



State of Florida
Department of Children and Families

Charlie Crist
Governor

Robert A. Butterworth
Secretary

DATE: November 16, 2007
TO: Regional Directors
THROUGH: George Sheldon, Assistant Secretary for Operations
David Fairbanks, Assistant Secretary for Programs
FROM: Patricia Badland, Director of Office of Family Safety
SUBJECT: Child Death Review Protocol

George Sheldon by JB
David Fairbanks

Purpose: The purpose of this memorandum is to improve coordination among Family Safety, The Department of Health and regional death review coordinators.

Background: Transfer of child death review coordinators from The Central Office to The Regions has highlighted the need for improved communication and clarification of expectations among all parties involved in the child death review process.

Specific issues include: (1) the need to identify which staff should routinely attend child death review team meetings; (2) how resolution is obtained when parties at the review team meetings do not concur with the investigative findings, and; (3) the need to develop, in consultation with local death review coordinators, a protocol for *timely* local reviews of cases that avoids the end-of-the-year rush that occurs annually to complete reviews.

Required Action: Monthly conference calls with regional death review coordinators, Family Safety and Department of Health Headquarters' personnel will be initiated in order to address the issues described above. Prior to the first conference call, regional death review coordinators shall submit a description of local procedures for scheduling death review team meetings to include the decision-making process for determining who from the department should be present at the review, and any informal or formal guidelines or procedures for conducting the reviews. This memo is being forwarded to the regional death review coordinators following initial dissemination to facilitate arranging schedules to participate in the call and to allow for follow-up questions regarding the assignment.

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

Initial Call and Contact Information: The first monthly call is scheduled for November 28, 2007 from 10:00am – 12:00pm (EST). The call-in number and access code are: 888-808-6959, 9228606. Any questions about the assignment or upcoming call should be directed to Leslie Chytka, Child Protective Investigation Specialist, at (850) 487-0947 or sc 277-0947. Ms. Chytka will coordinate the monthly child death review conference calls and be the Office of Family Safety's contact person for all child death related issues.