



Juvenile & Youth Services

JUVENILE JUSTICE SERVICES HANDBOOK

SUBJECT: Death Reporting

PAGE: 1 of 3

ITEM: 700.8

DATE: 07/09/2024

I. Policy

- A. The Care Management Organization (CMO) must promptly notify Wayne County Department of Juvenile and Youth Services (WC-JYS) in the event of a death of a CMO assigned juvenile. In addition to completing the Preliminary Report at the time of a juvenile's death, the CMO is also responsible for completing required policy-related documents identified in the references section of this policy.
- B. Each CMO must establish a standard operating procedure for implementing this policy, which includes the following critical notifications:
 - a. CMO internal notifications, including provider contact with CMO administration, when applicable.
 - b. Contacting the WC-JYS Juvenile and Youth Services Division, Deputy Director, and the CMO's Contract Manager upon notification of the youth's death.
 - c. Contacting the Warrant Enforcement Bureau (WEB) per guidelines in Policy Item 407.3.
 - d. Notifying the Jurist of Record.
- C. Although immediate verbal communication with the Jurist regarding a youth's death may occur, written notification must also be sent to the Jurist.
- D. WC-JYS must establish a standard operating procedure for instances when a JYS staff member is notified of a youth's death before the CMO is informed.
- E. The CMO must assist and support the family of a juvenile during bereavement. This involvement may include helping with funeral arrangements, providing, or locating grief counseling resources, and other actions to aid the family.
- F. The CMO must ensure that a list of staff emergency telephone numbers or contact information is available 24/7 to managerial and administrative level staff.

II. Procedures

- A. Contact the WC-JYS Juvenile and Youth Services Division Director; Deputy

JUVENILE JUSTICE SERVICES HANDBOOK

SUBJECT: Death Reporting

PAGE: 2 of 3

ITEM: 700.8

DATE: 06/24/2024

Director, and the CMO's Contract Manager upon being notified of the youth's death.

- B. The CMO has the responsibility of completing the following written reports regarding the death, including:
1. The *Preliminary Report*, which is identified in Policy Item 1000.3.
 2. The *Report of Death* (Exhibit 700.8-A) for juveniles aged 18 and over.
 3. The *Report of Minor's Death* (Exhibit 700.8 –B) for juveniles under the age of 18.
 4. Immediate written notification to the Jurist of Record.
 5. The above reports are to be completed and submitted to WC-JYS and or the Court no later than three business days after the death occurs or no later than three business days after becoming aware of the death.
- C. If the media is already involved, the CMO must immediately provide a written report by fax or e-mail to the WC-CAFS containing all available information.
1. This must be followed with the Preliminary Report for normal distribution within the time frames indicated above.
 2. When complete information on an individual's death is not immediately available, the CMO must send the initial report within the time frames indicated.
 - a. New or additional documentation, i.e. information from the WC Coroner's Office, a police report, or other critical information, as it becomes available. This later information should be sent attached to a copy of the original report, and any additional information should be submitted until such time as the report is considered final.
 3. In instances involving multiple deaths, a separate report is to be prepared and submitted for each person.
- D. WEB Notification must be completed in JAIS no later than three business days of learning of the youth's death.
- E. Within one business day of the CMO becoming aware of the youth's death, the Jurist of record must receive written notification of the youth's death.

JUVENILE JUSTICE SERVICES HANDBOOK

SUBJECT: Death Reporting

PAGE: 3 of 3

ITEM: 700.8

DATE: 06/24/2024

F. The case record must indicate the date and cause of death, sources of information, and the CMO's involvement in funeral arrangements and support of the family.

G. A JAIS Disenrollment Report must be completed upon wardship termination of the youth.

III. Definitions

None

IV. Exhibits

- 700.8 – A Report of Death and Instructions
- 700.8 – B Report of minor's death and instructions
- 700.8 – C Request to Terminate Court Jurisdiction (JC-36)

V. References

1. Policy 100.6 – *Emergency Contact Protocol*;
2. Policy 401.11 - *Discharge of Wardship*;
3. Policy 407.3 – *CMO/WEB Reporting Requirements*; and
4. Policy 1000.3 – *Immediate Notification and Administrative Complaints*
5. Policy 700.14 - *Standards of Promptness Policy*