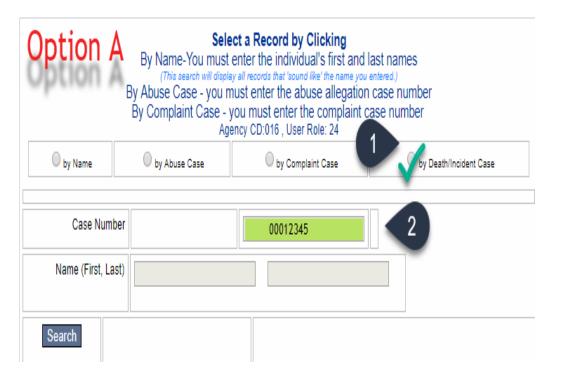
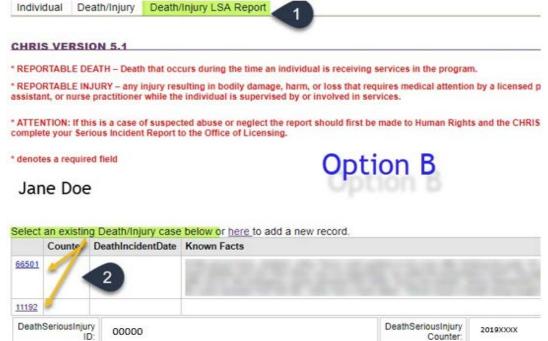
## Updating a Death Report



- To update an death report you must first locate the death report.
- You can do this by either searching for the record (Option A) or by accessing the individual's profile (Option B).





## Updating a Death Report



- Next edit any sections to reflect any additional details you have regarding the death report.
- \*\*\*Important\*\*\* Updates should be done to both checkbox fields (for data collection) and narrative fields for the licensing/investigations team.

## Updating a Death Report



- Prior to saving your death report, select the option "An update to the death/serious incident report has been provided."
- This step is critical and will send an email notification out to the licensing/investigations team to review the updates. In the narrative box, indicate which fields have been updated.

* Required. Plese select one from the following:	/
O Serious incident report is complete and no further updates will be provided.	
O Updates to serious incident report will be provided.	
An update to the serious incident report has been provided.	
Please Indicate which Fields have been updated.	
	<b>→</b>

Email notification sent to OL: Chesterfield Community Services Board - Alexandria Death test Case #:2019XXXX An update to the death/serious incident report has been provided.