

**DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS**

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**ADP BULLETIN**

Title  Update in the Department of Alcohol & Drug Programs Death Reporting Requirements		Issue Date: 11-15-11 Expiration Date: N/A	Issue No.  11 - 15
Deputy Director Approval  MILLICENT GOMES Acting Deputy Director Licensing and Certification Division	Function: <input checked="" type="checkbox"/> Information Management <input type="checkbox"/> Quality Assurance <input type="checkbox"/> Service Delivery <input type="checkbox"/> Fiscal <input type="checkbox"/> Administration <input type="checkbox"/>	Supersedes Bulletin/ADP Letter No.:  Any previously issued memoranda re: death reporting requirements	

**PURPOSE**

The Department of Alcohol and Drug Programs (ADP) Death Investigation Policy has been updated to ensure that a client death is reported by the licensed provider in a timely manner. The death of any client, by any cause, must be reported telephonically to ADP within one (1) working day, whether the death takes place in the licensed facility or not. A written report using ADP C-6B Incident/Injury/Death Report Form must follow within seven (7) days of the event. Failure to inform ADP within the appropriate timeframe is a violation of the above regulation and the licensed provider will be cited.

**DISCUSSION**

Effective November 14, 2011 providers are required to contact the Program Compliance Branch (PCB) of the Licensing and Certification Division (LCD) in the event of a death of any client, whether the death takes place in the licensed facility or not, by any cause, must be reported telephonically to PCB within one (1) working day at (877) 685-8333. A written report using ADP C-6B Incident/Injury/Death Report Form must follow within seven (7) days of the event via fax to: (916) 445-5084 or via mail to:

Department of Alcohol and Drug Programs  
 Program Compliance Branch  
 1700 K Street, Second Floor  
 Sacramento, CA 95811-4037  
 (916) 322-2911 (public number)  
 (877) 685-8333 (toll free complaint number)



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## REFERENCES

California Code of Regulations (CCR), Title 9, Chapter 5, Section 10561(b), states:  
*“Upon the occurrence of any of the events identified in Section 10561(b)(1) of this subchapter the licensee shall make a telephonic report to the department licensing staff within one (1) working day. The telephonic report is to be followed by a written report in accordance with Section 10561(b)(2) of this subchapter to the department within seven (7) days of the event. If a report to local authorities exists which meets the requirements cited, a copy of such a report will suffice for the written report required by the department.*

- (1) *Events Reported shall include:*
  - a. *Death of any resident from any cause.*
  
- (2) *Information provided shall include the following:*
  - a. *Residents’ name, age, sex, and date of admission.*
  - b. *Date, time, and nature of event.*
  - c. *Attending physician’s name, findings and treatment, if any.”*

## BACKGROUND

Past practices required providers to notify their licensing analyst within LCD’s Field Operations Branch (FOB). The licensing analyst would then notify PCB who would investigate the death complaint.

The update now requires providers to first contact PCB directly; PCB will then inform the provider’s licensing analyst. A Complaint Analyst will contact the provider within 24 hours of receiving the client death report to gather more specific information.

## QUESTIONS/MAINTENANCE

For questions regarding this bulletin, please contact LCD’s Program Compliance Branch at (916) 322-2911. This bulletin is available on the ADP website at [www.adp.ca.gov](http://www.adp.ca.gov).

## EXHIBITS

Exhibit 1: [ADP C-6B Incident/Injury/Death Report Form](#)

## DISTRIBUTION

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Licensed Residential Providers  
Certified Outpatient Providers  
Field Operations Branch Managers and Analysts  
Strategic Local Government Services, LLC  
Director’s Advisory Council