



Long-Term Care Regulatory Provider Letter

Number: PL 2020-08 (replaces PL 12-26) revised
Title: Requirement to Submit Facility Resident Death Report
Provider Types: Nursing Facility (NF) and Intermediate Care Facility for Individuals with an Intellectual Disability or Related Conditions (ICF/IID)
Date Issued: Revised November 29, 2021

1.0 Subject and Purpose

The Texas Health and Human Service Commission (HHSC) is issuing this letter to inform NFs and ICF/IID of the process for submitting resident death reports. **HHSC revised this PL to clarify that the requirement to submit a resident death report does not apply to a hospital-based skilled nursing facility (SNF).**

2.0 Policy Details & Provider Responsibilities

The Texas Health and Safety Code (HSC), §260A.016, requires an NF to report to HHSC concerning deaths of residents of the facility. The report must be submitted within ten working days after the last day of the month: (1) in which a resident of the NF dies, or (2) in which an individual dies within 24 hours after being transferred to a hospital from the NF.

With the implementation of Texas Unified Licensure Information Portal (TULIP), all reporting of the resident death information must now be completed in TULIP. On the TULIP home page, under "Other Actions," is a link to submit a resident death report.

Only authorized NF providers can submit and edit a resident death report; HHSC may not enter or edit a report on a provider's behalf. The security authority designated by the legal entity that holds the NF license provides access for individuals to submit death reports in TULIP.

[TULIP User Guide for Providers](#) provides step-by-step instructions for submitting a resident death report.

The requirement to submit reports of deaths of residents through the system in TULIP system does not negate the NF's responsibility to follow the rules related to self-reporting.

2.1 ICF/IID Reporting

ICF/IID providers are not required to submit death reports in the system in TULIP. The facility will still continue to follow the rules related to self-reporting.

2.2 Hospital-based SNF Reporting

A hospital-based SNF is not required to submit a resident death report to HHSC but may do so voluntarily following the process for a NF. The facility will still continue to follow the requirements related to self-reporting.

3.0 Background/History

On September 4, 2018, death reporting moved to TULIP. In 2011, the statutes related to death reporting moved from HSC §242.134 and HSC §252.134 to HSC §260A.016, which defined institution as defined in HSC §242.002. This eliminated the requirement for ICFs/IID to report deaths through the death reporting system, now available in TULIP.

4.0 Resources

- [Incident Reporting Guidelines](#)
- [26 TAC, Part 1, Chapter 551, Subchapter G \(ICF/IID\)](#)
- [26 TAC, Part 1, Chapter 554, Subchapter U \(NF\)](#)

5.0 Contact Information

If you have any questions about this letter, please contact the Policy and Rules Section by email at LTCRPolicy@hhs.texas.gov or call (512) 438-3161.