



North Carolina Department of Health and Human Services  
Division of Health Service Regulation  
Adult Care Licensure Section

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<http://www.ncdhhs.gov/dhsr/>

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## Memorandum

To: NC Adult Care Home & Family Care Home Providers  
From: Barbara Ryan, ACLS Chief  
Date: September 23, 2011  
Re: New Adult Care Death Reporting Form & Information

In an effort to obtain more accurate information from facilities reporting a resident death, the "Report of Death to DHHS" form has been revised. This form is required and assists facilities in complying with General Statute 131D-34.1, which states that *"an adult care home shall notify the Department of Health and Human Services immediately upon the death of any resident that occurs in the adult care home or that occurs within 24 hours of the resident's transfer to a hospital if the death occurred within seven days of the adult care home's use of physical restraint or physical hold of the resident, and shall notify the Department of Health and Human Services within three days of the death of any resident of the adult care home resulting from violence, accident, suicide, or homicide."*

The most significant change to the form is in Section 3 which now requires a facility to select the category of the event related to or that resulted in the resident's death. If the facility selects the "Unknown" box in Section 3, and later it is determined that the resident's death was related to an accident, violence, homicide, suicide, or within seven days of the adult care home's use of physical restraint or physical hold of the resident, the facility is required to submit an 'amended' death report to the Complaint Intake Unit indicating the category of the event related to the death. The facility may amend the death report by following the instructions in Section 3 on the form and faxing it to the DHSR Complaint Intake Unit.

A copy of the revised death reporting form is attached. The form is posted on the ACLS website and is available for download at <http://www.ncdhhs.gov/dhsr/acsls/acforms.html>.

If you have any questions about death reporting requirements or information in this memo, please contact Megan Lamphere at [Megan.Lamphere@dhhs.nc.gov](mailto:Megan.Lamphere@dhhs.nc.gov) or 919-855-3781.

Thank you.

Attachments:  
Form #4645-Death Reporting Form.doc (Revised 08/11)

