



# Nevada Office of HIV Ryan White Part B Program Vital Status Request Form Policy

## SCOPE OF COVERAGE

Directly applicable to all Ryan White Part B, including Nevada Medication Assistance, funded subrecipients.

## PURPOSE OF PROCEDURE

To assist subrecipients in obtaining official confirmation of a deceased client.

## BACKGROUND

If a Ryan White Part B subrecipient needs an official confirmation of a client's vital status (i.e., deceased), a "[Vital Status Request](#)" form can be completed and submitted to [NVRWPB@health.nv.gov](mailto:NVRWPB@health.nv.gov). Ryan White Part B staff will have three (3) business days to respond to the subrecipient with an official confirmation.

- I. If subrecipients have documentation confirming that a client is deceased, the following steps should occur:
  1. Upload Acceptable Documentation (please see listed below) of deceased client's status into CAREWare.
  2. Change client's status in required areas (CAREWare & Liberty Dental portal)

### Acceptable Documentation

- Copy of death certificate
- Bureau of Vital Statistics record
- Doctor's statement
- Veteran's Affairs or Military service record
- Indian Health Services, Bureau of Indian Affairs or Tribal records
- Statement from funeral director
- Records from hospital or other institution where the person died
- Insurance company records
- Information obtained by Investigations and Recovery and/or Child Support Enforcement
- Newspaper death notice listing survivors
- State or local assistance records (including burial payment records)
- Lodge, club, or organization records
- Police records
- Social Security claim number or evidence of receipt of survivor's benefit from deceased person's Social Security Number



## Nevada Office of HIV Ryan White Part B Program Vital Status Request Form Policy

II. If subrecipient does not have official confirmation of client being deceased subrecipient will:

1. Complete a “[Vital Status Request](#)” form and email it to [NVRWPB@health.nv.gov](mailto:NVRWPB@health.nv.gov).
2. When sub-recipient receives completed “[Vital Status Request](#)” form from RWPB, if client is deceased subrecipient will:
  - Upload official confirmation of clients (deceased) status into CAREWare.
  - Change the client’s status in required areas
3. If client is not deceased, sub-recipient ensures the client is still active in all required areas, up to and including referral to lost-to-care or retention-in-care non-medical case manager(s).

III. Upon receiving “[Vital Status Request](#)” form Nevada Ryan White Part B will:

1. Check Nevada State Directory for client's vital status.
2. Return secure email to subrecipient's informing them of client’s vital status.