

CASE CLOSURE PROCEDURE

A. CASE CLOSURE CRITERIA

Mortality review cases will be closed based on the following procedures:

1. At a minimum, an institutional review will be completed for all cases before a final review is completed by the Chief Clinical Advisor.
2. Cases with CAPs and other issues will be resolved by the Chief Clinical Advisor.
3. All suicide cases will be reviewed by central office Mental Health staff as part of the psychological autopsy report.
4. The Central Office Mortality Review Coordinator will send a closure memo and copies of all appropriate documents to staff.
5. Upon case closure, the information will be entered into the mortality database.