

CF OPERATING PROCEDURE  
NO. 215-7

STATE OF FLORIDA  
DEPARTMENT OF  
CHILDREN AND FAMILIES  
TALLAHASSEE, May 13, 2014

## Safety

### CHILD FATALITY NOTIFICATION REQUIREMENTS

1. Purpose. This operating procedure further clarifies the notification protocol for child fatalities reported to the Department of Children and Families Florida Abuse Hotline. This operating procedure provides additional reporting requirements over and above the reporting requirements contained in CFOP 215-6 for reporting child fatalities entered into the Incident Reporting and Analysis System (IRAS). It is intended to clarify the expectation for immediate and consistent reporting on the circumstances of the fatality that includes information known by the department about the victim or the victim's family. It also establishes time frames for notification and IRAS reporting purposes specific to child fatalities.
2. Scope. This operating procedure applies to all employees of the Florida Abuse Hotline, to any employee reporting a child fatality to the Hotline, to Regional Managing Directors, and to those individuals designated responsibility for creating Incident Reporting and Analysis System entries for child fatalities.
3. Reporting Guidelines for Child Fatalities. The following reporting requirements are in addition to the requirements contained in CFOP 215-6.
  - a. Upon notification to the Florida Abuse Hotline of a child fatality, the Hotline Director or designee shall generate an email notification to the Deputy Secretary, Director of Operations and the geographically applicable Regional Managing Director. The email notification will occur within two hours of receipt of the child fatality intake at the Hotline, and will contain the following information:
    - (1) County where the child is alleged to have deceased; and,
    - (2) FSFN Intake number that has generated the report.
  - b. The Incident Reporting and Analysis System shall be completed within 72 hours of notification from the Hotline. The Regional Managing Director shall designate an individual responsible for creating the IRAS entry which shall contain all of the following:
    - (1) A statement of the circumstances of the child's death;
    - (2) A summary of the date and result of any prior investigations concerning the deceased child, or notation that this is not applicable;
    - (3) A summary of the date and result of any prior investigations concerning siblings of the deceased child, or notation that this is not applicable;
    - (4) The dates of in-home or out-of-home supervision and/or engagement of community-based services involving either the child or siblings; and,

(5) The dates of department, community diversion or other services provided to the family specific to child welfare.

BY DIRECTION OF THE SECRETARY:

*(Signed original copy on file)*

PETE DIGRE  
Deputy Secretary