

Office of the
Chief Coroner

Bureau du
coroner en chef

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25, rue Morton Shulman
Toronto ON M7A 1Y6

DATE: March 1, 2023

MEMORANDUM TO: All Ontario Long-term Care Homes

FROM: Dirk Huyer, MD
Chief Coroner for Ontario

SUBJECT: New Resident Death Notice (RDN)

The Institutional Patient Death Record (IPDR) will be replaced by the new Resident Death Notice (RDN) as of March 13, 2023. Long term care homes (LTCH) will use the RDN to report deaths as of March 13, 2023.

The Office of the Chief Coroner (OCC) has pursued this redesign in response to recommendations from the Long-term Care Homes Public Inquiry (LTCPI). The new RDN will ensure that data collected is being used appropriately to identify deaths that require a coroner's investigation, to make informed policy decisions and to detect trends of concern in resident deaths in LTCHs.

Background

When a resident dies in a long-term care home, the death must be reported to the OCC. Currently, the obligation to give notice of deaths in LTCHs is fulfilled through submission of the Institutional Patient Death Record (IPDR), which acts as a screening tool to identify concerns regarding the death. In collaboration with Queen's University and after an extensive consultation process with content experts and potential users, the IPDR was revised into what will now be known as the RDN.

Completing the RDN

Please note the following changes for the new RDN process:

- The form is submitted in two parts.
- Deaths to be reported include all deaths in the LTCH and in hospital within 30 days of admission to hospital. The LTCH will submit the RDN for all deaths.
- The IPDR and Service Ontario portal will no longer be accessible as of March 13, 2023.

The RDN form is attached and should be saved to your computer system. The RDN form

can also be accessed by navigating to the following link:

[Resident Death Notice – Forms – Central Forms Repository \(CFR\)](#)

You will need an updated version of Adobe Reader to access the form. You may update your Adobe Reader to the latest version from the [Acrobat Reader download page](#).

The RDN form includes instructions at the top of the form and additional getting started steps are included in Appendix 1 of this memo. We have also provided written guidelines (attached Job Aid) and a video walkthrough to assist in completing the RDN form. The video can be accessed here: <https://sway.office.com/X3aHdKcEh70LFelF?ref=Link>

In addition, in partnership with Queen's University, the OCC has developed three educational modules. The module topics are:

- How to complete the Resident Death Notice (RDN)
- Awareness of vulnerabilities of the elderly
- Sudden and unexpected death

Information on how to access these resources will be coming soon.

Should you have any questions about the transition to the new RDN, please contact:

OCC.Inquiries@ontario.ca

Once you begin using the RDN, should you have issues with the RDN form, please contact:

Email: coronerinvestigator@ontario.ca

Phone: 647-930-3637

Toll-free: 833-412-1134

If you need to report a death directly to a coroner or are unsure about whether you should report a death directly to a coroner, you can call our provincial dispatch line at: 416-314-4100 or 1-855-299-4100

Sincerely,



Dirk Huyer, MD
Chief Coroner for Ontario

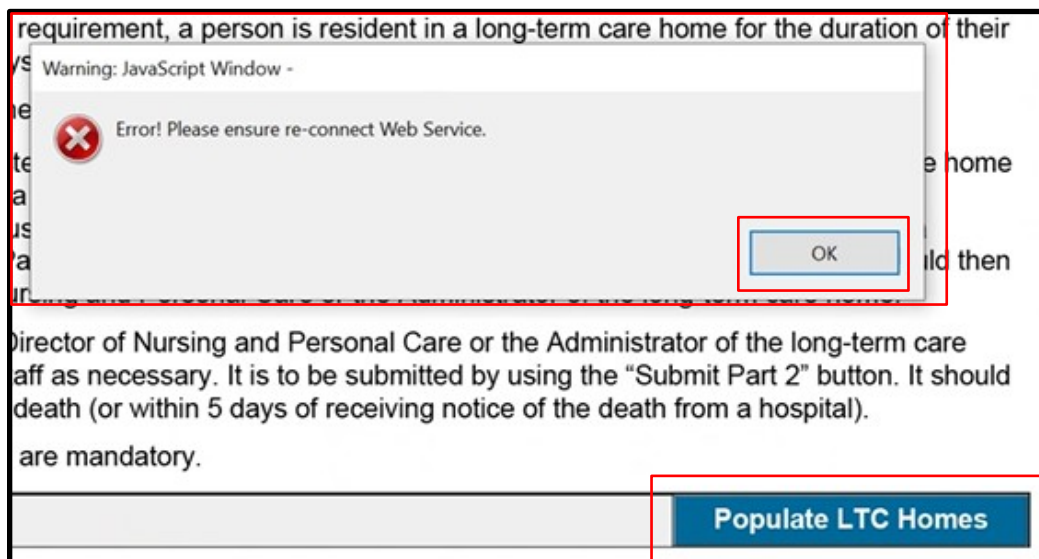
Appendix 1

Accessing the Resident Death Notice (RDN) Form

- 1) Click the following link to access the new Resident Death Notice (RDN) form: [Resident Death Notice – Forms – Central Forms Repository \(CFR\)](#)
- 2) Download and save the RDN form in your preferred language (English or French) to your local drive.
- 3) Open the RDN form by using Adobe Acrobat.
- 4) Follow the instructions provided at the top of the RDN form to complete part 1 and part 2 of the RDN form.

Quick Tips for Completing Part 1 for the First Time

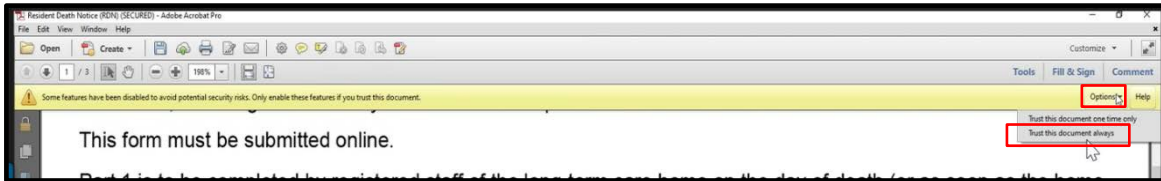
- 1) When you are ready to fill out the RDN form for the first time, you will need to complete a few simple steps to ensure ease of completing current and future submissions.
- 2) Select the button **'Populate LTC Homes'** (see below). Once selected, a Warning dialogue box will appear as displayed in the screenshot. Please select **'OK'**.



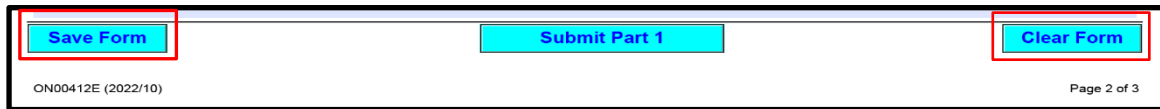
3) You will then notice a yellow bar at the top of the RDN form.



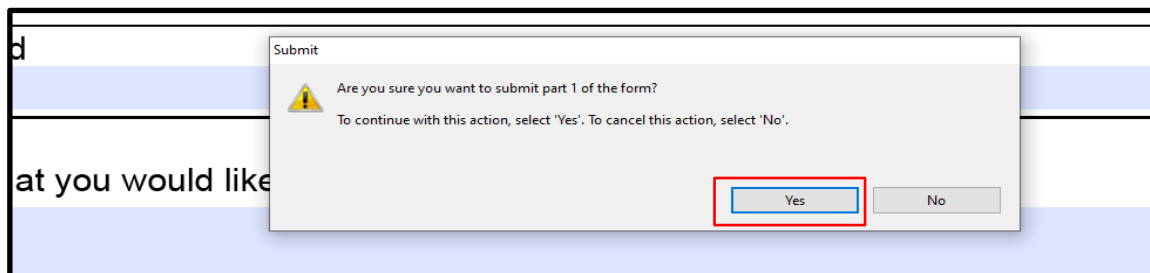
4) Select the 'Options' dropdown button and select 'Trust this Document Always' (see below). Then select save to save changes. You are now ready to complete the form.



5) Please note, you can 'Save Form' and 'Clear Form' at any point in time by selecting the buttons at the bottom of the form (see below).



6) When you select the 'Submit Part 1' button you will receive the following submission dialogue box. Select 'Yes' (see below).



7) Once submitted, you will receive an email confirmation from <mailto:noreply@ontario.ca> with a confirmation number (see below). If you do not see the email in your inbox, please also check your junk mailbox. Once retrieved, forward the email, with the associated RDN form attached to the director of nursing and personal care or the administrator of the long-term care home for them to commence Part 2.

RDN submission confirmation - 20221213134953258



noreply@ontario.ca

[REDACTED]



1:50 PM

Thank you for submitting an RDN for Doe, John.

Please note the Part 1 Submission Reference Number: 20221213134953258 and immediately forward this number along with the form to the facility administrator or director of care as per your facility process.

****Note: This is an automatically generated email, please do not reply****