



South Carolina Department of Social Services

Work Aid (16.4) – Child Fatality Response Work Aid: Child Death Review

Supplemental to DSS Policy: Chapter 16 Special Topics: Child Fatality Response

Child Death Reviews are held so that all agencies can come together to discuss the child fatality and any history involved with the family. This meeting allows information sharing, discussions of trends within the community, data sharing, and information for investigative agencies. The child death review is also an opportunity for agencies to work together to complete CDR Reporting Form used to report data to the National Fatality Review Case Reporting System. The National Fatality Reviewing Case Reporting form is beneficial to show state trends, regional trends, and can guide local decisions. Child death reviews also allow discussion of agency gaps and ways of improving communication between all agencies involved.

A. Criteria for SCDSS Participation	The South Carolina Department of Social Services (SCDSS) must participate in a multidisciplinary Child Death Review (CDR) in the following circumstances: 1. A Suspicious Child Death, or 2. Any child or youth's death, regardless of suspicion of maltreatment, wherein a household member had a Child Protective Services (CPS) Investigation, Family Preservation, or Foster Care case within one year of the child or youth's death, including child fatalities occurring in open CPS cases. 3. The County Director and/or designee of the county in which the coroner is investigating will coordinate, attend, and participate in the Child Death Review. If the child has current and/or history with SCDSS with another county, that identified county will be included in correspondences and invited to Child Death Review to participate.
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	Note: SCDSS may participate in any CDR led by the coroner, regardless of the above criteria. SCDSS participation, in these cases, should be limited to discussion of systemic concerns that may impact child safety in the community, to include mandated reporting trends in the community.
B. Scheduling the Child Death Review	In counties that have an established coroner-led CDR process, the CDR must be held as scheduled by the coroner. 1. The County Director or their designee will communicate with the local coroner to determine if the coroner will hold a CDR. 2. The County Director and/or designee of the county in which the coroner is investigating will coordinate the Child Death Review. If the child has current and/or history with SCDSS with another county, that identified county will be included in correspondences and invited to Child Death Review to participate.
C. Coroner-Led Child Death Reviews	1. Once determined that the coroner will lead the CDR, the County Director or their designee will notify the following SCDSS staff of the CDR: a. current and/or preceding CPS Case Manager, b. Supervisor, c. Program Coordinator, and d. an OHAN representative, if the fatality involved a licensed foster home, group home, or daycare. 2. The current or preceding CPS Case Manager, Supervisor, or Program Coordinator must attend and meaningfully participate in the coroner-led CDR by following the steps outlined in section E of this Work Aid. An OHAN representative must also attend and meaningfully participate if the fatality involved a licensed foster home, group home, or daycare. 3. The County Director and/or designee of the county in which the coroner is investigating will coordinate the Child Death Review. If the child has current and/or history with SCDSS with another county, that

	identified county will be included in correspondences and invited to Child Death Review to participate. Note: To reduce secondary trauma, the County Director may designate either themselves, the Program Coordinator, or the Supervisor to attend the CDR in place of the Case Manager.
D. SCDSS-Led Child Death Reviews	In the absence of a coroner-led CDR, SCDSS will schedule and lead the CDR. 1. Once determined that the coroner will not lead the CDR, the County Director or their designee will schedule and lead the CDR. 2. The County Director or their designee will schedule the CDR to take place within seven business days of receiving notice of the child fatality. 3. The County Director or their designee will invite the following required participants to attend: a. CPS/OHAN Case Manager, b. Supervisor, c. County Director, and d. Adoptions Administrator and OHAN Director, if applicable. 4. The County Director or their designee will invite the following optional participants to attend: a. County Program Coordinator or Deputy Director/OHAN Program Coordinator, b. Regional Performance Coach, c. SCDSS Attorney, d. Regional Director, e. OHAN Director or their designee, if applicable, f. Licensing Director or their designee, if applicable, g. Systems Transformation Unit, h. local coroner, i. local law enforcement involved, j. assigned SLED Special Agent, and

	k. a child abuse pediatrician. 5. SCDSS must document the non-participation of any participant required to attend pursuant South Carolina Code Sections 17-5-541 and 17-5-542. 6. SCDSS must allow participants to disseminate and present pertinent information and share knowledge and experience with the case, as is appropriate. 7. SCDSS will document the CDR using the National Center for Fatality Review and Prevention Case Reporting Form. The Case Reporting Form will be delivered to the Systems Transformation Unit via email at systemstransformation@dss.sc.gov or via inter-office mail for entry in the database.
E. Additional Steps for All Child Death Reviews	1. SCDSS will prepare a summary, which will not be disseminated to any external partners or be distributed at the CDR, in advance of the meeting for oral presentation during the CDR, to be completed by an office-level Supervisor or Program Coordinator. The summary must include: the child or youth's name, ethnicity, age, gender, date of birth, and date of death; a. the parent's name, age, and address; b. the siblings' names, ages, genders, and dates of birth (if applicable); c. the suspected perpetrator's name; d. the suspected cause of the fatality (if known); e. a summary of the incidents leading to the fatality and the agency's involvement; f. a summary of the agency's involvement in the last 12 months; g. a summary of any known community and/or stakeholder involvement in the last 12 months; h. any information known to the agency that may further the law enforcement investigation; and i. the current case status and placement for any surviving children. 2. The participants must determine whether an additional meeting is needed. When participants agree to an additional meeting, the County Director must schedule and notify participants of such meeting. 3. The Case Manager must respond to any safety concerns identified in the review upon the conclusion

	of the review. The Supervisor must confirm the Case Manager's response. 4. The County or OHAN Director must address any identified practice issues. 5. SCDSS must gather information to assist in promoting child or youth safety and a thorough investigation. 6. The CPS Supervisor must update information in CAPSS within two business days of the CDR, excluding any information that might jeopardize law enforcement's investigation.
F. Child Abuse Pediatrician Consultation Compensation	1. Because child abuse pediatricians are an integral component of CDRs, SCDSS is authorized to compensate child abuse pediatricians attending CDRs, whether invited by SCDSS or the county coroner, for their time investment and expenditures in the following circumstances: a. The CDR requires SCDSS participation. ii. A Suspicious Child Death, or iii. Any child or youth's death, regardless of suspicion of maltreatment, wherein a household member had a CPS Investigation, Family Preservation, or Foster Care case within one year of the child's death, including child fatalities occurring in open CPS cases. b. The child abuse pediatrician sends an invoice at a standardized rate of \$300.00 per CDR and when applicable, travel mileage following state policy, within 10 business days of the CDR. 2. Upon receipt of an invoice within 10 business days of the CDR, the County or OHAN Director will complete a DSS Form 1402 and submit the approved form, along with the invoice to apinvoices@dss.sc.gov. (Note: If SCDSS needs a formal, written, expert medical opinion, review of material related to the case or both beyond the discussion in the internal committee meeting, such services will be separate from compensation for participation in the meeting and will be according to the rates used for similar services by the employer of the child abuse pediatrician.)

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