



Virginia Department of Behavioral Health
and Developmental Services

CONSTANT CONTACT COMMUNICATION

Mortality Review Committee (MRC) Reminders

Office of Licensing<licensingadmins@dbhds.virginia.gov>

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Virginia Department of Behavioral Health
and Developmental Services

Office of Licensing

Attention Providers of DBHDS Licensed Developmental Disability Services,

This is a reminder, in the event of a death of an individual with a developmental disability that is reportable as a level III serious incident, providers are required to submit all required Mortality Review Committee (MRC) documents as outlined in the [Mortality Review Committee Submission Checklist \(July 2022\)](#). Mortality review documents **MUST** be submitted for all DD services provided.

All required documents as well as a completed MRC checklist **MUST** be submitted within 10 business days after discovery of a death, via encrypted email to mrc_documents@dbhds.virginia.gov. (* note there is an underscore _ between mrc and documents). If your agency does not have an encrypted email system, providers can send a request to the MRC email for an encrypted email to



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be sent via VIRTU. Failure to submit all required MRC documents by designated due dates may result in violations.

Providers of DD licensed services are highly encouraged to visit the [Office of Licensing Website](#) under the Mortality Review Committee section for additional resources, such as Medical Emergency Toolkit resources, Mortality Review Submission Process PPT, Mortality Review Committee Document Submission Memorandum, and Contacting 911 services.

Any questions may be sent to the mrc_documents@dbhds.virginia.gov email.

Thank you,
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Street | Richmond, VA 23219 US

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