**Licensing Policy and Procedures**

**Handbook Revision \_\_ 2014**

This revision of the Licensing Policy and Procedures Handbook was published on \_\_\_\_ 2014. Summaries of new or revised items are provided below.

For Licensing revisions only: Immediately following signoff, Licensing staff will prepare a highlighted document showing significant changes that we will post with the revision memo.

Investigating a Child's Death (PATS 7357-CCL)

The following items are revised to explain how to document in the IMPACT and CLASS systems when a child dies from abuse or neglect. The changes were passed during the 81st legislative session.

Display of Revisions with Changes Highlighted (Word Document)

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### 6520 Investigation of a Child’s Death

LPPH ~~May 2013~~ DRAFT 7357-CCL

Policy

Licensing must investigate a child’s death when notified that:

 • a child has died while in the care of an operation; or

 • a child’s death could be related to the care received at an operation.

Any time that a child dies while in care, Licensing investigates to determine:

 • whether abuse or neglect was a factor in the child’s death; or

 • whether a violation of statute, administrative rules, or minimum standards caused or contributed to the death.

For example, if a medically fragile child dies while in care, the intake report is handled as an abuse or neglect investigation with a possible allegation of medical neglect.

The investigator must coordinate the investigation with:

a. CPS, when applicable;

b. the law enforcement agency that investigates the child’s death;

c. the district attorney or other prosecuting attorney, if an arrest occurs or charges are taken to a grand jury; and

d. the medical examiner or justice of the peace, as applicable, if:

 • an autopsy was performed, or

 • an inquest was held.

Procedure

When Licensing receives an intake report that a child has died while in the care of a child-care operation, the supervisor assigns the intake report to an investigator to conduct the case as an abuse or neglect investigation. See the items under section [6400](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_6400.asp#LPPH_6400) Conducting the Investigation.

If the death occurred in an alleged illegal operation, the investigator first determines whether the operation is subject to regulation. If the operation is subject to regulation, the investigator investigates the death. If the operation is not subject to regulation, the investigator follows the requirements explained in [6557](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_6400.asp#LPPH_6557) Procedures When an Illegal Operation Is Determined to Be Not Subject to Regulation.

#### 6521 Actions Taken in the First 24 Hours

LPPH ~~May 2013~~ DRAFT 7357-CCL

Policy

Within 24 hours of receiving an intake report indicating that a child in care has died, the investigator first progresses the intake to the *Investigation* stage in IMPACT and then:

1. ensures that the victim details are entered in IMPACT;
2. answers the Child Fatality Allegations Question in IMPACT;
3. evaluates the safety of the other children in care;
4. notifies law enforcement, the medical examiner, and DFPS, as applicable;
5. ensures that the preliminary manner and cause of death are entered;
6. completes the preliminary Child Death Report (Form 2899e) in CLASS; and

g. initiates the investigation.

See:

[6331](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_6000.asp#LPPH_6331) Evaluating the Need for a Safety Plan

[6340](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_6000.asp#LPPH_6340) Assessment of Risk During Abuse or Neglect Investigation

[6350](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_6000.asp#LPPH_6350) Notifications Made at Beginning of Investigation

[6410](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_6400.asp#LPPH_6410) Initiating the Investigation

[6521.6](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_6400.asp#LPPH_6524) Completing the Preliminary Child Death Report (Form 2899e) in CLASS

##### 6521.1 Entering Person Details in IMPACT

LPPH DRAFT 7357-CCL (new)

Procedure

After progressing the intake report to the *Investigation* stage in IMPACT, the investigator enters the following information about the deceased child on the *Person Detail* page, if the information is not already entered in the intake report:

a. The child's name

b. The child's gender

c. The child's date of birth (or the child's approximate age, if the date of birth is unknown)

d. The date of the child's death (must be entered to activate the *Fatality Information* section)

##### 6521.2 Answering the Question About the Child Fatality Allegation in IMPACT

LPPH DRAFT 7357-CCL (new)

Procedure

Upon progressing the intake report to the *Investigation* stage, the investigator reviews each allegation on the *Allegation Detail* page that involves the deceased child as an alleged victim and answers the question about the child fatality allegation as follows:

 • Selects *No*, if theallegation is not related to the child's death

 • Selects *Yes*, if theallegation possibly caused or contributed to the child's death

##### 6521.3 Assessing the Safety of Other Children in Care

LPPH ~~December 2012~~ DRAFT 7357-CCL (new number; moved from 6522)

Procedure

If the preliminary cause of death is not known at the start of an investigation, or if other conditions exist that require a safety plan, the operation immediately implements a safety plan for any remaining children in care.

See [6330](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_6000.asp#LPPH_6330) Assessing the Immediate Safety of Children.

##### 6521.4 Notifications of a Child’s Death

LPPH ~~December 2012~~ DRAFT 7357-CCL (new number; moved from 6523)

Procedure

###### 6521.41 Notifying Law Enforcement About a Child's Death

LPPH ~~December 2012~~ DRAFT 7357-CCL (new number; moved from 6523.1)

The investigator contacts law enforcement to request a joint investigation.

See [6351](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_6000.asp#LPPH_6351) Notifying and Working With Law Enforcement.

###### 6521.42 Notification Regarding the Death of a Child Younger Than Age 6

LPPH ~~December 2012~~ DRAFT 7357-CCL (new number; moved from 6523.2)

If a child younger than age 6 dies, the investigation caseworker reports the death to the medical examiner of the county in which the death occurred. The death must be reported to the medical examiner whether or not the death is alleged to be the result of abuse or neglect.

Exceptions:

 • If the child dies as the result of a motor vehicle accident, the caseworker is not required to report the death.

 • If the county does not have a medical examiner, the caseworker must report the death to a justice of the peace in the county in which the death occurred.

Texas Family Code [§264.513](http://www.statutes.legis.state.tx.us/Docs/FA/htm/FA.264.htm#264.513)

###### 6521.43 Notifications Within DFPS

LPPH ~~May 2013~~ DRAFT 7357-CCL (new number; moved from 6523.3)

Within 24 hours of being notified about a child’s death (either by receiving the intake report or another form of notification), the investigator sends certain DFPS staff a copy of CLASS Form 2899e Child Death Report by email, noting the preliminary cause and manner of death.

See 6521.6 Completing the Preliminary Child Death Report (Form 2899e) in CLASS.

##### 6521.5 Entering Preliminary Findings Related to a Child's Death

LPPH DRAFT 7357-CCL (new number; moved from 6527.1)

Policy

The investigator enters the following information in the *Fatality* section on the *Person Detail* page in IMPACT:

a. The preliminary manner and cause of death

b. The reason for the death

c. The status of the death certificate or autopsy

The information entered automatically transfers to the *Investigation Victim and Parent Details* page in CLASS.

Procedure

The investigator enters into IMPACT the information that is known within the first 24 hours after being notified of the child’s death. The investigator may update the information as the investigation progresses and upon completion of the investigation.

The investigator makes the following selections in the *Fatality* section on the *Person Detail* page in IMPACT, as explained in the table below:

|  |  |
| --- | --- |
| From the drop-down-menu titled … | the investigator chooses the following … |
| *Manner of Death* … | *Pending investigation*, unless the manner of death is known at the beginning of the investigation. In that case, the investigator chooses either *natural causes* or *unnatural causes*, whichever best describes the cause of death. |
| *Cause of Death* … | The specific disease, illness, or injury that best describes the cause of death. |
| *Reason for Death* … | *Not A/N Related.* |
| *Findings* … | *Preliminary.* |
| *Death Certificate/Autopsy* … | *Pending.* |

##### 6521.6 Completing the Preliminary Child Death Report (Form 2899e) in CLASS

LPPH ~~May 2013~~ DRAFT 7357-CCL (new number; moved from 6524)

Policy

Within 24 hours of receiving an intake report or being notified about a child’s death, the investigator:

 • completes a preliminary version of Child Death Report; and

 • sends a copy of the report to DFPS staff.

See 6521.7 Distributing the Preliminary Child Death Report (Form 2899e) in CLASS.

Procedure

The investigator completes the *Preliminary Child Death Report* in CLASS.

The child fatality information entered in IMPACT automatically transfers to the *Preliminary Child Death Report* in CLASS. The investigator may update the information in IMPACT as the investigation progresses.

To complete the Child Death Report in CLASS, the investigator:

a. selects the *Preliminary* radio button;

b. enters the case name of the IMPACT investigation; and

c. enters a summary of the allegations in the narrative box *Brief Incident Summary*.

The summary of the allegations includes the information that is known, up to that point, about the circumstances surrounding the child’s death, including:

a. where the incident occurred;

b. who was present;

c. the events leading up to the child’s death; and

d. the suspected cause of the child’s death, if known.

Before the investigator saves a final version of the *Preliminary Child Death Report*, a supervisor or above reviews the report for accuracy.

Upon approval from a supervisor or above, the investigator saves a final version of the report.

##### 6521.7 Distributing the Preliminary Child Death Report (Form 2899e) in CLASS

LPPH DRAFT 7357-CCL (new)

Procedure

Preparing the Preliminary Child Death Report for Distribution

Upon approval from a supervisor or above, the investigator:

 • saves a final version of the report; and

 • prepares an email to be used to distribute the report.

The email, and the attached Child Death Report (CLASS Form 2899e), includes:

a. the operation’s name and number and the region, county, and city in which the operation is located;

b. the CLASS investigation number;

c. the IMPACT investigation number;

d. the child’s name, date of birth, and date of death;

e. information concerning the involvement of law enforcement; and

f. a summary of the circumstances surrounding the child’s death.

Distributing the Preliminary Child Death Report

The investigator forwards the report by email to the program improvement specialist for day care or to the supervisor for residential care.

The program improvement specialist for day care or the supervisor for residential care then attaches the Child Death Report (CLASS Form 2899e) to the email and sends it to:

a. the assistant commissioner for Child Care Licensing;

b. the director for residential care, or the director for day care;

c. the district director for day care, or the manager for residential child care;

d. the program specialist at the DFPS state office who is responsible for reporting the death of a child;

e. the lead investigation analyst;

f. the division administrator for performance management;

g. the director of residential contracts (residential only);

h. the regional director for CPS (if the child was in DFPS conservatorship);

i. the CPS conservatorship caseworker (if the child was in DFPS conservatorship);

j. the director of CPS placements (if the child was in DFPS conservatorship);

l. the director of DFPS Internal Audit;

m. the region's public information officer; and

n. any other person designated by the district director or manager.

See [6330](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_6000.asp#LPPH_6330) Assessing the Immediate Safety of Children.

#### 6522 Staffing an Investigation of a Child's Death

LPPH ~~May 2013~~ DRAFT 7357-CCL (new number; moved from 6525)

During the course of an investigation involving the death of a child, the investigator keeps the supervisor apprised of all investigation-related activities.

An interim staffing is held with the supervisor no later than the 20th day after the intake report is received. See [6460](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_6400.asp#LPPH_6460) Interim Staffing With Supervisor.

Upon completion of the investigation, a final dispositional staffing includes:

a. the investigator;

b. the supervisor; and

c. the district director or the residential manager, and the DFPS attorney for Licensing, as needed.

#### 6523 Documenting the Investigation of a Child’s Death

LPPH ~~May 2013~~ DRAFT 7357-CCL (new number; moved from 6527)

Policy

The investigator documents the investigation according to the requirements for abuse and neglect investigations. See:

[6700](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_6600.asp#LPPH_6700) Documenting the Investigation

[6750](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_6600.asp#LPPH_6750) Maintaining an Investigation File

The investigator completes the preliminary and confirmed child death reports in CLASS.

See:

6521.6 Completing the Preliminary Child Death Report (Form 2899e) in CLASS

6525.1 Completing the Confirmed Child Death Report (Form 2899e) in CLASS

#### 6524 Completing the Investigation of a Child's Death

LPPH ~~May 2013~~ DRAFT 7357-CCL (new number; moved from 6526)

Policy

When the investigator has completed all investigation activities, the investigator consults with the supervisor in a staffing to determine a disposition for the case.

Upon receiving a final autopsy report or a death certificate, the investigator updates the information about the child’s death in IMPACT, including updating:

1. all information entered on the *Person Detail* page, as explained in 6521.1 Entering Person Details in IMPACT;
2. all information entered on the *Allegation* page, as explained in 6521.2 Answering the Question About the Child Fatality Allegation in IMPACT;
3. the summary of the *Medical Examiner's Findings*, as entered on the *Person Detail* page;
4. the *Reason for Death*, as entered on the *Person Detail* page;
5. the *Severity* entered on the *Person Detail page*, if the disposition is *Reason to Believe* and the answer to the question *Is this a child fatality allegation?* is *Yes*; and
6. the *Types of Restraints* field on the *CCL* *Investigation Conclusion* page;

The investigator also updates information about the child’s death in CLASS, including:

 • any new information related to the Child Death Report (Class Form 2899e); and

 • any new information about law enforcement’s involvement in the case.

##### 6524.1 Reason for a Child's Death

LPPH DRAFT 7357-CCL (new)

Procedure

At the conclusion of the investigation, the investigator updates the reason for a child's death under the *Non-CPS* *Reason for Death* drop-down menu on the *Persons Detail* page in IMPACT.

The table below explains the *Reason for Death* codes used under the *Non-CPS Reason for Death* drop-down menu.

The investigator chooses a *Reason for Death* code for abuse or neglect, if:

a. the disposition is *Reason to Believe*;

b. the severity is *Fatal*; and

c. the answer is *Yes* to the IMPACT question *Is this a child fatality allegation?*

The reason for death entered in IMPACT automatically transfers to the *Investigation Victim and Parent Details* page in CLASS.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

| The *Reason for Death* Code | Applicable Dispositions | Circumstances Surrounding the Child's Death | Involvement With DFPS |
| --- | --- | --- | --- |
| *NAB* Not Abuse/Neglect Related | Any disposition, as long as the severity is not *Fatal* (that is, as long as the abuse or neglect was not the cause of death). | A cause other than abuse or neglect.OrThere is not enough evidence to confirm abuse or neglect. | The child or perpetrator was or is involved with CPS, Day Care Licensing or Residential Child Care Licensing. |
| *ABN* Abuse/Neglect In Open Case | *RTB - Fatal* | The child died due to abuse or neglect. | An unrelated investigation involving the child was open when a report of the child's death was received. |
| *ABO*Abuse/Neglect In Closed Case | *RTB - Fatal* | The child died due to abuse or neglect. | The deceased child was a victim in a prior investigation or the person responsible for the death (the designated perpetrator) was an alleged or confirmed perpetrator in a closed investigation conducted by Day Care Licensing or Residential Child Care Licensing.AndThere was no open abuse or neglect investigation involving the child when the report of the child's death was received. |
| *ABP*Abuse/Neglect and No Prior Case | *RTB - Fatal* | The child died due to abuse or neglect. | The child and designated perpetrator have not been involved with CPS, Day Care Licensing or Residential Child Care Licensing. AndThere was no open abuse or neglect investigation involving the child when the report of the child's death was received.  |

 |  |  |

##### 6524.2 Assigning the Severity of the Abuse or Neglect When a Child Dies

LPPH DRAFT 7357-CCL (new)

Procedure

If the investigator concludes that abuse or neglect has occurred, and that it caused or contributed to a child's death, the investigator does as follows in IMPACT on the *Allegation* page:

 • Assigns the disposition as *Reason to Believe*

 • Assigns the severity as *Fatal*

If the investigator concludes that abuse or neglect has occurred but did not cause or contribute to the child's death, the investigator does as follows in IMPACT on the *Allegation* page:

 • Assigns the disposition as *Reason to Believe*

 • Assigns the severity as *Mild*, *Moderate*, or *Serious* (the worker does not assign the severity as *Fatal*).

##### 6524.3 Final Medical Examiner's Findings

LPPH DRAFT 7357-CCL (new)

Procedure

After the death certificate or autopsy is received, the investigator updates the manner and cause of death, if needed, and selects the following options in the *Fatality Information* section on the *Person Details* page in IMPACT:

1. *Final*, from the *Findings* drop-down menu
2. *Received*, from the *Death Certificate/Autopsy* drop down menu

The investigator enters a summary of the medical examiner's findings in the text box *Medical Examiner Findings* in the *Fatality Information* section on the *Person Details* page in IMPACT.

##### 6524.4 Death Related to Restraints

LPPH DRAFT 7357-CCL (new)

If the child's death was related to the use of restraints, the investigator chooses one of the following types of restraints located on the *Types of Restraints* section of the *CCL Investigation Conclusion page* in IMPACT:

a. Chemical Restraint

b. Emergency Medication

c. Mechanical Restraint

d. Personal Restraint

e. Seclusion

If the death was not related to restraints, the investigator checks *No Restraints*.

##### 6524.5 When an Extension Is Needed to Obtain Autopsy Results

LPPH ~~December 2012~~ DRAFT 7357-CCL (new number; moved from 6526.1)

Procedure

If a case needs to be extended for more than 30 days because of pending autopsy results or an active criminal investigation, the supervisor:

 • approves the extension; and

 • enters the extension into CLASS.

See [6611.1](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_6600.asp#LPPH_6611_1) Criteria for Requesting Additional Time to Complete the Investigation.

##### 6524.6 Completing the Investigation Before the Results of the Autopsy Are Received

LPPH ~~May 2013~~ DRAFT 7357-CCL (new number; moved from 6526.2)

Procedure

If the supervisor and investigator determine that enough information has been gathered to complete the investigation, they may assign a disposition before they receive the final autopsy report or death certificate; however, the investigator must still attempt to contact the medical examiner (or other necessary party, such as a justice of the peace) at least once a month until the report or death certificate is received.

The program improvement specialist for day care or the supervisor for residential care:

 • notifies the designated staff in the DFPS state office that the investigation is complete; and

 • includes the name and number of the operation, the CLASS investigation number, and the name of the child.

The investigation remains open in CLASS and IMPACT until:

 • the final autopsy result or death certificate is received; and

 • all information is completed in IMPACT and is transferred to CLASS.

After the autopsy or death certificate is received, the investigator:

a. updates the information on the child’s death in IMPACT;

b. creates a Child Death Report in CLASS and selects the *Confirmed* radio button in IMPACT;

c. notifies the appropriate program improvement specialist or supervisor; and

d. closes the investigation in IMPACT, according to the procedures explained in 6525 Closing the Investigation of a Child’s Death.

See 6525.1 Completing the Confirmed Child Death Report (Form 2899e) in CLASS.

#### 6525 Closing the Investigation of a Child's Death

LPPH ~~January 2014~~ DRAFT 7357-CCL (new number; moved from 6528)

Procedure

The investigator ensures that the manner and cause of death documented on the *Persons Detail* page in IMPACT are consistent with the manner and cause of death listed on the final autopsy report or death certificate.

If no autopsy is conducted, the investigator must obtain a copy of the death certificate.

If the investigator is uncertain about how to interpret the autopsy findings, the investigator consults with the supervisor in a staffing. The supervisor may also request a staffing with the lead investigation analyst, as needed.

If the autopsy results are delayed, the investigator consults with his or her supervisor to determine whether to complete the investigation. With the supervisor's approval, the investigator may complete the investigation *before* the report is received, but must not close the investigation in CLASS or IMPACT *until* the report or death certificate is received.

When the investigator is ready to submit the case for approval in IMPACT, he or she also:

 • sends a completed [Form 2858](http://intranet.dfps.state.tx.us/application/Forms/showFile.aspx?NAME=2858.docx) Child Death Documentation Checklist to the supervisor; and

 • documents in CLASS that the checklist was provided.

If CPS and CCL are both investigating the death of a child, the investigator must coordinate the handling of the investigation with the CPS worker and coordinate the closing of the investigation in IMPACT with CPS staff to ensure that the information entered in the *Fatality Information* section in IMPACT matches the information that is in CLASS.

Once the supervisor has approved the investigation in IMPACT, he or she must:

 • add as a secondary approver a regional manager (RCCL) or district director (DCL) who works outside of the supervisor's district; and

 • send the secondary approver a copy of the Child Death Documentation Checklist.

The secondary approver then has 15 days to review and either approve or reject the investigation in IMPACT.

See 6524.6 Completing the Investigation Before the Results of the Autopsy Are Received.

##### 6525.1 Completing the Confirmed Child Death Report (Form 2899e) in CLASS

LPPH DRAFT 7357-CCL (new number; moved from 6524.2)

Policy

Upon receipt of a final autopsy report or a death certificate, the investigator:

 • updates the information about the child’s death on the *Person Detail* page in IMPACT; and

 • ensures that the information has transferred to CLASS before completing the confirmed Child Death Report (Form 2899e).

Procedure

To complete the confirmed Child Death Report in CLASS, the investigator:

a. selects the *Confirmed* radio button;

b. enters the case name of the IMPACT investigation; and

c. enters a summary of results of the investigation in the *Brief Incident Summary* narrative box.

The summary of the investigation includes:

a. the events leading up to the child’s death;

b. the cause of the child’s death; and

c. the finding of the investigation.

Before the investigator saves a final version of the confirmed Child Death Report, a supervisor or above reviews the report for accuracy.

Upon approval from a supervisor or above, the investigator saves a final version of the report.

##### 6525.2 Distributing the Confirmed Child Death Report

LPPH DRAFT 7357-CCL (new)

Preparing the Confirmed Child Death Report for Distribution

Upon approval from a supervisor or above, the investigator:

 • saves a final version of the report; and

 • prepares an email to be used to distribute the report.

The email, and attached Child Death Report (CLASS Form the 2899e), includes:

a. the operation’s name and number and the region, county, and city in which the operation is located;

b. the CLASS investigation number;

c. the IMPACT investigation number; and

d. the child’s name, date of birth, and date of death.

Distributing the Confirmed Child Death Report

The investigator forwards the report by email to the program improvement specialist for day care or to the supervisor for residential care.

The specialist or supervisor then attaches the Child Death Report (CLASS Form 2899e) to the email and sends it to:

a. the assistant commissioner for Child Care Licensing;

b. the director for residential care, or the district director for day care;

c. the district director for day care, or the manager for residential child care;

d. the program specialist at the DFPS state office who is responsible for reporting the death of a child;

e. the lead investigation analyst;

f. the division administrator for performance management;

g. the director of residential contracts (residential only);

h. the regional director for CPS (if the child was in DFPS conservatorship);

i. the CPS conservatorship caseworker (if the was in DFPS conservatorship);

j. the director of CPS placements (if the child was in DFPS conservatorship);

l. the region's public information officer;

m. the director of DFPS Internal Audit; and

n. any other person designated by the district director or manager.

#### 6526 Release of Information When a Child Dies at a Residential Care Operation

LPPH ~~December 2012~~ DRAFT 7357-CCL (new number; moved from 6529)

Upon request, Child Care Licensing is required to make public every reported death of a child who was in the care of a residential child care operation that is regulated or alleged to be subject to regulation by DFPS.

Texas Family Code [§261.203](http://www.statutes.legis.state.tx.us/Docs/FA/htm/FA.261.htm#261.203)

##### 6526.1 Completing the SB1050a Report to Release Information About a Child’s Death

LPPH ~~May 2013~~ DRAFT 7357-CCL (new number; moved from 6529.1)

Procedure

When a child dies while in care at a residential child care operation, regional DFPS staff:

 • enter information about the fatality according to the procedures explained in 6524 Completing the Investigation of a Child's Death; and

 • follow the notification procedures explained in 6521.4 Notifications of a Child’s Death.

The SB1050a Child Fatality Report for Release of Information to the Public may be generated in IMPACT after the following conditions are met:

 • A date of death is entered

 • The *Child Fatality Indicator* in IMPACT is changed to *Yes* to indicate that RCCL will investigate.

Within five days of the death of a child in care, the designated staff person at the DFPS state office generates the report in IMPACT by:

1. clicking on the *Reports* tab;
2. clicking on the *Child Fatality Reports* tab;
3. selecting the *SB1050a* report from the drop-down menu;
4. entering filter criteria, such as the child's *Person ID*; and
5. clicking *Search*.

IMPACT automatically transfers all of the following information that is required for the report:

a. The IMPACT case identification (ID) number

b. The gender of the child

c. The date of the child’s death

d. Whether the child was in DFPS conservatorship at the time of death

e. The type of operation the child was living in.

The designated staff person routes the report to a designated secondary staff person for approval.

Once the report is approved and saved in IMPACT, the secondary designated approver saves the report as a PDF to a file folder.

##### 6526.2 Completing Form 2058b When the Finding for a Child’s Death Is Reason to Believe

LPPH ~~December 2012~~ DRAFT 7357-CCL (new number; moved from 6529.2)

If the finding for an investigation involving a child who was living in a residential child care operation is *Reason to Believe*, the designated state office staff person:

 • completes [Form 2058b](http://www.dfps.state.tx.us/Application/Forms/showFile.aspx?NAME=2058b.doc) CCL Child Fatality Completed Report for Release of Information to the Public; and

 • sends the completed form to the lead investigation analyst or the analyst's designee for approval.

The information entered on the form for release to the public includes:

a. the type of operation that the child was living in at the time of death;

b. the child’s name;

c. the operation's name;

d. any history on the foster home, if the home was previously verified by the same or another child placing agency;

e. a listing of all investigations of abuse or neglect within the last five years that involve the operation or agency home, including:

1. the date that the investigation was initiated;

2. the type of allegation;

3. the disposition;

4. whether an investigation is pending an appeal of a finding; and

5. whether the investigation involved the deceased child.

f. any violations of the minimum standards at the operation or agency home within the last five years;

g. any violations of the minimum standards related to training requirements in the last five years;

h. a summary of remedial actions against the operation, child placing agency, or agency home in the last five years; and

i. a summary of the training requirements for caregivers and employees.