

## CHANGE NOTICE FOR MANUAL

Date 06/15/04

**Manual** Family Services, Volume I: Children's Services, Chapter VIII: Child Protective Services, Section 1432: State Child Fatality Review Protocol and Attachments 1 - 4.

### Change No.: 06-2004

**To: County Directors of Social Services**

**Effective: July 1, 2004**

Attached to this letter is the new Section 1432: State Child Fatality Review Protocol and four (4) attachments. The attachments are: 1) Child Fatality Intake Form, 2) "Dimensions of an Intensive Fatality Review", 3) Report Template; and, 4) Master Review Cover Letter Template. The new section becomes effective July 1, 2004.

Section 1432: State Child Fatality Review Protocol contains a history and purpose of the State Child Fatality Review Team; as well required policy. The attachments provide necessary supplemental material to assist in the review process from intake through the final report.

The new section and policy reflect an effort to improve practice through a more streamlined process. This process places particular emphasis upon interagency collaboration, communication, and decision-making.

Please ensure that all staff members who have child welfare responsibility are provided copies of the new section or access to it via the DSS web site. The on-line manual web address is:

<http://www.dhhs.state.nc.us/dss/childrenservices/>

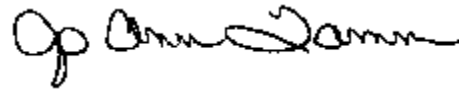
Once on the Division's web page, click on "Quick Links", then click on "Child Welfare Manuals", and click on Chapter VIII, Section 1432. Any questions may be addressed to the Family Support and Child Welfare Services Section staff at (919) 733-4570.

#### **Instructions:**

**Delete:** Section 1432, "Child Fatality Review Protocol" and Attachment 1, Child Fatality Intake Form, dated 01/18/02.

**Insert:** [Section 1432: "Child Fatality Review Protocol"](#) and [Attachment 1, Child Fatality Intake Form; Attachment 2, "Dimensions of an Intensive Fatality Review"; Attachment 3, Report Template;](#) and, [Attachment 4, Master Review Cover Letter Template](#), dated 03/5/04.

Sincerely,

A handwritten signature in black ink, appearing to read "Jo Ann Lamm". The signature is fluid and cursive, with the first name "Jo" being particularly prominent.

Jo Ann Lamm, Program Administrator  
Family Support and Child Welfare Services Section

Attachments

JAL/tot

Cc: Pheon Beal      FSCWS Team Leaders  
Sherry Bradsher   Children's Programs Representatives