

**I.D.PR.002 Attachment B**

**DEPARTMENT OF DEVELOPMENTAL SERVICES (DDS)  
DIVISION OF INVESTIGATIONS**

**SUDDEN/UNEXPECTED DEATH ADMINISTRATIVE REVIEW**

In accordance with procedure #I-D-PR-002, Sudden/Unexpected Deaths of Individuals, DDS has recently formed a new unit within the Division of Investigations in which Nurse Investigators will be reviewing pertinent records.

The following documents (only those indicated by a *check* mark) are required by your agency in regards to \_\_\_\_\_ sudden/unexplained death review by DDS division of Investigations. The information must be delivered (DO NOT MAIL) to DDS Central Office, 460 Capitol Avenue, Hartford, or DDS Cheshire Office, 25 Creamery Road, Cheshire, **within 5 working days**. Please do not send originals, copies will suffice. If for any reason you are unable to forward documents at this time, please indicate reason in comment section.

- ☐ Death Certificate \_\_\_\_\_
- ☐ Autopsy Report \_\_\_\_\_
- ☐ History and Physical \_\_\_\_\_
- ☐ Hospital Discharge Summary \_\_\_\_\_
- ☐ Nursing Quarterly Documentation \_\_\_\_\_
- ☐ Integrated Progress Notes/Nurses Notes \_\_\_\_\_
- ☐ Case Management Notes \_\_\_\_\_
- ☐ Communication Log \_\_\_\_\_
- ☐ Physician Progress Notes \_\_\_\_\_
- ☐ Physician Orders \_\_\_\_\_
- ☐ X-Ray Reports \_\_\_\_\_
- ☐ Lab Reports \_\_\_\_\_
- ☐ Last Physical Exam \_\_\_\_\_
- ☐ Social/Residential Summary \_\_\_\_\_
- ☐ Quarterly Report \_\_\_\_\_
- ☐ Person Centered Plan/OPS \_\_\_\_\_
- ☐ Medication Administration Record \_\_\_\_\_
- ☐ EMS Report \_\_\_\_\_
- ☐ Police Report \_\_\_\_\_
- ☐ Authorization for Release of Information \_\_\_\_\_
- ☐ DNR \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
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I understand this will require the expenditure of considerable effort on your part, but this will undoubtedly have a positive impact on individuals in the future.

Your cooperation in this endeavor is greatly appreciated.

Submitted by \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_  
Name/Title/Agency

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Nurse Investigator