



NorthSTAR Work Flow for Reporting Client Deaths to DSHS

NorthSTAR operates in compliance with the Texas Administrative Code Chapter 405 Patient Care—Mental Health Services Subchapter K Deaths of Persons Served by TXMHMR Facilities or Community Mental Health and Mental Retardation Centers.

Population for Required Reporting:

The required reporting is for all NorthSTAR active users, who are in current treatment or have used a service within the last 4 months.

Providers Required Reporting Applies to:

The TAC Rule 405.262 defines that reporting client deaths applies to all facilities of the Texas Department of Mental Health and Mental Retardation (now known as the Department of State Health Services); to community mental health and mental retardation centers; and to their respective contract providers; non-community center SPNs, SA/CD facility based providers, and individual practitioners.

Providers that this Reporting Does Not Apply to:

Psychiatric hospitals and facilities report through another DSHS division and for the purpose of this work flow do not apply.

NorthSTAR Provider Reporting Responsibility:

All Specialty Network Providers (SPN) providing mental health services, SA/CD facility based providers, and individual practitioners are required to report all NorthSTAR client deaths that are currently in services or have used a service within the past 4 months.

Reporting Work Flow:

- All NorthSTAR client deaths will be reported to ValueOptions and DSHS within 24 hours of the death or within 24 hours of the provider learning of the death.
- All NorthSTAR client deaths will be reported directly to the State and submitted on the DSHS form (attached): **Report of Death of a Person Served Form**



Q:\Death Review\
report of the death o

- **Fax completed Report of Death Form to Dr. Emilie Becker, DSHS to Fax Number: 512-206-5782**
- Fax completed Report of Death Form to the Attention of Texas PSD Quality Management Department and **fax to (972) 906-2780**. If there are questions regarding completing the form, providers can contact Melanie Sanders, QM Director, at (972) 906-2550 or Jarrell Pipkin, QM Specialist II, at (972) 906-2724.