

**North Carolina Division of Social Services
Family Services Manual
Volume I: Children's Services
Chapter VIII: Child Protective Services**

7-Day Review of Foster Care/In-Home Services Child Fatalities November 2017

I. Purpose:

The North Carolina Division of Social Services' On-Site Review Team will review all child fatalities of children who are either in the custody of a County Department of Social Services or children who are part of an active In-Home Services cases at the time of the fatality. This review will be conducted using the current On-Site Review Instrument (OSRI) as provided by the Administration for Children and Families/Children's Bureau.

The review of a fatality pursuant to this policy is not to investigate cause or death of a child, but to review the county's adherence to policy and expected practice. The information garnered from the review should be used by the county DSS to enhance the provision of child welfare services and to inform the State Child Fatality Review Team's determination if there is a need for an intensive review.

II. Reporting of Child Fatalities of Children in Foster Care and In-Home Services Cases

The county child welfare agency must, within 1 business-day of learning of the fatality, report all fatalities of children who are part of active In-Home Services or Foster Care cases to the Division of Social Services upon learning of the child's death.

- a) The county child welfare agency shall report the fatality within one business day of learning of the fatality by contacting their assigned Children's Program Representative (CPR) by phone.
 - i) In After Hours – county child welfare agency must contact their Child Program Representative at the start of the next business day.
- b) The CPR must immediately notify the CPR Team Supervisor of the reported fatality.
- c) If the CPR is not available, the county department of social services staff person shall notify the CPR Team Supervisor.
- d) The CPR Team Supervisor will immediately ensure that the following individuals are notified of the child's death by calling a meeting with the individuals or making individual calls:
 - (1) OSRI Team Supervisor
 - (2) Deputy Division Director for Child Welfare Services
 - (3) Division Director for Social Services
 - (4) Assistant Secretary for Human Services
 - (a) The Assistant Secretary shall brief the Deputy Secretary for Human Services and the Secretary.
- e) The county child welfare agency shall complete the State Child Fatality Intake Form and submit the form to the State Child Fatality Review Team.

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- i) The State Child Fatality Review Team supervisor will provide a copy of the State Child Fatality Intake Form to the CPR assigned to the county and the CPR Team Supervisor.

III. The Case Review:

Scheduling the 7-day review

Upon notification of the fatality of a child in the custody of the county department of social services or a member of an In-Home Services Case the OSRI Team Supervisor will:

- a) Assign an OSRI Team member to the 7-Day Fatality Review.
- b) The assigned OSRI Team Member will:
 - i) Submit a scheduling letter to the Director of Social Services
 - (1) The scheduling letter shall detail:
 - (a) the name of deceased child,
 - (b) the case name
 - (c) The case number,
 - (d) the date the review will begin.
 - ii) The review start date shall be within 7 business days from the date of the fatality.
 - iii) The review end date shall be determined by the OSRI Team member. The length of time the case has been opened and complexity of the case will be mitigating factors.

IV. The Review

The process of this 7-day review is designed to have minimal impact on county operations. The county child welfare agency shall:

1. Identify a private space with a telephone for the reviewer.
2. Provide the complete family case record upon arrival of the OSRI Consultant.
3. Have all caseworkers and supervisors who have been assigned to this case or worked on the case available to answer questions regarding adherence to policy, practice, and documentation standards.
 - a. It is preferable that the staff members be available for in person meetings.
 - b. If the staff members are not available in person, the county must provide a list of telephone numbers where staff member may be reached.
 - c. If the staff members are no longer employed by the county then the county has no duty to locate them.

The OSRI Consultant shall:

1. Complete the review of the case file using the ACF/CB On-site Review Instrument (OSRI).

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2. Interview or ask clarifying questions regarding the record to staff members who have been assigned to this case.
 3. Complete the review using the on-line OSRI tool, using the ACF/CB Online Monitoring System (OMS).
 4. Once this process is complete, the OSRI tool will be marked as "Complete" and is considered finished with no more editing.
 5. At the end of the on-site review provide a copy of the OSRI report to the county Director of Social Services or designee.
 6. Within 3 business days of the end of the on-site review convene a DSS staffing of the case to:
 - i. Review the OSRI findings.
 - ii. Determine if a corrective action plan will be required of the county department of social services
 - b. The membership of this committee shall, at a minimum include:
 - i. The OSRI Consultant completing the review
 - ii. The assigned CPR
 - iii. The Child Fatality Supervisor
 - iv. The Child CPR Supervisor
 - c. The CPR Supervisor shall provide the committee recommendations (from section IV of this policy) for corrective actions to the NC DSS Deputy Division Director for Child Welfare Services.
- V. The Report
1. NCDSS will complete and provide the OSRI to the county social services Director or designee immediately at the end of the on-site review
 2. This report shall be considered confidential child welfare case information.
 3. Copies of the report must be forwarded to the State Fatality Review Supervisor and the Deputy Director of Child Welfare Services.
 4. The Child Fatality Supervisor shall use this information, in conjunction with other information collected to determine if an Intensive Fatality Review is required.
- VI. Findings

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1. The NC DSS Deputy Division Director for Child Welfare Services shall draft a letter to the county director of social services including:
 - a. The dates of the review.
 - b. The reason for the review
 - c. Any corrective actions required, including a specific timeline for the county's response
 - d. Any changes to the program development plan, including a specific timeline for the county's response

2. Copies of the letter shall be submitted to:

Assistant Secretary for Human Services
Director of Division of Social Services
State Child Fatality Review Team Supervisor
County DSS Governing Body Chair