



State of Florida
Department of Children and Families

Rick Scott
Governor

David E. Wilkins
Secretary

DATE: March 10, 2011
TO: Regional Directors
THROUGH: Pete Digre, ^{Patricia Redland for Pete Digre} Assistant Secretary for Operations
FROM: Jamie Self, Ed.D., Director of Family Safety *JSelf*
SUBJECT: Revised Operating Procedure for Investigation and Review of Child Deaths

PURPOSE: The purpose of this memorandum is to provide information on the revised Children and Families Operating Procedure (CFOP) 175-17, Child Fatality Review Procedures. The revised procedure includes the requirement for the Department to immediately place a Child Protective Investigator on administrative leave with pay if, during an investigation, a child dies due to a new incident of alleged abuse or neglect. In addition, this revised procedure provides new guidance on content and requirements for investigating and reviewing cases that involve the death of a child due to alleged abuse or neglect, or the death of a child who is actively receiving services.

BACKGROUND INFORMATION: The most recent CFOP was issued in June 2002. The revised procedure incorporates the four major changes listed below:

1. Requires Child Protective Investigators to be immediately placed on administrative leave with pay if, during an investigation, a child dies due to a new incident of alleged abuse or neglect.
2. Requires the Region Child Fatality Prevention Specialist (CFPS) to determine if there was relevant prior involvement in the child welfare system upon receipt of a report alleging death due to abuse or neglect. If it is determined that there was, the specialist will complete a Comprehensive Child Death Review within 30 days. This review will include an assessment of previous actions and identify learning opportunities.
3. Requires Children's Legal Services (CLS) to concurrently review a case requiring a Comprehensive Child Death Review so that their findings and lessons learned can be included in the final report.

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Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

4. Establishes a formal process for the electronic transfer of documents to the Florida Department of Health's local and state Child Abuse Death Review Committees.

ACTION REQUIRED: Please share this information with appropriate staff and stakeholders.

CONTACT INFORMATION: If you have any questions, or for additional information, please contact the Office of Family Safety, Eleese Davis, Chief of Quality Assurance, at 850-921-9857, or Keith Perlman, at 850-922-2195.

Attachment