

Client Death Reporting Checklist

This Checklist supports a respectful, compliant and compassionate organisational response following the death of a client. It ensures appropriate support for family and staff and is underpinned by the Incident Reporting and Management Policy and Procedure.

Action	Complete	Comments (if applicable)
Family/advocate notified/aware	<input type="checkbox"/>	
CPSN internal incident report completed (lodged in Salesforce)	<input type="checkbox"/>	
NDIS Quality and Safeguards Commission notified (notifiable incident)	<input type="checkbox"/>	
Coroner's office notified (if applicable)	<input type="checkbox"/>	
GP or Allied Health Teams notified	<input type="checkbox"/>	
EAP contacted – prepare for referring staff	<input type="checkbox"/>	
Workers offered EAP access – contact details	<input type="checkbox"/>	
Chair and/or Board notified via email	<input type="checkbox"/>	
Support for family offered	<input type="checkbox"/>	
Workers contacted for support regarding employment	<input type="checkbox"/>	
Incident included in general Board/Committee incident reporting	<input type="checkbox"/>	
Update records in CPSN systems – SF, foundU, Finance	<input type="checkbox"/>	