



Minnesota Department of Human Services

Death or Serious Injury Report Fax Transmission Cover Sheet

Date: _____

Number of pages: _____ (including this cover sheet)

Destination Information: (check destination)
 Department of Human Services (DHS)
Licensing Division

PO Box 64242, St. Paul, MN 55164-0242

Phone: (651) 431-6500

Destination FAX: (651) 431-7673

 Office of Health Facility Complaints (OHFC)

PO Box 64970, St. Paul, MN 55164-0970

Phone: (651) 201-4201 Toll free: 1-800-369-7994

Destination FAX: (651) 281-9796

 Ombudsman for Mental Health and Developmental Disabilities

121 7th Place East, Suite 420, St. Paul, MN 55101-2117

Phone: (651) 757-1800 or 1-800-657-3506

Destination FAX: (651) 797-1950

Sender information:

SENDER'S NAME	PHONE NUMBER	FAX NUMBER
PROGRAM NAME		254B LICENSE NUMBER

Services provided to persons with developmental disabilities licensed under Minnesota Statutes, chapter 245B (check one)

 Residential Habilitation Services (RHS)

 Day Training and Habilitation (DTH)

 Residential Services, Not ICF/DD certified (RS-N)

 Residential Services, ICF/DD certified (RS)

 Semi-Independent Living Services (SILS)

 Supported Employment Services (SES)

 Crisis Respite (CR)

*DHS will only accept reports from the 245B license holder

Instructions1. **Complete the report form and this fax cover sheet.**

The [death](http://www.ombudmhdd.state.mn.us/) and [serious injury](http://www.ombudmhdd.state.mn.us/) report forms are available online from the Ombudsman's web site at: <http://www.ombudmhdd.state.mn.us/>. They may be completed online and then printed.

2. **Fax the completed report to the required agencies.**

The report must be faxed within 24 hours of a death or serious injury to the required agencies. If the report is mailed, a phone call must be made within 24 hours of the death or serious injury to the required agencies to meet the mandatory reporting requirements. All reports must be faxed to the Ombudsman and DHS Division of Licensing, except ICFs/DD. ICFs/DD must fax the report to the Ombudsman and OHFC.

3. **Reports involving suspected or alleged maltreatment.**

Any death or serious injury involving suspected or alleged maltreatment must also be reported as required under the Vulnerable Adults Act or the Maltreatment of Minors Act.

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