

**Child Victim:** First Last  
**Date of Death:** Month, DD, YYYY  
**County:** Enter  
**FSFN Report:** 201X-XXXX  
**DCF Region:** Enter  
**County of Residence:** Enter  
**County of Occurrence:** Enter  
**Judicial Circuit:** Enter  
**Date of QA Review:** Month, DD, YYYY



## I. Introduction

Please provide a brief summary of the current situation. Summary should be less than 300 words.

## II. Case Participants

Participant Name	Age	Relationship/Role
John Doe	3 months (show in months and years)	Decedent
Joyce Doe	2 years	Sibling (if applicable)
James Doe, Jr.	4 years	Sibling (if applicable)
Janice Smith	23	Mother
James Doe, Sr.	22	Father
June Smith	47	Relatives or Significant Others, in decreasing order of significance, .i.e. paramours or step parents first, then grandparents, then aunts/uncles, other HH members, etc.) Add rows as needed.

Insert a Genogram that provides a pictorial display of family relationships and the family system.

## III. Child Welfare Summary

This section will provide a brief summary of the family's history with the child welfare system and provide an analysis of prior reports, criminal history and child welfare services.

## IV. System of Care Review

This section is designed to provide an assessment of the child welfare system's interactions with the family prior to the child's death and to identify issues that may have influenced the system's response and the quality of the decision-making. Identify both strengths and areas for improvement.

### A. Practice Assessment

This section of the report is an overall assessment of practice. This is not an assessment of each investigation but a retrospective look at practice over the course of the family's involvement with the child welfare system.

- Was sufficient information gathered in prior investigations to inform assessments, safety determinations, and safety plans?
- Did the CPI have sufficient information to understand how the family functions, day in and day out, and to effectively assess child safety and family risk?
- There should be discussion of patterns, potential danger threats, and the impact on child safety including whether the CPI sufficiently addressed the priors in their analysis of information.

- The reviewer must determine if the investigator appropriately identified which danger threat(s) is/are occurring.
- The reviewer must assess safety plans and determine if they were sufficient to control the danger threat(s).
- Overall, was sufficient information collected to inform the decision making process related to the presence of impending danger threats, child vulnerability, and caregiver protective capacities?
  - Identification of impending danger threats. Was the impending danger threat(s) correctly identified?
  - Assessment of caregiver protective capacities. Did information support the assessment of caregiver protective capacities (personal behavioral, cognitive and emotional characteristics)? Were there efforts to engage the child's father?
  - Safety Determination. Was there sufficient information to adequately identify and establish the existence of impending danger?
  - Safety planning analysis and justification. Did the CPI's analysis of information support the safety? Was the safety plan closely monitored?
- Supervisory consultation, support, and guidance. Did the supervisor provide timely and sufficient consultation and support to the CPI? Were identified actions completed prior to closure?
- How was the engagement between the CPI/CM and the family?
- Was there a Rapid Safety Feedback Review or Secondary Case Review completed on either the investigation or case management case? Were identified follow up actions completed?
- Was Risk Assessment tool completed accurately? Were any referrals made?
- Include any updates/assessments for CM

FINDING A: Note the overall finding and provide supporting information below using information gathered from answering the questions above.

FINDING B: Repeat for each additional finding.

FINDING C: Repeat for each additional finding.

## **B. Organizational Assessment**

This section of the report may require conducting interviews with key case participants to identify potential system issues. This assessment will include the Florida Abuse Hotline if applicable.

- Did the Hotline have any issues?

- Structure (how is region set up, is leadership above CPIS on site or housed elsewhere). What agency is responsible for CPI, CBC/CM, CLS?
- What is the communication style/protocol for the agency/unit? How is information transmitted between parties (face to face, written, email, texts)? Is it sufficient? Is it timely?
- What roles do the agency/unit, CLS, court and referral sources take when it comes to information exchange, shared responsibility, problem solving and decision making?
- What is the level of comfort in asking for help/supervisory oversight?
- What is the level of collaboration with other agencies? Barriers?
  - Is there a culture of collaboration, support and team work? Barriers?
  - Description of organizational climate
- What were caseloads at times of critical junctures, what are current caseloads?
- What is the turnover rate?
- How are cases assigned?
- Is the new practice fully implemented – both CPI and CM?
  - How long has the new practice been in place?
- Training and staff development activities provided to the parties involved with the family:
  - Pre-service
  - In-service
- Relationships with Children’s Legal Services, the Community Based Care Lead Agency and providers
- Supervisor to staff ratio
- Education (degree) and years of experience for CPI, CM and Supervisors involved in the most recent case.

FINDING A: Note the overall finding and provide supporting information below using information gathered from answering the questions above.

FINDING B: Repeat for each additional finding and provide supporting information below.

FINDING C: Repeat for each additional finding and provide supporting information below.

### **C. Service Array**

This section will address the provision of services provided. Were appropriate services identified, engaged,

and accessible to the family?

- What were the determinants for matching need for the service – quality or availability?
- Were services put in place to address the needs of the family unit as well as the individual family members?
- For families with children 0-3 was there a developmental screen and follow up referrals for appropriate services?
- Availability of services
  - Are the services that are available the correct services for the case related issues?
  - Was there an appropriate level of intensity of services?
- History with previous services
- Access to services
  - What was the amount of time from referral to intake/service provision?
  - Does the family have transportation to and from identified services?
  - Were the services accessed by the parents?
- What is the information exchange protocol for the agency/unit and referral source?
- What follow up did the CPI/CM make? Timeframe?
- Was the family involved in development of the case plan?

**FINDING A:** Note the overall finding and provide supporting information below using information gathered from answering the questions above.

**FINDING B:** Repeat for each additional finding and provide supporting information below.

**FINDING C:** Repeat for each additional finding and provide supporting information below.

#### **VI. Immediate Operational Response or Summary**

This section will summarize the review findings and identify immediate operational issues that were taken (if any).

## Mini-CIRRT Report Face Sheet

Case Name:            Intake Number:

Author of Report:

QA Manager/Reviewer:

Number of Intakes per CPI (use last 30 days of the most significant prior report):

Median Caseload for CPI Unit (use last 30 days of the most significant prior report):

Assigned CPI (on the last significant prior):

Number of Years Working in Child Welfare (on the last significant prior):

Degree(s) Held (on the last significant prior):

Assigned CPI Supervisor (on the last significant prior)

Number of Years Working in Child Welfare (on the last significant prior):

Degree(s) Held (on the last significant prior):

CPI Supervisor to CPI Staff Ratio (on the last significant prior):

Number of priors on parents as victims

Number of priors on parents as victims which were verified

Number of priors on parents as caretakers

Number of priors on parents as caretakers which were verified

**When Applicable:**

Case Management Supervisor to Staff Ratio:

Number of Children per Case Manager:

Median Caseload of Case Management Unit: