

MVCDC Support

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What do I Do in ChildPlus When a Participant's Family Member Dies

Richard Woolf - 2024-04-24 - [ChildPlus](#)

Unfortunately, there will be the occasion when a PARTICIPATING CHILD'S FAMILY MEMBER passes away. When this happens, please make the following changes to the deceased family member's account:

1. Move the person's **first name** to the **middle name** space
2. Enter "**DECEASED**" (all caps) as their new first name
3. Add a **case note** which includes their **date of death**
4. If the deceased person is a primary adult, make sure their **Adult Status** is changed to **Other Adult**, and another family member is made the primary adult .

By handling it in this way, any generated report will include "Deceased" and we can avoid distressing parent communications.

Please see the example in the image below:

Pebbles (TEST ONLY) Flintstone ▼ 🇺🇸 🇫🇷

Female DOB: 11/03/20 3y 5m CPID: 12357
Completed 1/27/24 • Year 0 (+5)

Application Enrollment Family Services Health Immunizations Disability Ment

Family Members

	Family Information				
	Wilma Flintstone	Primary	Adult	Female	DOB
	Fred Flintstone	Other	Adult	Male	DOB
	DECEASED Pebbles Flintstone	3y 5m	Child	Female	DOB
	Stoney Flintstone	2y 10m	Child	Male	DOB

Pebbles (TEST ONLY) Flintstone Attachments (4) 23-24 PSP ROI 24-25 PSP RO

General Information

Adult or Child PIR Child

First Name DECEASED

Middle Name Pebbles

Last Name Flintstone

Suffix

Nickname

Languages

Language	Proficiency	Primary
English	Proficient	<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Notes

4/23/2024 1:59 PM Hope Cypryla Data Systems &
Pebbles is deceased as of 4/22/24.
<end of entry>

Attachments

- [ChildPlus - Death in Family Procedure - Name Sample.pdf \(114.27 KB\)](#)