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Communities Connected *for* Kids

Title Child Fatality Review – Local Policy		**Number** 806	
Department: Quality Management	**Owner** Director of Quality Management	**Regulatory Authority/ Related Policies:** CFOP 175-17, Dated 3/3/2011; Chapter 383.402 F.S.	**Attachments:** NA

Effective Date: November 2013	**Last Revision:** March 2026	**Review Date:** March 2026

Purpose: All child deaths shall be reviewed by the Director of Quality/Data Management and/or designee and reported to Chief Executive Officer and Chief Operating Officer. The purpose of the case review is to establish whether there are lessons to be learned from the case to better safeguard children in the future.

Policy:

1. The Case Management Agency must immediately inform Communities Connected for Kids' Chief Executive Officer or designee of any child death that occurs in Circuit 19 in order to make the appropriate notifications per CFOP 175-17.
2. The Case Management Agency must complete an incident report and submit it to Communities Connected for Kids immediately upon learning of a child death.
3. Arrangements will be made by the Chief Executive Officer or designee to secure all records related to the case to guard against loss or interference.
4. The Director of Quality/Data Management or designee will review the case record. The aim of the review should be to look openly and critically at individual and organizational practice.
5. A preliminary review of the file should be completed within forty-eight hours unless an alternative timescale is agreed upon with the Chief Executive Officer.
6. The findings from the case review will be presented to the Chief Executive Officer and the Chief Operating Officer.
7. At the discretion of the CEO, a case file review conference can be held between Communities Connected *for* Kids CEO, COO, Legal Counsel, Quality Management and Case Management. If deemed appropriate by the CEO this conference will be held to discuss the findings of the case and gather additional information where gaps may be present. This review should be held within two weeks of the child's date of death.
8. Members of the Quality Management Team will participate in the death review process as requested by the Director of Quality/Data Management.
9. Communities Connected *for* Kids will participate in the Department of Children and Families' Circuit 19 Protective Investigations (PI) death review process.

Approved by:

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Carol DeLoach
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Carol DeLoach, CEO