist's Name: Email: Contact number: Date Investigation Closed: Date MRC documents submitted to CO:			

