

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

August 25, 2005

MEMORANDUM**WHAT'S INSIDE:**

- Revised Child Welfare Manual Policy for responding to fatalities & fatality/critical events protocol
- Revised CS-23 & Fatality/Critical Events Summary

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS AND CHILDREN'S DIVISION STAFF

FROM: FREDERIC M. SIMMENS, DIRECTOR

SUBJECT: POLICY AND PROCEDURE FOR RESPONDING TO FATALITIES AND/OR OTHER CRITICAL EVENTS, INCLUDING NOTIFICATION TO REGIONAL MANAGERS AND CENTRAL OFFICE

FORM REVISIONS: [CS-23](#) and [Instructions](#); [FATALITY/CRITICAL EVENTS SUMMARY and Instructions](#)

CHILD WELFARE MANUAL REVISIONS:

[Section 1, Chapter 4.7](#);
[Section 2, Chapter 1.1.1.1 and Chapter 1.2.4](#)
[Section 2, Chapter 4.3.9 and Chapter 4.3.9.1](#);
[Section 2, Chapter 7.5.5](#);
[Section 3, Chapter 4, Attachment F](#) (New Attachment);
[Section 4, Chapter 24.11](#)

DISCUSSION:

The purpose of this memorandum is to introduce revised policy and forms pertaining to staff response to a report involving the death or critical event of a child. Critical Events Protocol that was originally introduced with Memorandum CD04-89 (<http://dssweb/cs/memos/2004/89/cd0489.pdf>) has been revised. These changes in policy will help to clarify when and how a CS-23 and Fatality/Critical Event Summary are to be completed and forwarded to Regional and Central Office Administration. An attached flowchart will illustrate the communication flow within the Division based on the revised protocol.

Changes to Critical Event Protocol and Related Policy and Forms:

The CS-23 has been revised with some technical changes, and to allow space to include the CA/N incident number on the form. Additionally, the format of the Fatality/Critical Event Summary has been changed, so that the form is now addressed from the CSW, Reviewed by the Circuit Manager and addressed to the Director, with space added for manner of death, and

An updated CS-23 should be forwarded to Central Office as new pertinent information becomes available, including the identification of, or addition of, involved parties.

Improved public relations, which helps in gaining support from the public and recognition for our efforts, can be facilitated with timely reporting to Division Administration of any fatalities or critical events that have potential for media involvement.

An additional function of the CS-23 and summary is to provide an opportunity for Field Management and Central Office Administration to utilize the information to review and improve our policies, practices and to identify training needs. The Circuit Manager, or Regional Administrator may determine that a local case review is warranted based on information provided on the CS-23 and/or Summary, and is encouraged to arrange a review as indicated. Central Office Administration will maintain a database of fatalities and submitted reports. Designated Central Office Staff may contact Regional Administration, or designee, to request reports not submitted per policy. Additionally, Designated Central Office Staff will conduct, at a minimum, bi-monthly reviews of all fatality cases having CD involvement. The Designated Principal Assistant, or designee, may request that Regional Administration arrange for a local case review as indicated. Regional Administration will provide a summary of any such review to the Designated Principal Assistant, or designee, in a timely manner. Regional Administration will access resources that are available to address practice or training needs discovered through the review process, such as Social Work Specialists, FCS consultants as available, or the Quality Improvement and Field Support Unit.

Change to Burial Arrangements policy:

The Children's Division will pay for burial expenses, not to exceed \$1,500.00, for a child who died in CD custody. However, the CSW should be diligent in assuring that other resources are utilized first, when available.

NECESSARY ACTIONS:

1. Review this memorandum with all Children's Division Staff.
2. Review Revised Child Welfare Manual Sections.
3. Review revised CS-23, Fatality/Critical Event Summary, and related instructions.
4. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT:

Meliny Staysa, PDS
573-522-8620
Meliny.J.Staysa@dss.mo.gov

PROGRAM MANAGER:

Kathryn Sapp
573-522-5062
Kathryn.Sapp@dss.mo.gov

CHILD WELFARE MANUAL REVISIONS:

Section 1, Chapter 4.7;
Section 2, Chapter 1.1.1.1 and Chapter 1.2.4

Section 2, Chapter 4.3.9 and Chapter 4.3.9.1;
Section 2, Chapter 7.5.5;
Section 3, Chapter 4, Attachment F (New Attachment);
Section 4, Chapter 24.11

Related Statutes:

Chapter 210 RSMo
Chapter 58 RSMo

Administrative Rules:

13 CSR 40-60.030

Council on Accreditation (COA) Standards:
N/A

PROGRAM IMPROVEMENT PLAN (PIP):
N/A

SACWIS REQUIREMENTS:

http://dssweb/cs/priority_tracking/sacwis/status/20050316.xls

1. Intake Management
2. Case Management #2 and #3

Attachment

[Flowchart](#)

FMS/MS/cb