



State of South Carolina

Department of Social Services

Work Aid 301.1: Child Fatality Investigation Procedures

Supplemental to DSS Policy 1.3 and 301: Chapters 1 and 3 – Administration and Investigations

A. Child Fatality Investigation Process	1. County staff must complete DSS Form 3010: Critical Incident Report to report a child fatality as a critical incident. 2. Once the fatality has been reported to the intake hub, an alert will be sent via a CAPSS notification stating whether the fatality was accepted for investigation. 3. Once a fatality has been accepted for investigation, the county case manager must secure signed authorizations and releases and complete all steps in Policy 301: Child Welfare Services Investigations. Note: <i>The Initial FAST must be completed and approved before the transfer case consultation is held.</i> 4. Within 72 hours after initial contact, the County Director, case manager, and team leader shall participate in a Team Leader Case Consultation with the Regional Support Services (RSS) Team to transfer the case. 5. The county team leader must: a. Complete DSS Form 3062: Team Leader Case Consultation; b. Upload the form in CAPSS linked files within five (5) business days of the case consultation; and c. Complete CAPSS dictation with the action code "Investigations: Case Consultation – Case Transfer." 6. After the case transfer consultation, RSS shall take case management of the case and complete the investigation. 7. If the case is unfounded, the RSS Team shall close the case. 8. If the case is founded, the RSS Team shall: a. Coordinate a case transfer consultation to transfer the case back to the county of origin for case management; b. Participate in the case transfer consultation; c. Complete and upload DSS Form 3062 to CAPSS linked files within five (5) business days of the case consultation; and d. Complete CAPSS dictation with the action code "Investigations: Case Consultation – Case Transfer."
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