**Policy for Reporting Death in the Program**

**Program Name: click here to insert program name**

1. **Policy**

It is the policy of this DHS licensed provider (center) that the center must have a written policy for reporting the death of an individual served by the program to the commissioner of human services.

**II. Procedures**

1. Within 24 hours of receiving knowledge of the death of an individual served by the program, the license holder shall notify the commissioner of the death.
2. If the license holder has reason to know that the death has been reported to the commissioner, a subsequent report is not required.
3. The editable death repot form can be found online [here](https://mn.gov/omhdd/assets/dr-form-editable_tcm23-27651.pdf).
4. **click here to insert additional procedures**

**Policy reviewed and authorized by: click here to enter name and title**

**Date of last policy review: click here to enter date of last policy review**

**Date of last policy revision: click here to enter date of last policy revision**

**Legal Authority: Minnesota Statutes, section 245A.04, subdivision 16**