

REGIONAL RESPONSIBILITIES, FUNCTIONS, AND FORMS**A. RESPONSIBILITIES AND FUNCTIONS**

Regional review will be done when there is a deficiency in care noted by either the institutional or outside reviewer. Cases of suicide which receive a special review (psychological autopsy report) will not be sent to the region for physical health review unless requested by the Director of Medical Services.

1. The Regional Medical Director (RMD) is ultimately responsible for the Mortality Review Program at the regional level. A Regional Mortality Review Coordinator may be appointed by the RMD. This position may be delegated to professional or support staff.
2. It is the responsibility of the RMD (or designee) to ensure that the requirements of the program are met and that confidentiality of all documents is maintained. Specific responsibilities of this person are to:
 - a. Ensure or confirm, upon notification of an inmate death by the institution, that the RMD has been notified.
 - b. Process all follow-up or additional documents from the Central Office Mortality Review Coordinator and institutions to:
 - (1) Ensure compliance with directives for repeat review, forwarding of documents to the institutions, or closure of the case.
 - (2) Ensure that all related documents or copies of such are maintained in confidential clinical quality management files for the appropriate period of time.
 - (3) Adhere to the retention requirements for mortality review files.
3. The objective of regional review is to evaluate the case for evidence of deficiencies in care during the time period that the inmate was in Department of Corrections custody.
 - a. The entire case may be reviewed for deficiencies and any other issues concerning health care provided in the Department of Corrections.
 - b. If the RMD agrees with the deficiencies identified by the institution, there shall be a statement on the adequacy of the action designated by the institution.
 - c. If the RMD decides that further action is necessary, it will be noted on the regional review.

- d. If the RMD agrees with the deficiencies identified by the outside reviewer, such agreement will be noted and actions for correction will be designated.
 - e. Any or all of the items from any review where the RMD disagrees with the reviewer will be listed and reasons will be explained.
4. If a discrepancy that actually occurred in another region is identified during the regional review, the RMD will refer the case to the Director of Medical Services for disposition.

B. FORMS

Forms for Regional Use

1. DC4-506A, *Regional Mortality Review*
2. DC4-506B, *Regional Mortality Review Case Closure*
3. DC4-506C, *Mortality Review Case Presentation—Peer Review*, if done
4. DC4-508, *Institutional, Regional, and Outside Mortality Review Findings/Conclusion*

C. CONFIDENTIALITY

The confidential materials within the mortality review file for each death will not be released to anyone by regional personnel. Any request for this material will be immediately referred to the Central Office Mortality Review Coordinator.