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

LPPH ~~August 2014~~ DRAFT 8757 CCL

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) include:

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 district director for residential child care;

d. the division administrator for investigations;

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

f. the lead investigation analyst;

g. the division administrator for performance management;

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

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

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

k. 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.

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

LPPH ~~August 2014~~ DRAFT 8757 CCL

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 2899e) include:

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 district director for residential child care;

d. the division administrator for investigations;

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

f. the lead investigation analyst;

g. the division administrator for performance management;

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

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

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

k. 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.