

Next Review Date: July 2022

Last Reviewed: July 2019

Review Responsibility: CCubed/Performance Improvement Department

FCCS PROCEDURE

NO.: 11D

**SUBJECT: Performance Improvement
Department's Responsibility for Child
Fatality/Near Fatality (CF/NF) Review Processes
at FCCS**

Approved by: Executive Council

Effective Date: 10/27/2008

Date(s) of Revision: Dec 23, 2009; Apr 27, 2011; Sep 16, 2013; Jul 25, 2019

Responsible for Implementation: Performance Improvement

FCCS Performance Improvement Department (PID) is responsible for administration and oversight of the Child Fatality/Near Fatality (CF/NF) Review processes for the agency.

Procedures:

PID receives notification of child fatalities and near fatalities in three ways:

- 1) Regular receipt of copies of the death certificates from the Columbus Public Health Department for all children who resided in Franklin County at the time of their death.
- 2) Receipt of Critical Incident Reports (CIRs) from service teams.
- 3) SACWIS notification from receipt of an intake report regarding a CF/NF.

Upon notification of a CF/NF, PID completes the activities detailed below:

- 1) Administrative Oversight and Tracking
 - a) Upon notification of a CF/NF, PID will record the following activities within the Deceased Child SharePoint site:
 - i) Entering receipt of a death certificate
 - ii) Entering receipt of a Critical Incident Report
 - iii) Notification of a near fatality

- iv) Assignment/due dates for Franklin County Deceased Child Data Sheets (Green Sheets), Summary Reviews and Joint Reviews
 - v) Sent and returned dates to Program Services for Joint Reviews
 - vi) Dates of county and internal CF/NF meetings
 - b) The CF/NF filing system will include electronic filing through the PID Deceased Child SharePoint site, FCCS Share Drive and usage of the filing cabinets in the PID Department.
- 2) Report Assignments
- a) PID staff will complete a review of a family's case when a CF/NF occurs. Within 7 days of receipt of the death certificate or notification of a near fatality, PID will determine the type of report to be completed taking into consideration the following:
 - b) Manner of Death:
 - i) **Natural** – means the death was the result of some natural process, such as disease, pre-maturity or congenital defect. Most deaths by this manner are considered to be non-preventable. Reports are not completed for natural deaths unless specifically requested.
 - ii) **Accidental** – means the death resulted from some unintentional act.
 - iii) **Homicide** – means the death was caused at the hands of another individual, who may or may not have had intent to kill.
 - iv) **Suicide** – means that evidence exists that the child intentionally caused his or her own death.
 - v) **Undetermined** – means that investigation of the circumstances and examination through autopsy did not clearly identify the way in which the death occurred. Sudden Infant Death Syndrome (SIDS) is included in this category. SIDs as a cause of death is used when there is an absence of indicators for a clearly defined reason for an infant death. Sudden Unexplained Infant Death (SUID) is also included. These deaths are diagnosed as accidental suffocation, positional asphyxia, overlay or of underdetermined cause (cause unknown).

- vi) **Pending** – means that the autopsy is not yet complete and the cause of death was not listed on the death certificate as a result.

c) FCCS Involvement:

- i) Services provided within 12 months of the CF/NF; no involvement at the time of the CF/NF.
- ii) Contact with family as a result of the CF/NF.
- iii) Family receiving services at time of the CF/NF.
- iv) Services ended 12 or more months prior to the CF/NF.
- v) No prior agency involvement.
- vi) The below grid delineates the type of report which will be completed:

Summaries - Accidental; Homicide, Suicide, Undetermined	Agency Involvement									
	Open within 12 months		Intake report as result of/related to CF/NF (screen ins)		Open case at Intake, Adoptions, Regions		Open more than 12+ months ago		None	
	CAN	Non-CAN	CAN	Non-CAN	CAN	Non-CAN	CAN	Non-CAN	CAN	Non-CAN
Summary review-CF	—	✓	✓	✓	—	✓	—	—	—	—
Summary review-NF	—	—	✓	—	—	—	—	—	—	—
Joint review-CF & NF	✓	CF-TBD from PID/PS Consult after review of summary report	—	—	✓	CF-TBD from PID/PS Consult after review of summary report	—	—	—	—

ODJFS 01987 Fatality Face Sheet

- 1) PID will complete an ODJFS 01987 Fatality Face Sheet in SACWIS within 5 days of PCSA knowledge of the CF/NF when any of these are applicable:
 - a. The child is in the custody of a PCSA at the time of the CF/NF.

- b. There is suspected child abuse and neglect as determined by law enforcement, medical or PCSA personnel.
 - c. The PCSA had prior involvement with the child or any member of the household, including open in-home voluntary cases, open Court Ordered Protective Supervision, or open intake assessments within twelve months of the CF/NF.
- 2) CF/NF Request for Information (CF/NF RFI) Log
 - a. PID will maintain the CF/NF RFI Log with the following information:
 - i) Child's name
 - ii) Date of death/near fatality
 - iii) Place of death/near fatality
 - iv) Chronology of abuse/neglect reports made to FCCS where the CF/NF child was the subject and the report disposition
 - v) Services provided and/or purchased by FCCS for the CF/NF child or to which the CF/NF child was referred
 - vi) Actions taken by FCCS in response to any report of abuse or neglect of which the CF/NF child was the subject
 - b. Responses to requests for information are approved by the Executive Director and are coordinated through the Legal Department.
- 3) Franklin County Deceased Child Data Sheets (Green Sheets)
 - a. PID will complete a Green Sheet for all matters referred by the Columbus Public Health Department.
- 4) Child Fatality/Near Fatality Review Reports
 - a. PID will complete either a Summary Review or Joint Review based upon the dynamics of the case situation. Refer to 2.d.vi. above for details.
- 5) Internal Deceased Child Review (IDCR)
 - a. Child Fatality/Near Fatality Joint Review Reports are presented at IDCR
 - b. IDCR is comprised of representatives from various agency departments. The discussion of the group is focused upon summarizing the relevant case information, identifying areas of strong practice and areas for practice improvement, and systemic issues relevant to the discussion.
 - c. Any identified systemic recommendations are forwarded to Child Risk Review and Executive Council.
- 6) Franklin County Child Fatality Review Committee (FCCFRC). The Columbus Public Health Department coordinates several panel meetings regarding fatalities

within the county. FCCS is a required participant at the panel meetings. The committee members review the child's fatality, present facts surrounding the fatality, note areas of strong practice and areas to consider for improvement amongst the partners at the meeting all with the focus on prevention of child fatality. An FCCS representative will utilize the Child Fatality/Near Fatality Summary or Joint Review Report and Green Sheet in order to present applicable information regarding the agency's involvement with the child at these meetings.

- a. Franklin County Child Fatality Review (FCCFR)
- b. SUID and Fetal Infant Mortality Reprot (FIMR) Subcommittees
- c. Implementation Subcommittee: an agency representative will utilize information from the FCCFR committees and recommendations for improvements and changes and develop plans for implementation.

7) FCCS Executive Council

- a. On a quarterly and annual basis PID will compose reports summarizing activities related to CF/NF for the applicable time period. The reports will be vetted through the IDCR committee, Child Risk Review and then presented to Executive Council.

See related document in Intake Handbook: Agency Response to Child Fatality or Near Fatality