

## 0403.0 Internet Web Posting of Child Fatality Public Disclosure Forms

### 0403.1 Policy Approval Clearance Record

<input checked="" type="checkbox"/> State Policy	This policy supersedes: Technical Guidelines Internet Web Posting of Child Fatality Disclosure	Number of pages in Policy: 6
Review by Representative from the Office of the Attorney General:	Date: n/a	Date Policy Effective: 07/26/2007
DCFS Administrator Approval Signature:	Date: ___/___/___	Policy Lead: Caroline Thomas, MSW, LSW

### 0403.2 Statement of Purpose

**0403.2.1 Policy Statement:** It is the responsibility of the Division of Child and Family Services (DCFS) to publish and monitor internet postings of child fatality and/or near fatality Public Disclosure (PD) forms from the three jurisdictional child welfare agencies. PD forms must be posted to the DCFS website ([www.dcf.state.nv.us](http://www.dcf.state.nv.us)) in accordance with state and federal requirements. DCFS Specialist will monitor the postings on the DCFS website to meet required updates and/or removal of the forms.

**0403.2.2 Purpose:** To provide technical guidelines for tracking public disclosures of child fatality and/or near fatality website postings pursuant to the Child Abuse, Prevention and Treatment Act (CAPTA), AB261, AB263 and the Nevada Revised Statutes.

### 0403.3 Authority

Child Abuse, Prevention and Treatment Act (CAPTA), section 106 (b)(4)(A)  
NRS 432B.175

### 0403.4 Definitions

**0403.4.1 Child Fatality:** The cessation of life, manifested in people by a loss of heart beat, absence of spontaneous breathing, and the permanent loss of brain function; loss of life.

**0403.4.2 Near Child Fatality:** An act that, as certified by a physician, places the child, in the hospital, in serious or critical condition. (Child Abuse Prevention & Treatment Act, section 106 (b)(4)(A))

**0403.4.3 Jurisdictions:** Child welfare agencies within Clark County, Washoe County and the Rural Region (consisting of all additional State of Nevada counties, excluding Clark and Washoe County)

**0403.4.4 Manner of Death:** Is determined by the circumstances surrounding the death. Manners of death are classified into five categories: accident, homicide, suicide, undetermined, and natural.

**0403.4.5 State:** The Family Programs Office (FPO) at the Division of Child and Family Services (DCFS).

### 0403.5 Procedures

**0403.5.1** The Family Programs Office (FPO) Specialist or designee will receive all PD documents from the three jurisdictions for posting via the contact [childfatality@dcfs.state.nv.us](mailto:childfatality@dcfs.state.nv.us) inbox. This information is automatically provided to the Legislative Council Bureau (LCB) Auditors system. The FPO Specialist or designee will monitor and maintain the required tracking information and review posting status for update as necessary.

**0403.5.2 Tracking form data elements and instructions**

A. Upon receipt, the Specialist or designee completes the tracking form with the following information as provided in the notification:

1. No #: This is the Line # assigned by the FPO Specialist
2. Report Submitted by: (For 48hr Jurisdiction Notification): Name of the person who submitted the Public Disclosure to the Child Fatality Inbox (e.g. CPS Manager, Social Worker, etc.)
3. UNITY or Report #: UNITY Case number, Person number or Report number
4. Date of Death / Near Fatality (NF): Date fatality or near fatality occurred
5. Met 48hr (cf) 5 day (nf): If the notification timeframes were met. 48hr for child fatalities and 5 days for near fatalities.
6. Submit to Date: Date 48hr Public Disclosure (PD) form is sent to the Office of the Attorney General (AG) for approval
7. Return date: Date response received from AG's office
8. 48hr Information Complete – Final: Yes or No. Y, if yes this is the FINAL PD form. N, if no it's not the FINAL and more information is needed.
9. Website posted date: Date of the initial PD posting to the DCFS website.
10. Jurisdiction: Washoe, Clark, Rurals
11. Status: P = Preliminary, U = Update, NS = Non-Sufficient
12. Update needed: Yes or No, if no additional action is needed
13. Cause and Manner (F): Marked 'X' if NOT provided on the PD form section F
14. Service Summary (G): Marked 'X' if NOT provided on the PD form section G
15. Investigation and Summary (C): Marked 'X' if NOT provided on the PD form section C
16. Case Closure (H): Marked 'X' if NOT provided on the PD form section H
17. Date: Forward request (For 15 day Jurisdiction Request): Date reminder sent to jurisdiction that 15 day PD Form is due
18. Date: Respond to request (For 15 day Jurisdiction Request): Date 15 day PD Form is forwarded to the child fatality inbox
19. Date: Forward to AG: Date 15 PD Form is forwarded to the AG for approval
20. Date: Returned from AG: Date response received from AG's office

21. 15 day Information Complete – Final: Yes or No. Y, if yes this is the FINAL PD form. N, if no it's not the FINAL and more information is needed.
22. Date: Forward request (For 30 day Jurisdiction Request): Date reminder sent to jurisdiction that 30 day PD Form is due
23. Date: Respond to request (For 30 day Jurisdiction Request): Date 15 day PD Form is forwarded to the child fatality inbox
24. Date: Forward to AG: Date 30 PD Form is forwarded to the AG for approval
25. Date: Returned from AG: Date response received from AG's office
26. 30 day Information Complete – Final: Yes or No. Y, if yes this is the FINAL PD form. N, if no it's not the FINAL and more information is needed.
27. Preliminary Removed (Website Status): Date the current PD Form is removed from the website
28. Current Update Posted (Website Status): Date the most recent PD Form is uploaded to the website
29. End Date (Website Status): Date the PD is removed from the website, which is the anniversary of the original posting.

### **0403.5.3 Public Disclosure forwarding procedures**

The following are the procedures needed for forwarding the PD forms received via the child fatality inbox. The PD forms are sent to the Office of the Attorney General (AG) for approval. Once approval from the AG's comes back, the Specialist or designee will forward the approved PD to the AAIII for posting. The AAIII will then forward the PD to Information Management System (IMS) and request that the PD be posted to the DCFS website. The following procedures will occur over the life of the tracking process at the 48hr, 15 day, 30 day and Final milestones.

Then on the anniversary of the original PD posting to the website, the AAIII will request for IMS to remove the disclosure from the website. No AG approval is needed before completing this step. The PD posted to the website is to be removed one (1) year from the date of the first posting and a final update must be received from the jurisdiction.

#### **A. PD Forms to AG's office for approval**

FPO Specialist will email a copy of the PD Form to the AG's in all 3 jurisdictions and the AAIII in charge of this tracking form, for approval before posting. When a response is received the FPO Specialist will email the approved PD Form to the AAIII and ask that the PD be uploaded into the DCFS website.

#### **B. Process for Posting of PD Forms to website**

The AAIII will process the PD for posting to the DCFS website the same day as receiving the approved form. This process includes:

1. Completing the approval form for the Information Management System (IMS) Division and faxing it once it is complete.
2. Email will include:
  - Address the email to the IMS assigned designee
  - Carbon Copy (CC) IMS Helpdesk and the IMS administrative assistant
  - The subject of the email should be: "CFD Website Posting"
  - Label the email "High" Importance (!)
3. AAll will then confirm that the posting was completed and will enter the appropriate information to update the tracking form.

### **C. Removal of Child Welfare Agency Public Disclosure notification of fatality or near fatality posted to the website**

The PD posted to the website is to be removed one (1) year from the date of the first posting and a final update must be received from the jurisdiction. The AAll is responsible for creating and maintaining a tickler file and documenting the internet tracking file to remove the PD posted on the correct date.

1. End Date: AAll processes removal of CDF from website one (1) year from the date posting to website by:
  - Completing approval form for IMS to remove PD from website
  - Fax approval form to IMS
  - Confirm PD is removed from website
  - Update internet tracking form to show date PD was removed from website
2. Quality Improvement Monitoring.
  - The FPO Specialist will review the tickler systems and website for accuracy and compliance, and submit quarterly status updates of this analysis to the Deputy Administrator.

#### **0403.5.4 Computer system disruption**

When the computer system or [Contact.childfatality@dcfs.state.nv.us](mailto:Contact.childfatality@dcfs.state.nv.us) inbox is down, the following process will be completed by the AAll:

- A. IMS Helpdesk is contacted by the AAll to start a heat ticket and logs the date, time and heat ticket number on the IMS tracking log.
- B. All staff pertaining to the Child Fatality process is notified of the system being down by the AAll.
- C. Hourly updates are inquired by the AAll to IMS regarding the system or [Contact.childfatality@dcfs.state.nv.us](mailto:Contact.childfatality@dcfs.state.nv.us) inbox being down.
- D. Once the issue is resolved, IMS will provide a status tracking form regarding the system being down.
- E. Log the date and time back on line and file the tracking form in the file.

**0403.5.8 Timelines:**

Table 0403.1: Timelines for Internet Web Posting of Child Fatality Public Disclosure Policy

Requirement	Deadline	Starting Date	Responsible Party	Actions to be Taken
48hr PD	As soon as approval is received from the AG office	Date the fatality or near fatality becomes known to DCFS	AAIII, Specialist or designee	Forward to IMS for Public Disclosure to be posted to the DCFS website
15 day Updated PD	As soon as approval is received from the AG office	Date 15 day Update is forwarded to the child fatality inbox	AAIII, Specialist or designee	Forward to IMS for Public Disclosure to be posted to the DCFS website
30 day Updated PD	As soon as approval is received from the AG office	Date 30 day Update is forwarded to the child fatality inbox	AAIII, Specialist or designee	Forward to IMS for Public Disclosure to be posted to the DCFS website
Final PD	As soon as approval is received from the AG office	Date the Final Update is forwarded to the child fatality inbox	AAIII, Specialist or designee	Forward to IMS for Public Disclosure to be posted to the DCFS website
Removal of PD from website	One year from the date of initial posting to DCFS website	Date of initial posting	AAIII, Specialist or designee	Forward to IMS for Public Disclosure to be removed from the DCFS website

**0403.5.9 Forms:** n/a

**0403.6 Jurisdictional Action**

**0403.6.1 Development of Internal Policies:** n/a

**0403.6.2 Timelines:** n/a

**0403.6.3 Tools & Forms:** n/a

**0403.6.4 Documentation:** n/a

**0403.6.5 Supervisory Responsibility:** n/a

**0403.7 State Responsibilities**

**0403.7.1 Participants in Policy Development**

- A. **FPO Staff:** Administrative Assistant III, FPO Social Services Program Specialist
- B. **Jurisdictional Representatives:** Narrative...
- C. **External Stakeholders:** Narrative...

**0403.7.2 Technical Assistance** n/a

**0403.7.3 Clearance Process**

A. Approved by Administrator: \_\_\_/\_\_\_/\_\_\_

**0403.7.4 State Oversight**

A. Assessment of compliance of courtesy notifications and public disclosures of child fatalities/near fatalities and the quality of their content.

**0403.8 Policy Cross Reference**

0401 Public Disclosure

**0403.9 Attachments** n/a