

## Category:

	<b>Policy Title:</b>	Child Fatality Response Policy			
	<b>Policy Number:</b>	Admin. Policy 003	<b>Version:</b>	1	<b>Effective Date:</b>

**Approved By:** Operations Team

**Date:** 07/12/2018

### Overview

**Description:** The Child Fatality Response policy seeks to provide instruction around the process by which Youth & Family Services (YFS) staff receiving reports of a fatality will interface with county and state-level staff, from the time of the report through the completion of the state-mandated 7-Day Review.

**Purpose/Rationale:** Since 1991, the state of North Carolina has developed several initiatives designed to address the issue of child fatalities. Laws have been enacted and teams have been formed to ensure that county-level child welfare systems have the opportunity to identify and implement the policy and practice changes needed to support families and the broader community in a manner that is effective in addressing this issue. Effective November 1, 2017, North Carolina Division of Social Services (NCDSS) implemented a process wherein representatives of the state's On-Site Review Team will meet with county DSS staff to review the fatalities of all children receiving CPS In-Home or Foster Care services at the time of their death.

**Applicability:** Frontline and supervisory staff from all child welfare service areas; Continuous Quality Improvement (CQI); Senior Social Service Managers; Director & Deputy Director(s)

### Definition(s):

**7-Day Review:** process by which NCDSS will meet with county child welfare staff to review specific child fatality cases within 7 business days of the fatality occurring

**On-Site Review Instrument (OSRI):** tool developed by the Administration for Children and Families that is used to guide the interview and record review process associated with the review of foster care and in-home services cases

### Failure to Comply:

### Policy:

Upon receipt of a report of child fatality, the receiving worker and assigned supervisor must adhere to the notification process outlined below. Should the agency receive notification that the reported fatality meets the state's criteria for a 7-day review, all frontline and supervisory

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staff who have been assigned to, or otherwise worked on, the case must make themselves available to participate in the review in accordance with the procedure outlined below.

### Procedure(s) that apply:

#### **County & State Notification**

Upon receipt of a child fatality report, the receiving worker and assigned supervisor must:

- Notify their Senior Social Services Manager of the incident within 4 hours of receipt of the report
- Complete the YFS Critical Incident Alert Form and ensure that a copy is provided to all of the parties listed therein
- Complete the State Fatality Intake Form and submit it to NCDSS using the fax number provided on the form within 1 business day
- Ensure that a copy of the State Fatality Intake Form is also submitted to the CQI Supervisor, as they are the agency's point of contact for child fatalities

#### **7-Day Review**

Effective November 1, 2017, NCDSS implemented a process by which all fatalities involving youth who are associated with an active CPS In-Home or Foster Care case at the time of their death shall be subject to a review process that will commence within 7 business days of the fatality occurring. This review will be conducted by a member of the On-Site Review Team, using the On-Site Review Instrument provided by the Administration for Children and Families/Children's Bureau.

It is important to note that the purpose of this review is not to determine cause of death or otherwise investigate the surrounding circumstances. Instead, it is a process developed to review the county's level of adherence to policy and practice standards and provide information that can be utilized in further addressing the issue of child fatalities. In the event that the agency receives notification that the reported incident meets the state's criteria for a 7-day review, current and previously assigned social workers and supervisors, along with CQI and administrative staff, will work collaboratively to adhere to the process outlined below.

Upon receipt of the 7-day review notification, CQI staff must:

- Review the case history
- Ensure that all workers and supervisors who have been/are currently involved with the case have a copy of the interview guide needed to prepare for the review

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- Convene a face-to-face meeting with the worker(s) and supervisor(s) to further aid in review preparation

Upon receipt of the 7-day review notification, the assigned social worker and supervisor must:

- Arrange their schedules to be available on the assigned review date
- Ensure that all case narratives are current within 48 hours of the scheduled review date
- Arrange their schedules to participate in a review preparation session with CQI staff

Administrative staff must ensure that a designated space, complete with a telephone, is reserved for the OSRI Consultant.

### Form(s) that apply:

NCDSS State Fatality Intake Form  
YFS Critical Incident Alert Form

### Reference(s):

#### Policies:

North Carolina Division of Social Services Manual, Chapter VIII-Section 1430: 7-Day Review of Foster Care/In-Home Services Child Fatalities

<https://www2.ncdhs.gov/info/olm/manuals/dss/csm-60/man/CS1430.PDF>

North Carolina Division of Social Services Manual, Chapter VIII-Section 1432: State Child Fatality Review Protocol

<https://www2.ncdhs.gov/info/olm/manuals/dss/csm-60/man/CS1432.PDF>

### Contact(s):

Continuous Quality Improvement Supervisor  
Policy & Practice Model Supervisor

### Policy History:

Developed 12/22/17.