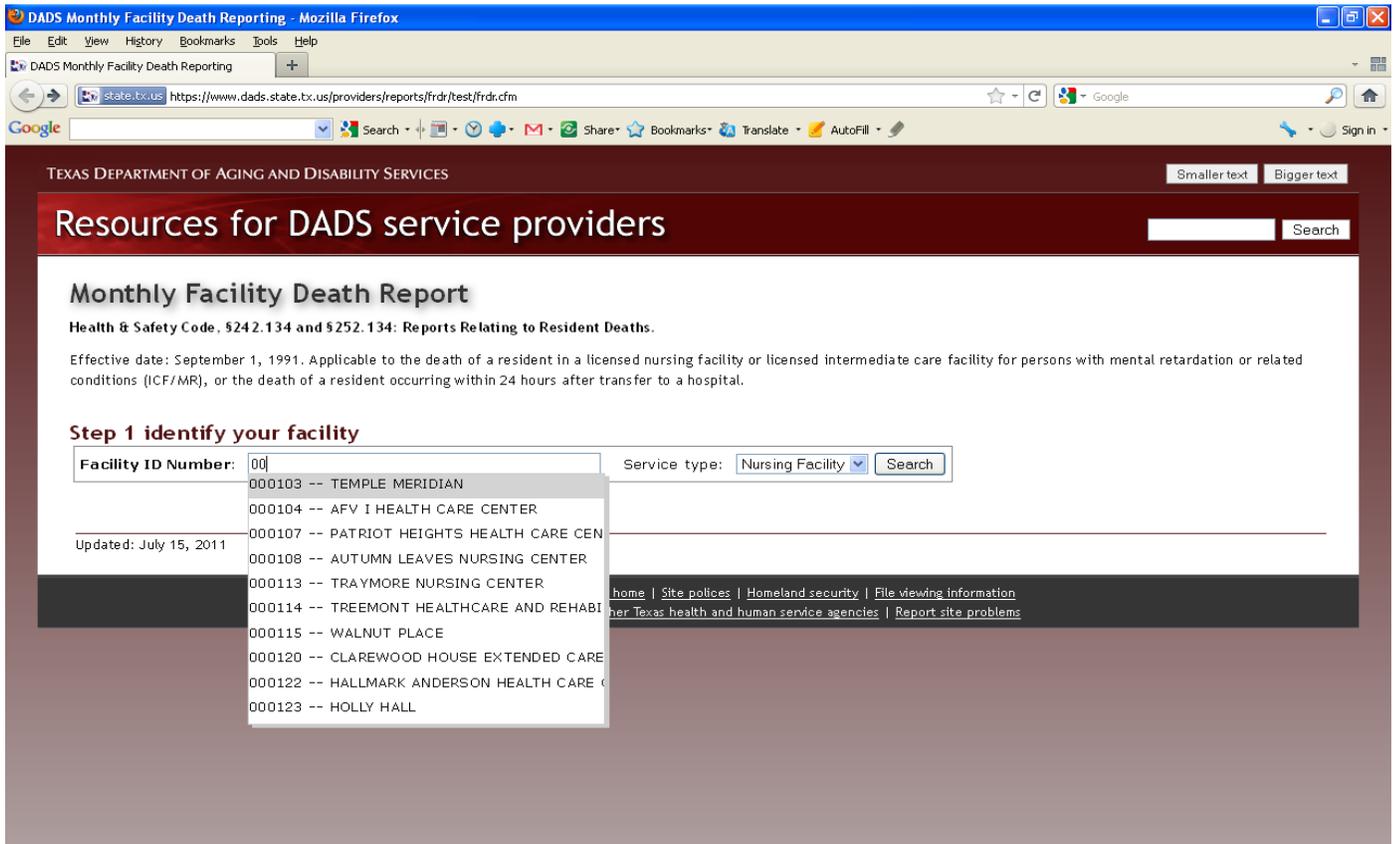


# **Regulatory Services Licensing & Credentialing**

## **Quick “How to” Submit a Resident Death Report**

**July 2012**

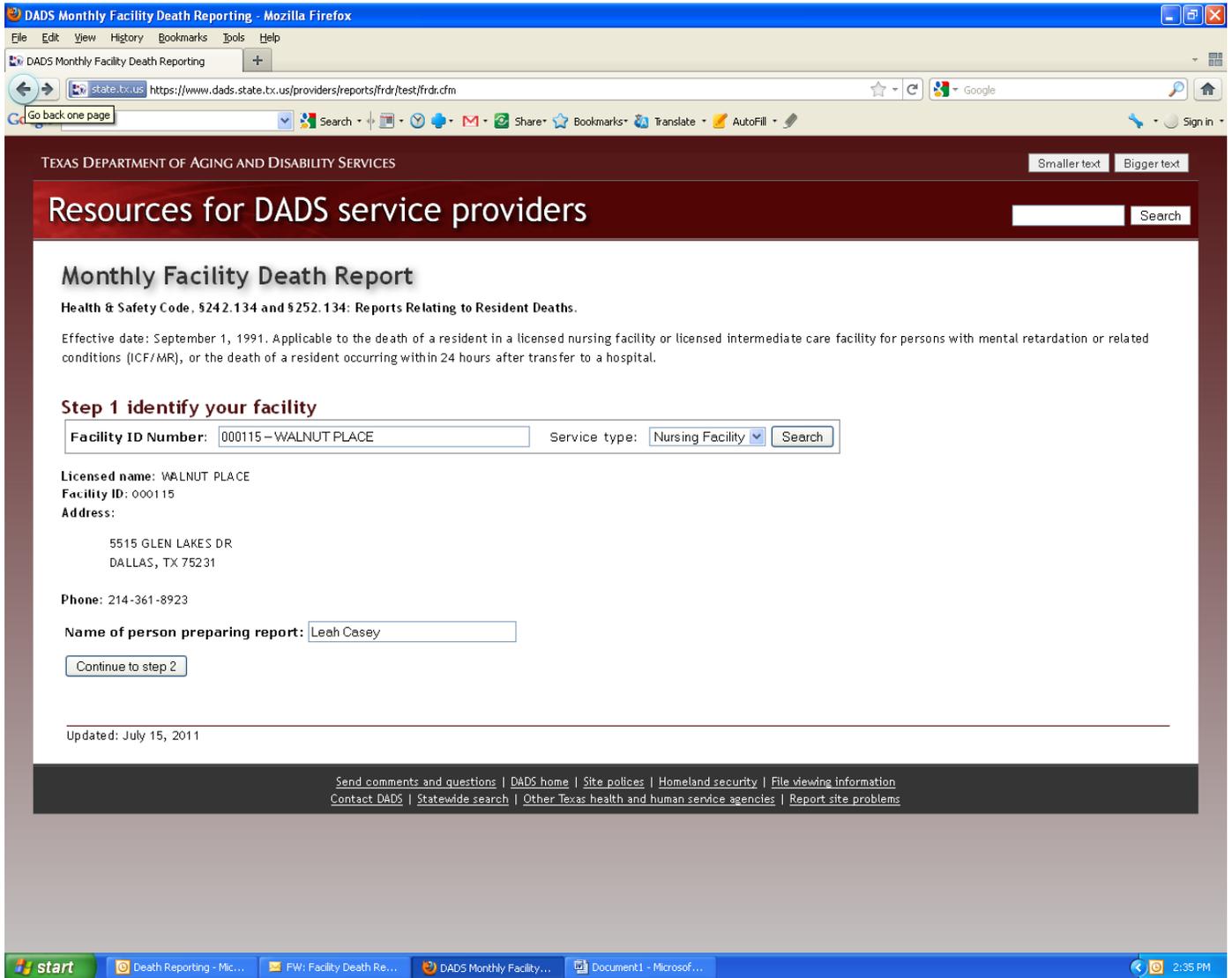


## THSC 242.134

- (a) An institution licensed under this chapter shall submit a report to the department concerning deaths of residents of the institution. The report must be submitted within 10 working days after the last day of each month in which a resident of the institution dies. The report must also include the death of a resident occurring within 24 hours after the resident is transferred from the institution to a hospital.
- (b) The institution must make the report on a form prescribed by the department. The report must contain the name and social security number of the deceased.
- (c) The department shall correlate reports under this section with death certificate information to develop data relating to the:
- (1) name and age of the deceased;
  - (2) official cause of death listed on the death certificate;
  - (3) date, time, and place of death; and
  - (4) name and address of the institution in which the deceased resided.
- (d) Except as provided by Subsection (e), a record under this section is confidential and not subject to the provisions of Chapter 552, Government Code.
- (e) The department shall develop statistical information on official causes of death to determine patterns and trends of incidents of death among the elderly and in specific institutions. Information developed under this subsection is public.
- (f) A licensed institution shall make available historical statistics on all required information on request of an applicant or applicant's representative.

From the website address: <https://www.dads.state.tx.us/providers/reports/frdr/reporting/>

1. Enter the six digit "Facility ID Number."
  - As the numbers are entered a dropdown menu will automatically appear for you to select from.
2. Select the "Service Type"
3. Click the "Search" function at the end of the field for the next screen.



From the website address: <https://www.dads.state.tx.us/providers/reports/frdr/reporting/>

4. Check to ensure that the facility location address and the contact telephone are correct.
5. Enter the name of the person filling out the form.
6. Continue to step 2.

**DADS Facility Death Reporting: Resident Data - Mozilla Firefox**

File Edit View History Bookmarks Tools Help

DADS Facility Death Reporting: Resident Data

state.tx.us https://www.dads.state.tx.us/providers/reports/frdr/test/resident.cfm

Google Search

## Facility Death Report

Licensed name: WALNUT PLACE  
 Facility ID: 000115  
 Address:  
 5515 GLEN LAKES DR  
 DALLAS, TX 75231

Phone: 214-361-8923

### Add Resident Data

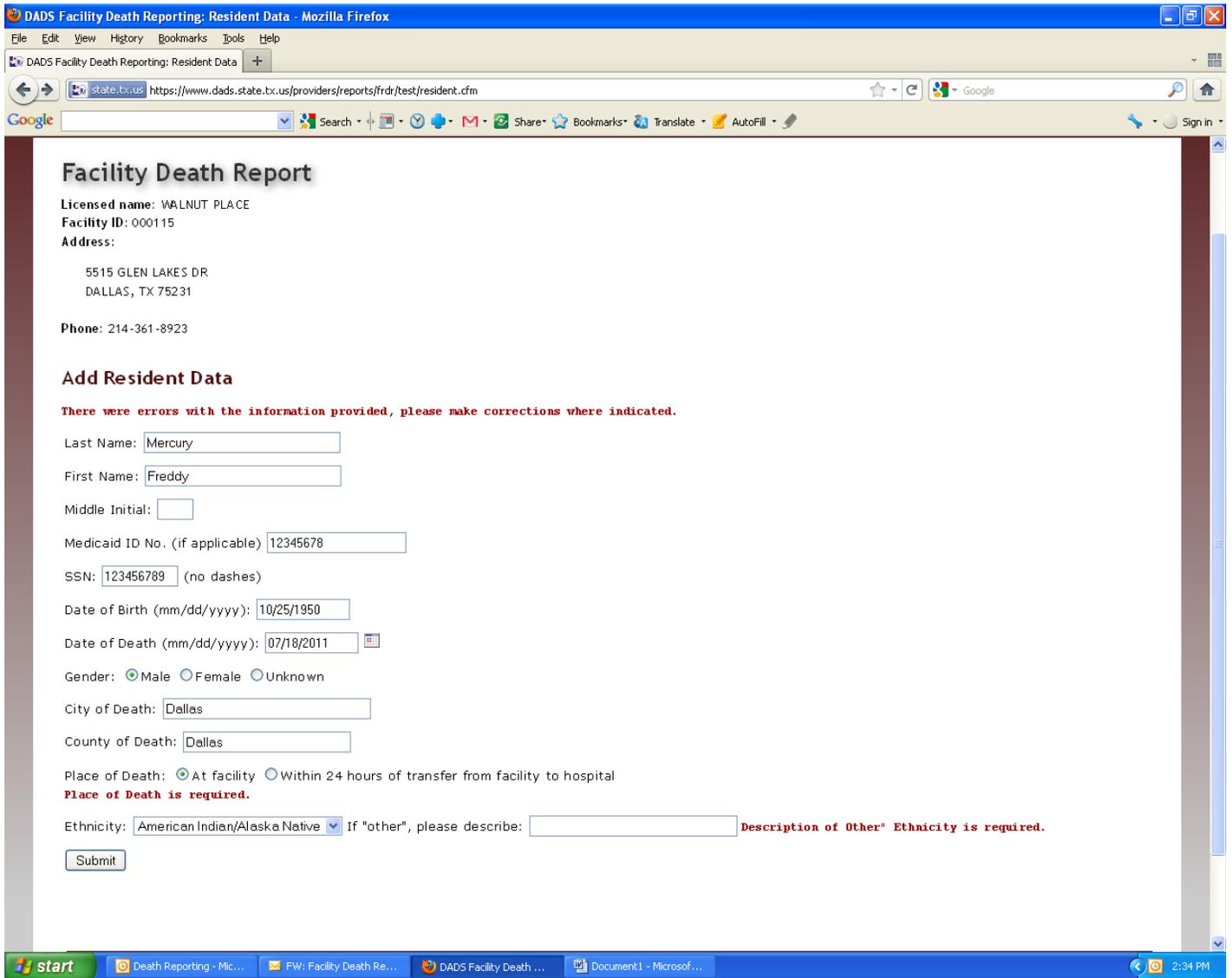
There were errors with the information provided, please make corrections where indicated.

Last Name: Mercury  
 First Name: Freddy  
 Middle Initial:   
 Medicaid ID No. (if applicable) 12345678  
 SSN: 123456789 (no dashes)  
 Date of Birth (mm/dd/yyyy): 10/25/1950  
 Date of Death (mm/dd/yyyy): 07/18/2011  
 Gender:  Male  Female  Unknown  
 City of Death: Dallas  
 County of Death: D  
 Place of Death: Dallas hours of transfer from facility to hospital  
 Ethnicity: American Deaf Smith "other", please describe:  Description of Other\* Ethnicity is required.  
 Submit

start Death Reporting - Mic... PW: Facility Death Re... DADS Facility Death ... Document1 - Microsof... 2:35 PM

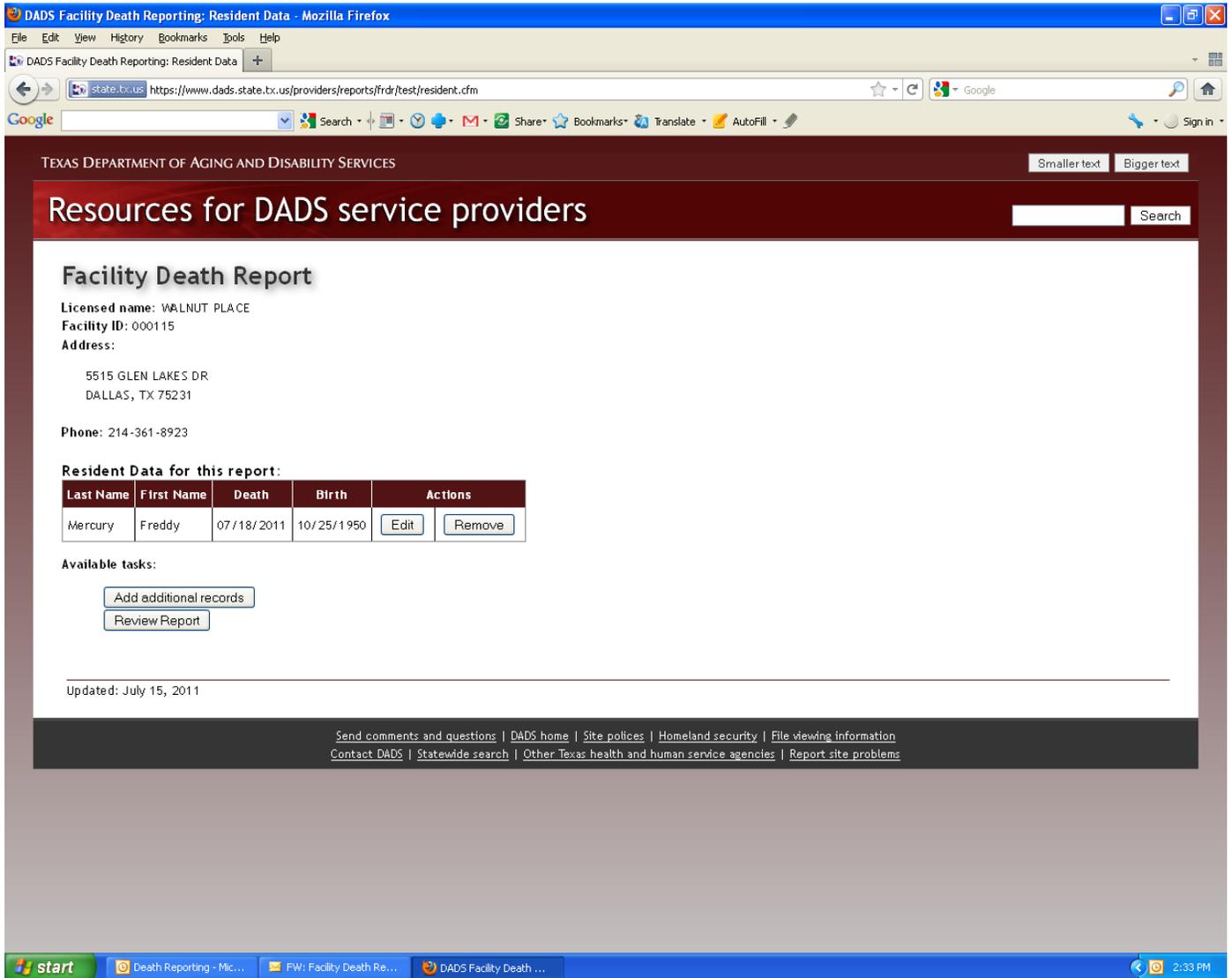
From the website address: <https://www.dads.state.tx.us/providers/reports/frdr/reporting/>

7. Enter the last name of the deceased resident.
8. Enter the first name of the deceased resident.
9. Enter the middle initial of the deceased to help further identify them in case there is more than one resident in the state with the same or similar name.
10. Enter the Medicaid number if applicable.
11. Enter the numeric social security number without spaces or dashes.
12. Enter the Date of Birth.
13. Enter the Date of Death or use the icon calendar to the right of the field.
14. Enter the Gender of the deceased resident as it is not always apparent by the resident's name.
15. Enter the City of Death as the resident may be located in a different city as the business mailing address or that the resident passes at another facility within 24 hours of transport.
16. Enter the County of Death by typing the letters of the county, a drop down box will appear for selection.
17. Enter the deceased residents ethnicity, and if other is selected you must enter that category not previously identified.
18. Click the "Submit" icon at the bottom of the page.



From the website address: <https://www.dads.state.tx.us/providers/reports/frdr/reporting/>

19. If there are any errors or fields are not completed, the screen will prompt you to enter the missing information.



From the website address: <https://www.dads.state.tx.us/providers/reports/frdr/reporting/>

20. Once submitted you will see this screen as your last opportunity to change or delete entry.
21. If you have more than one to submit you can utilize the “Add Additional Records” from the icon button below.
22. You may also “Review Report.”