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**Manual Transmission Letter (MTL)**  
**Family Programs Office: Statewide Child Welfare Policy Manual**

MTL # 0403-01182019  
01182019

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TO: Timothy Burch, Administrator - Clark County Department of Family Services  
Betsey Crumrine, Social Services Manager V - DCFS – District Offices  
Laurie Jackson, Social Services Manager V – DCFS – District Offices  
Amber Howell, Director - Washoe County Human Services Agency

FROM: Reesha Powell, Deputy Administrator, Division of Child and Family Services

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**POLICY DISTRIBUTION:**

Enclosed find the following policy for distribution to all applicable staff within your organization:

- 0403 Internet Web Posting of Child Fatality Public Disclosure Forms

This policy is/was effective: 01/04/2019

- This policy is new. Please review the policy in its entirety
- This policy replaces the following policy(s): MTL # \_\_\_\_\_ - \_\_\_\_\_ Policy Name: \_\_\_\_\_
- This policy has been revised. Please see below for the type of revision:
- This is a significant policy revision. Please review this policy in its entirety.
  - This is a minor policy revision: (List page number & summary of change):
  - A policy form has been revised: (List form, page number and summary of change):

**NOTE:**

- Please read the policy in its entirety and note any areas that are additionally required by your agency to be in compliance with the policy enclosed.
- This is an **All STAFF MEMO** and it is the responsibility of the person listed above to disseminate the policy enclosed to appropriate staff within his/her organization and to ensure compliance.
- The most current version of this policy is posted on the DCFS Website at the following address: <http://dcfs.nv.gov/Policies/> . Please check the table of contents on this page for the link to the chapter you are interested in.

## 0403 Internet Web Posting of Child Fatality Public Disclosure Forms

### Policy Approval Clearance Record

<input checked="" type="checkbox"/> Statewide Policy <input type="checkbox"/> Administrative Policy <input type="checkbox"/> DCFS Rural Region Policy	<input type="checkbox"/> New Policy <input type="checkbox"/> Modified Policy <input checked="" type="checkbox"/> This policy supersedes: Technical Guidelines Internet Web Posting of Child Fatality Disclosure 7/26/2007
Date Policy Effective:	01/04/2019
Attorney General Representative Review:	08/01/2018
DCFS Deputy Administrator Approval	01/04/2019
DMG Original Approval	07/26/2007
DMG Approved Revisions	01/04/2019

### STATEMENT OF PURPOSE

**Policy Statement and Purpose:** 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 as required by [NRS 432B.175](#). PD forms must be posted to the DCFS website <http://dcfs.nv.gov/> in accordance with state and federal requirements. The Family Programs Office Child Fatality Specialist (FPO Social Services Program Specialist III), Family Programs Office (FPO), and FPO Administrative Assistant (AA) will monitor the postings on the DCFS website to meet required updates and/or removal of the public disclosure.

The purpose of this policy is to provide technical guidelines for tracking public disclosures of child fatality and/or near fatality web postings pursuant to the [Child Abuse Prevention and Treatment Act \(CAPTA\)](#) and the Nevada Revised Statutes (NRS).

### AUTHORITY

**Federal:** [Child Abuse Prevention and Treatment Act \(CAPTA\), sections 106\(b\)\(4\)\(A\)](#)

**NAC:**

**NRS:** [NRS 432B.175](#)

**Other:**

### DEFINITIONS

**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.

**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).

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

**Near Child Fatality:** An act that places a child in serious or critical condition as verified orally or in writing by a physician, a registered nurse or other licensed provider of health care. Such verification may be given in person or by telephone, mail, electronic mail or facsimile. ([AB261, 2007](#)).

**State:** An alternate word for the Division of Child and Family Services (DCFS) or Family Programs Office (FPO).

### STANDARDS/PROCEDURES

The Family Programs Office, Social Services Program Specialist III, or designee, will receive all public disclosures (PD) documents from the three jurisdictions for posting via the [cf@listserv.nv.gov](mailto:cf@listserv.nv.gov) inbox. This information is automatically provided to the Legislative Council Bureau (LCB) Auditors system. The Social Services Program Specialist III, or designee, will monitor and maintain the required tracking information and review posting status for update as necessary.

### Tracking Form Data Elements and Instructions

1. Upon receipt of a public disclosure, the Social Services Program Specialist III, or designee, completes the tracking in the access database with the following information as provided in the notification:
  - a. ID #: This number auto populates when you go to the next row;
  - b. Enter UNITY case number;
  - c. Referral #: Only enter referral number if there is no case number;
  - d. Jurisdiction: Washoe, Clark, Rural Region;
  - e. Last Name, First Name, DOB;
  - f. Fatality, DOD, Manner of Death, Place of Death, Near Fatality, DONF, How did you hear about Fatality/Near Fatality, Summary of Incident, Investigation Open, Results of Investigation;
  - g. Victim under 5, Siblings and how many, Prior Child Welfare, Prior Sub/Unsub;
  - h. Case open at time of Near Fatality or Fatality, Custody with Child Welfare Agency when Near Fatality or Fatality occurred;
  - i. Public Disclosure Required, Received Timely, Date of five (5) day Due/Arrived, Date of forty-eight (48) hour Due/Arrived, Date of fifteen (15) day Due/Arrived, Date of thirty (30) day Due/Arrived, and Date of Final Received.

**Forty-eight (48) Hour/Five (5) Day Public Disclosure Forwarding Procedures:** The following are the procedures needed for forwarding the forty-eight (48) hour/five (5) day PD forms received via the child fatality inbox.

1. All public disclosures postings must comply with the requirement of [NRS 432B.175](#), and be sent to the Office of the Attorney General (AG) for approval.
2. Once approval from the AG's come back, the Social Services Program Specialist III, or designee, will forward the approved PD to the DCFS Helpdesk ([dcfshelpdesk@dcfs.nv.gov](mailto:dcfshelpdesk@dcfs.nv.gov)) for posting to the DCFS website.
3. The following procedures will occur over the life of the tracking process at the forty-eight (48) hour, sixty (60) day and nine (9) months/final.
4. On the anniversary of the original PD posting to the website the AA will request for the DCFS Helpdesk to remove the disclosure from the website. No AG approval is needed before completing this step.

Refer to the Child Fatality Desk Reference regarding procedures.

### Public Disclosures Forms to AG's Office for Approval

1. Social Services Program Specialist III will email a copy of the PD form to the AG's in all three (3) jurisdictions. When a response is received, the Social Services Program Specialist III will email the approved PD form to the DCFS Helpdesk to be posted on the DCFS website.

**Process for Posting of Public Disclosure Forms to Website**

1. The Social Services Program Specialist III processes the PD for posting to the DCFS website the same day as receiving the approved form. This process includes:
  - a. Emailing the Public Disclosure to the DCFS Helpdesk ([dcfshelpdesk@dcfs.nv.gov](mailto:dcfshelpdesk@dcfs.nv.gov)) when received.
    - i. Example of email sent to DCFS Helpdesk: Please replace and post the attached sixty (60) day Public Disclosure to the DCFS website under: DCFS Index/Child Fatalities/Fatality Disclosure/Clark/2016 with title(s) of "December 18, 2016". Please let me know if you have any questions.

**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. The AA is responsible for creating and maintaining a tickler file and documenting the internet tracking file to remove the PD posted on the correct dates.

1. End Date: The AA processes removal of the PD from the website one (1) year from the posting date to the website by:
  - a. Completing approval form for DCFS Helpdesk to remove PD from website;
  - b. Fax approval form to DCFS Helpdesk;
  - c. Confirm PD is removed from website;
  - d. When the Social Services Program Specialist III receives removal report, access database is updated to show date the PD was removed from website.
2. Quality Improvement Monitoring
  - a. The AA will review the tickler systems and website for accuracy and compliance, and submit updates of this analysis to the Social Services Program Specialist III.

**Computer System Disruption:** When the computer system or inbox is down, the following process will be completed by the AA:

1. DCFS Helpdesk is contact by the AA to start a ticket and logs the date, time, and ticket number.
2. All staff pertaining to the child fatality process is notified of the system being down by the AA.
3. Hourly updates are inquired by the AA to DCFS Helpdesk regarding the system of [cf@listserv.state.nv.us](mailto:cf@listserv.state.nv.us) being down.
4. Once the issue to resolved, DCFS Helpdesk will provide a status tracking form regarding the system being down until resolved.

**Timeline:**

Requirement	Deadline	Starting Date	Responsible Party	Actions to be Taken
48 hour PD	As soon as approval is received from the AG Office	Date the fatality or near fatality becomes known to DCFS	AA, Social Services Program Specialist III, or designee	Forward to DCFS Helpdesk for Public Disclosure to be posted to the DCFS website
Near fatality Public Disclosure Form to DCFS and Legislative Auditor	5 business days	Date the fatality or near fatality becomes known to DCFS	AA, Social Services Program Specialist III, or designee	Forward to DCFS Helpdesk for Public Disclosure to be posted to the DCFS website
60 day updated PD	60 days from the date of fatality or near fatality	Date 60 day update is forwarded to the child fatality inbox	AA, Social Services Program Specialist III, or designee	Forward to DCFS Helpdesk for Public Disclosure to be posted to the DCFS website

Requirement	Deadline	Starting Date	Responsible Party	Actions to be Taken
9 month update/final PD	9 months	Date of the fatality or near fatality	AA, Social Services Program Specialist III, or designee	Forward to DCFS Helpdesk for Public Disclosure to be posted to the DCFS website

**Documentation:** N/A

**JURISDICTIONAL ACTION**

**Development of Internal Policies:** N/A

**Supervisory Responsibility:** N/A

**STATE RESPONSIBILITIES**

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

**POLICY CROSS REFERENCE**

**Policies:**

[0401 Public Disclosure](#)

**History and Updates:** This policy was effective on 7/26/2007 and supersedes Technical Guidelines Internet Web Posting for Child Fatality Disclosure. Completed revisions and reformatting were effective on 01/04/2019.

**ATTACHMENTS**

N/A