

**CHILD FATALITY CHECKLIST
(12/12)**

	OASIS / NOTIFICATIONS	DATE
1.	Received report entered into OASIS.	
2.	Fatality box checked in OASIS	
3.	Determine validity; assign response priority. Must be placed in investigation track. <ul style="list-style-type: none"> • If victim is foster child in agency's custody, request a neighboring locality to investigate. • If foster child is in another agency's custody, notify that locality immediately. 	
4.	Contact Regional CPS Program Consultant	
5.	Notify regional Office of the Chief Medical Examiner, provide all information available.	
6.	Request copy of autopsy report in writing.	
7.	Notify Commonwealth's Attorney	
8.	Notify local law enforcement, provide all information available.	
	INVESTIGATION	
9.	Conduct investigation according to section 4 of policy/ guidance manual.	
10.	Complete as much as possible on National Center's Data Collection tool	
11.	Assess Immediate Safety of siblings and Immediate Needs of the family. <ul style="list-style-type: none"> • If fatality is only child in home, assess as safe. (do not check #1 safety factor) 	
12.	Assess risk (policy override to <i>very high</i> if a caretaker caused the child's death)	
13.	Contact CPS Program Consultant to review case prior to notifications being sent. <ul style="list-style-type: none"> • The CPS Program Consultant must be notified <i>within 10 days</i> of making a disposition. 	
14.	ALL contacts and notifications must be documented in OASIS.	
15.	Regional Child Fatality Review to be scheduled by Regional CPS Program Consultant. <ul style="list-style-type: none"> • Review is postponed until all criminal investigations are complete unless consent is given by Commonwealth's Attorney. • Present case at child fatality review team meeting (this is likely to be well after a disposition is made and the investigation is closed). 	
16.	All fatality cases must be retained by LDSS until reviewed by State Child Fatality Review Team	