

Date – 9-27-2017

Manual - Child and Family Services Manual, Chapter C, Child Protective Services (CPS)

Transmittal-278

The purpose of this transmittal is to provide notice of new and revised guidance for Chapter C. Child Protective Services of the VDSS Child and Family Services Manual. Unless otherwise stated, the provisions included in this transmittal are effective upon release.

Changes in this revision include Regulatory Action changes and other significant guidance changes.

Regulatory Action Changes:

This revised guidance includes significant changes made due to changes in CPS regulation, 22VAC40-705, as a result of the final enactment of the regulatory review process, which started in 2013 and became **effective July 1, 2017**. Note: a recorded webinar covering these changes is available in the Virginia Learning Center.

Substantive changes made to the regulation included adding:

- definitions for near fatality, response time, and sex trafficking;
- sex trafficking within the definition of sexual abuse;
- a requirement for reports to be acted upon and the victim child to be interviewed within the determined response time;
- a requirement to interview and observe all children residing in the home with parental permission; and
- a requirement for a risk assessment to be completed for all investigations.

Additional revisions clarified:

- definitions of caretaker, preponderance of evidence and mental abuse or neglect;
- release of information while there is a pending criminal investigation; and
- information to be released in non-caretaker sexual abuse reports.

Additionally, the revisions deleted:

- the definition of substance abuse counseling; and
- the reference to “72-96 hours” for authority of CPS to remove a child.

While many of the revisions made within the regulation were already included in CPS guidance, some regulation citations and corresponding guidance are **NEW**. All changes made within the regulation citations found in guidance will be in *italics*, however, for purposes of this transmittal, only those revisions within the regulation which required a change in guidance will be reflected in the detailed list below.

Details of **all** changes are included in the Final Regulation Agency Background Document (TH-03) which can be found in the Virginia Regulatory Town Hall:

<http://townhall.virginia.gov/L/ViewStage.cfm?stageid=7513>

Other Guidance Changes:

- 1) All references and links to the Knowledge Center have been updated to the Virginia Learning Center.
- 2) **Significant** changes were made in guidance to reflect legislation passed by the 2017 session of the General Assembly that was **effective July 1, 2017**. Those changes include:
 - Military notification for all military dependents on all reports.
 - Response to victims under two years of age.
 - Definition and criteria for substance exposed infants (SEI).

**** A special note: While the regulatory action that became effective July 1, 2017 updated 22VAC40-705-40 regarding reports involving Substance-Exposed Infants and 22VAC40-705-140 regarding notification to the Military Family Advocacy programs, the Code of Virginia was also amended and became effective July 1, 2017. The changes made in the Code of Virginia and this guidance supersedes the regulations.**

Details of **all** changes to the CPS guidance manual are as follows:

Section 1 Introduction to Child Protective Services	
Subsection	Significant Changes
1.3 CPS guidance manual format	Revises number of CPS regulations from four to two.
1.5.1 CPS training for CPS workers, managers and supervisors	Clarifies courses designated as CWSE are e-learning courses.
1.5.1.1 First 3 weeks training requirements	Adds guidance stating these e-learning courses are prerequisites for other courses.
1.5.1.2 First 3 months training requirements	Adds prerequisite courses for new worker course and amends course number CWS2000 to CWS2000.1.
1.5.1.3 First 12 months training requirements	Adds prerequisite courses and amends course number CWS2031 to CWS2031.1.
1.5.1.4 First 24 months training requirements	Adds prerequisite courses.
1.5.2 Annual training requirements	<ul style="list-style-type: none"> • Adds new regulation 22VAC40-705-180 C. (regarding annual training requirements) • Clarifies that VDSS courses meet annual requirements.
1.5.4 Training for staff not designated as CPS workers	Revises training requirement for performing CPS “on-call” and shortened sub-section title.
1.6.5 <i>Multidisciplinary teams for sexual abuse</i>	Adds new sub-section regarding the use of multidisciplinary teams for sexual abuse investigations, and includes citation from the <i>Code of Virginia</i> .

Section 2 Definitions	
Subsection	Significant Changes
2.1 Introduction	<ul style="list-style-type: none"> Amends the number of categories of abuse and neglect from five to four and includes medical neglect within physical neglect. Adds new reference and link to CWSE2090: Injury Identification in Child Welfare.
2.6.2 Caretaker’s actions or omissions	Replaces guidance with regulation 22VAC40-705-30 C1. (regarding mental abuse or neglect)
2.6.3 Documentation required for mental abuse or mental neglect	Adds regulation 22VAC40-705-30 C2. (regarding mental abuse or neglect) and revises guidance accordingly.
2.6.4 Organic failure to thrive	Deletes regulation citation. (moves to 2.6.5)
2.6.5 Nonorganic failure to thrive	Adds regulation 22VAC40-705-30 C3. (definition of failure to thrive)
2.7.2.1 Sexual Exploitation	Deletes sex trafficking guidance. (moved to new sub-section 2.7.2.5)
2.7.2.5 <i>Sex Trafficking</i>	Adds new sub-category of sexual abuse and includes regulatory definition of sex trafficking from 22VAC40-705-10.
Section 3 Complaints and Reports	
Subsection	Significant Changes
3.3.1.2 Certain mandated reporters may make a report to the person in charge or their designee	Deletes regulation 22VAC40-705-40 A as it is already included in sub-section 3.3.1.
3.3.4.2 Protecting the identity of the reporter or complainant	Corrects regulation content in 22VAC40-705-40 E (regarding identity of reporter) and the corresponding guidance.
3.4.1 Statutory responsibilities and authorities	Removes antiquated language regarding differential response.
3.4.3 LDSS shall record all complaints and reports in writing	Corrects regulation content in 22VAC40-705-50. (regarding determining validity upon receipt)
3.5 Determine validity of complaint or report	<ul style="list-style-type: none"> Deletes requirement to validate a report within five days. Adds new reference and link to CWSE1510: Structured Decision Making in Virginia.
3.5.2.2 Question 2: Is the alleged abuser or neglector a caretaker?	Adds revised regulation 22VAC40-705-10. (regarding definition of caretaker)
3.5.2.4.1 Lack of jurisdiction not sufficient to invalidate complaint or report	Clarifies guidance regarding lack of jurisdiction and transferring report.

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<p>3.5.2.4.2 The LDSS that first receives a valid report shall ensure it receives a response</p>	<ul style="list-style-type: none"> • Revises the title of sub-section to clarify the guidance provided. • Adds new guidance to require transfer of jurisdiction is done in a manner to ensure a timely response.
<p>3.5.5.1 Notify complainant (when invalid)</p>	<p>Adds requirement to document in OASIS the notification to the complainant for invalid reports.</p>
<p><i>3.6.4 Report military dependents to Family Advocacy Program</i></p>	<ul style="list-style-type: none"> • Adds new sub-section with new guidance and citation from § 63.2-1503 which requires reporting to the military Family Advocacy Programs all reports that involve a military dependent, including invalid reports. (Effective July 1, 2017) • Adds link to military Family Advocacy Program website.
<p>3.8 Screen valid reports and complaints for priority</p>	<p>Adds new regulatory definition of “response time” found in 22VAC40-705-10.</p>
<p>3.8.7 Initiating a response to a valid report</p>	<ul style="list-style-type: none"> • Revises guidance to require face-to-face interview with the alleged victim child within the determined response time. • Adds revised regulations 22VAC40-705-50 H. (regarding response within determined response time) and 22VAC40-705-80 A1. (regarding response to alleged victim child within determined response time)
<p><i>3.8.8 Response time for child less than two years of age</i></p>	<p>Adds new program requirement to respond within 24 hours to all reports involving a victim child less than two years of age.</p>
<p>3.9 Determine the appropriate response: family assessment or investigation</p>	<ul style="list-style-type: none"> • Adds guidance to require a family assessment response for all substance exposed infant (SEI) reports unless legal exception or safety concerns require an investigation. • Adds guidance to refer to Section 10 for additional guidance on responding to SEI reports. • Replaces regulation 22VAC40-705-50 with §63.2-1506C regarding conducting a family assessment for SEI reports.
<p>3.9.2 CPS report placement chart</p>	<p>Adds requirement to respond to SEI reports with a family assessment.</p>
<p>3.13 Appendix D: CPS Intake Tool</p>	<p>Revises Policy overrides to include when victim child is under age two it is an automatic R1 response.</p>
<p>3.13.3 CPS Intake tool procedures</p>	<ul style="list-style-type: none"> • Adds policy override to R1 for any victim child under age two. • Deletes references to first “meaningful” contacts. • Revises instructions for response priorities for victim child under age two to a policy override to an R1 response.

Section 4 Family Assessment and Investigation	
Subsection	Significant Changes
4.2.3 Authority to remove a child	<ul style="list-style-type: none"> • Corrects regulation content in 22VAC40-705-60 3. (regarding emergency removal) • Adds guidance and link to new Appendix N: <i>Reducing Trauma of Removals</i>.
4.2.3.1 Persons who may take a child into custody	Clarifies emergency custody and removes the 72-96 hour reference regarding emergency removals.
4.2.3.4 Emergency removal requirements	Adds reference and link to Section 8: Judicial Proceedings.
4.2.3.6 Notifications and written reports if child is taken into emergency custody	Adds guidance clarifying the timeframe to notify the courts about an emergency removal if the court is not open.
4.2.3.9 Authority to obtain immediate medical or surgical treatment for child	Corrects regulation content in 22VAC40-705-60 3e and corresponding guidance. (regarding immediate medical treatment for emergency removals)
4.4.6 Mandated contacts for family assessment	<ul style="list-style-type: none"> • Corrects regulation content in 22VAC40-705-80 A. (regarding mandated contacts in a family assessment) • Adds new guidance regarding documenting “worker visits.”
4.4.6.2 Interviewing the child	Revises guidance to require face-to-face interview with the victim child within the determined response time.
4.4.6.5 <i>Other children in the home</i>	Adds new guidance regarding requirement to interview other children living in the home after gaining parental consent. Note: As a result of adding this section the numbering of subsequent sections changes.
4.4.6.7.1 Safe sleep environments and practices	Revises guidance to include tip sheet from the Health Department is available in English and Spanish and provides link to new VDSS website: <i>Safe Sleep 365</i> .
4.4.18.2 Inform involved caretaker(s) of legal recourse if complaint is malicious	Deletes reference to Code of Virginia as it is now included in regulation cited in section 4.4.18.
4.4.18.4 Notification to military personnel (Family Advocacy Program)	<ul style="list-style-type: none"> • Replaces regulation 22VAC40-720-20 and 22VAC40-705-140 with §63.2-1503 which becomes effective July 1, 2017. • Revises guidance to correspond to changes in §63.2-1503. • Adds link to military Family Advocacy Program website.
4.4.18.4.1 Written notification that the Family Advocacy Program has been notified	Adds regulation 22VAC40-705-140 E2. (regarding notification to Family Advocacy)

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4.5.2.4 Suspension of certain investigations	Adds regulation 22VAC40-705-120 B. (regarding suspension of child death and sexual abuse investigations)
4.5.4 Document all contacts and observations	Adds new guidance regarding documenting “worker visits.”
4.5.6 Face-to-face interview with victim child	<ul style="list-style-type: none"> • Adds regulation 22VAC40-705-80B. (regarding alleged victim interview) • Revises guidance to require face-to-face interview (“worker visit”) with alleged victim child within determined response time. • Clarifies guidance to require all interviews and observations of victim child to be documented and if not, the reason why.
4.5.8.5 May obtain and consider criminal history for alleged abuser and all adult household members	Corrects regulation content in 22VAC40-705-80 B9. (regarding criminal history and Central Registry checks)
4.5.9 Face-to-face interview with siblings	Adds regulation 22VAC40-705-80 B2. (regarding interviewing minor siblings)
4.5.10 <i>Other children in the home</i>	<ul style="list-style-type: none"> • Adds regulation 22VAC40-705-80 B3. (regarding interviewing other children living in the home) • Adds new guidance regarding requirement to interview other children living in the home after gaining parental consent. <p>Note: As a result of adding this section the numbering of subsequent sub-sections changes.</p>
4.5.11.1 Safe sleep environment and practices	Revises guidance to include tip sheet from the Health Department is available in English and Spanish and provides link to new VDSS website: <i>Safe Sleep 365</i> .
4.5.17 Investigation of medical neglect of disabled infants with life-threatening conditions	Deleted guidance regarding a list of contact names being maintained by the state hotline.
4.5.25 Determine risk level in an investigation	Corrects regulation content in 22VAC40-705-110 B. (regarding conducting risk assessments) and corresponding guidance.
4.5.27.4 Documentation required for founded mental abuse or mental neglect	Adds regulation 22VAC40-705-30 C. (regarding documentation and founded dispositions of mental abuse or mental neglect) and revises guidance accordingly.
4.5.28 Preponderance of evidence	Corrects regulation content in 22VAC40-705-10. (regarding definition of preponderance of evidence)
4.5.30.1 Notifications in unfounded investigations	Corrects regulation content in 22VAC40-705-130 A6. (regarding purging of reports made maliciously)
4.5.32 Founded disposition	Adds guidance and link to new Appendix O: Dispositional Assessments. (sample template)

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4.5.32.2 Alleged abuser may consult with the LDSS prior to a founded disposition	Corrects regulation content in 22VAC40-705-120 D. (regarding consults prior to disposition and releasing information from joint investigations) and revises guidance accordingly.
4.5.34.1 Level 1	Replaces regulation with new regulation 22VAC40-705-110 D1. (regarding Level 1 findings)
4.5.34.2 Level 2	Replaces regulation with new regulation 22VAC40-705-110 D2. (regarding Level 2 findings)
4.5.34.3 Level 3	Replaces regulation with new regulation 22VAC40-705-110 D3. (regarding Level 3 findings)
4.5.35.1.1 Additional notification to alleged abuser in certain founded sexual abuse investigations	<ul style="list-style-type: none"> • Adds regulation 22VAC40-705-130 B4. (regarding retention of serious sexual abuse records) • Deletes guidance that is in the regulation. • Replaces references to 22VAC40-700-30 to 22VAC40-705-130. (regarding retention of founded, level 1 investigations)
4.5.35.9 <i>Notify Family Advocacy Program</i> (revised section title)	<ul style="list-style-type: none"> • Replaces 22VAC40-705-140 E with § 63.2-1503 N, which requires notification to Family Advocacy for all dispositions. (founded and unfounded) • Revises guidance to clarify why and when notifications shall be made to the Family Advocacy Program. • Adds link to military Family Advocacy Program website.
4.5.35.12 Notify local school board when abuser is an employee	Adds regulation 22VAC40-705-140 B3. (regarding notification to local school boards)
4.5.35.13 Notify Superintendent of Public Instruction, Dept. of Education	Adds regulation 22VAC40-705-140 B4. (regarding notification to the Superintendent of Public Instruction)
4.8.5 Retention period for investigations with founded disposition	Corrects regulation content in 22VAC40-705-130 B. (regarding retention times for founded investigations)
4.8.5.1 LDSS to retain certain sexual abuse case records 25 years	Replaces regulation referenced for retention timeframes from 22VAC40-700-30 to 22VAC40-705-130.
4.9.1 Individual whose name is being searched must authorize the Central Registry search	Adds guidance which provides link to the Central Registry form required by the Background Investigations unit.
4.9.2 Name is found in Central Registry	Adds guidance that clarifies information requested from LDSS when there is a suspected match of names in the Central Registry.
4.21 Appendix L: Sample letters for investigation	Adds or revises notification for military dependents to letters to alleged abuser and parents of victim child.

4.23 <i>Appendix N: Reducing Trauma of Removals</i>	Adds new appendix which provides best practice suggestions for reducing trauma when a removal occurs.
4.24 <i>Appendix O: Dispositional Assessments (sample template)</i>	Adds new appendix with sample outline for a founded dispositional assessment.
Section 5 Out of Family Investigations	
Subsection	Significant Changes
5.4.8.4 Suspension of certain investigations	Adds regulation 22VAC40-705-120 B. (regarding suspension of child death and sexual abuse investigations)
5.5.5 Interview alleged victim	<ul style="list-style-type: none"> • Adds revised regulation 22VAC40-705-80 B1. (regarding interviewing victim child) • Clarifies guidance to require interview with alleged victim child within determined response time. • Adds new guidance for documenting “worker visit”. • Adds revised regulation 22VAC40-705-80 B. (regarding documentation of victim child interview) • Clarifies guidance to require all interviews and observations of victim child to be documented and if not, the reason why.
5.6.3 Make safety decision	Deletes reference to require a safety plan when assessed as unsafe.
5.7.1 Risk assessment	Replaces guidance with revised regulation 22VAC40-705-110 B. (regarding risk assessments)
5.7.2.2 Founded disposition	Adds guidance and link to new Appendix E regarding a sample format for documenting a founded disposition.
5.7.2.3.1 Level 1	Replaces regulation with new regulation 22VAC40-705-110 D1. (regarding Level 1 findings)
5.7.2.3.2 Level 2	Replaces regulation with new regulation 22VAC40-705-110 D2. (regarding Level 2 findings)
5.7.2.3.3 Level 3	Replaces regulation with new regulation 22VAC40-705-110 D3. (regarding Level 3 findings)
5.9.9 <i>Notify Family Advocacy Program</i>	<ul style="list-style-type: none"> • Adds new sub-section, identical to sub-section 4.5.35.9 regarding notification to Family Advocacy Program. • Adds link to military Family Advocacy Program website.
5.9.10 <i>Founded disposition on a foster parent</i>	Adds new sub-section, and revised regulation 22VAC40-705-140 B2, identical to sub-section 4.5.35.4 regarding dispositions involving a foster parent.
5.10.1.2 “Gross negligence” or “willful misconduct” for founded disposition	Adds guidance and link to sample disposition outline found in new Appendix E.
5.11 Interagency agreements with local	Clarifies guidance regarding notification to the State Board of Social Services of written interagency agreements between LDSS and school

school division for CPS complaints that require coordination	divisions.
5.16.1 Founded-Abuser	Revises statement regarding notification to Family Advocacy Program.
5.16.3 Unfounded-alleged abuser	Adds statement regarding notification to Family Advocacy Program.
5.16.4 Unfounded- non-custodial parent/legal guardian	Adds statement regarding notification to Family Advocacy Program.
5.17 Appendix E: Dispositional Assessments (sample template)	Adds new appendix E, a sample outline for a founded dispositional assessment.
Section 6 Services	
Subsection	Significant Changes
Entire section	Throughout Section 6, the term face-to-face contact is replaced with “worker visit”.
6.1.3 Training requirements for CPS on-going workers and supervisors	Adds guidance stating these e-learning courses are prerequisites for other courses.
6.1.3.1 First three (3) weeks training requirements	Adds guidance stating that there are prerequisites for CPS mandated courses.
6.1.3.2 First three (3) months training requirements	Adds prerequisite courses for new worker course and amends course number CWS2000 to CWS2000.1.
6.1.3.3 First 12 months training requirements	Adds prerequisite courses.
6.1.3.4 First 24 months training requirements	Adds prerequisite courses.
6.1.3.5 Additional training requirements for CPS supervisors	Adds revised regulation 22VAC40-705-180 B. (regarding training)
6.1.4 Annual training requirements	<ul style="list-style-type: none"> • Adds new regulation 22VAC40-705-180 C. (regarding annual training requirements) • Clarifies that VDSS courses meet annual requirements.
6.1.5 LDSS must ensure worker compliance	Adds guidance and link to Family Services Training website on SPARK.
6.22.2 FSNA guidance and procedures (Appendix E)	Revises time frame to complete the initial Family Strengths and Needs Assessment.
Section 7 Appeals	
Subsection	Significant Changes
Entire section	No significant changes. (No regulation changes required)
Section 8 Judicial Proceedings	
Subsection	Significant Changes
Entire section	No significant changes. (No regulation changes required)

Section 9 Confidentiality	
Subsection	Significant Changes
9.2.4 Release of certain information to the complainant	Replaces 22VAC40-705-160 A4 with 22VAC40-705-140 D. (regarding notifications to the complainant)
9.2.5 Release of information to military Family Advocacy Program	<ul style="list-style-type: none"> • Replaces 22VAC40-706-160 A10 with section 63.2-1503 of the Code of Virginia as it relates to release of information to the Family Advocacy Program. • Deletes regulation and revises guidance regarding releasing information to the Family Advocacy Program as it is superseded by section 63.2-1503 N of the Code of Virginia, effective July 1, 2017. • Revises guidance and adds revised regulation from 22VAC40-140 (regarding releasing information to Family Advocacy Program) prior to completing an investigation, family assessment or an on-going case.
9.4 Virginia Freedom of Information Act	Adds a link to VDSS public website regarding Virginia FOIA.
9.4.8 Exceptions to release of information	Adds revised regulation 22VAC40-705-160 D. (pertaining to exceptions to release information in joint investigations) and deletes reference to section 63.2-1516.1 B of the Code of Virginia.
Section 10 Substance-Exposed Infants (SEI)	
Subsection	Significant Changes
10.3 Mandated reporting of SEI	Adds guidance regarding Code of Virginia changes to mandated reporting requirements for SEI and replaces regulation citation with § 63.2-1509 B.
10.3.1 Health care providers required to report SEI	<ul style="list-style-type: none"> • Revises guidance to reflect there are now only <i>three</i> circumstances required by §63.2-1509 B, effective 7-1-2017, to report SEI. • Adds guidance explaining deletion of toxicology studies as one of the circumstances to report a SEI due to changes in §63.2-1509 B, effective 7-1-2017.
10.3.1.1 First circumstance	<ul style="list-style-type: none"> • Replaces regulation with §63.2-1509 B. • Deletes all prior guidance and replaces with new guidance to clarify this circumstance.
10.3.1.2 Second circumstance	<ul style="list-style-type: none"> • Replaces regulation with §63.2-1509 B. • Deletes guidance and replaces with new guidance to clarify this circumstance. Moves in guidance from the former third

	circumstance.
10.3.1.3 Third circumstance	<ul style="list-style-type: none"> • Replaces regulation with §63.2-1509 B. • Revises timeframe for health care provider to make diagnosis of a FASD.
10.3.2.1 Report to CPS	Corrects regulation content in 22VAC40-705-40 A6 (regarding reports by healthcare providers or their designee of SEI to CPS) and corresponding guidance.
10.4 Plan of Safe Care	Removes term “illegal” when referencing substance exposure.
<i>10.4.1 Who creates a Plan of Safe Care?</i>	Adds new sub-section title and adds a chart for different populations of women and depending on when SEI is identified, who will create or take lead in the Plan of Safe Care.
<i>10.4.2 What is included in a Plan of Safe Care?</i>	Adds new sub-section title and guidance referring to new Appendix D, a sample template for a Plan of Safe Care.
10.5 CPS response to SEI referrals	Revises guidance regarding the number of circumstances for reporting SEI and ability of some caretakers to care for the child.
<i>10.5.1 Track Decision</i>	Revises sub-section title and revises guidance to reflect requirement in §63.2-1506 to conduct a family assessment for SEI referrals.
<i>10.5.1.1 Investigation requirements</i>	<ul style="list-style-type: none"> • Revises sub-section title to reflect exceptions for conducting a family assessment for SEI referrals. • Deletes guidance about which track is more appropriate.
10.5.2 Initial <i>safety</i> assessment	Clarifies guidance regarding Plans of Safe Care are not same as a safety plan.
10.5.2.1 Substance use screening	Revises guidance to reflect screening for use of legal and illegal substances and deletes footnote regarding efforts to seek treatment as an exception to conduct an investigation.
10.5.4 No exception to completing the investigation or family assessment	<ul style="list-style-type: none"> • Deletes all guidance regarding the exception to conduct an investigation or family assessment if the mother sought treatment while pregnant as a result of change in §63.2-1505 B in the Code of Virginia. • Adds guidance explaining that while this exception has been deleted it is still a requirement to gather this information when conducting a family assessment.
10.5.5.1 Collateral contacts in SEI referrals	<ul style="list-style-type: none"> • Deletes guidance recommending gathering information on toxicology studies. • Adds guidance to obtain information on how infant was affected by in utero substance exposure, which can include toxicology study results. • Adds substance use treatment providers and OTP can provide details of any Plan of Safe Care developed with the mother while

	she was pregnant.
10.5.5.2 Dispositions in SEI investigations	Clarifies guidance that with an allegation of SEI, the disposition in an investigation cannot be founded, there must be some other type of abuse or neglect.
10.9 Appendix B: Neonatal Abstinence Syndrome (NAS)	Adds link at end of article for more information.
10.11 Appendix D: Sample Plan of Safe Care	Adds new Appendix D which provides a sample template that can be used to develop a Plan of Safe Care.
Section 11 Child Deaths	
Subsection	Significant Changes
11.3.2 Child Death Case Reporting Tool	Replaces guidance (which described which sections of the case reporting tool are completed by CPS) with a link to Appendix G (new).
11.3.3 Assessing safety in a child fatality	Adds guidance to clarify safety assessment if there are other children in the home where a child death occurs.
11.4.2.3 Presenting a case for child fatality review meeting	Revises guidance regarding completing the case reporting tool to include sending the completed tool to the CPS Regional Consultant no later than five business days before the Child Fatality Review Team meeting and deletes guidance instructing consultants to send tool to CPS Program Manager.
11.10 Appendix D: Child Fatality Checklist	Revises guidance found in in checklist regarding completion of the case reporting tool.
11.13 Appendix G: Color Coded Guide for Completing the National Child Death Review Case Reporting Tool	Adds new appendix that provides a table of sections of the tool and who is responsible for completing. It includes a link to recorded webinar explaining the case reporting tool.

Questions about this transmittal should be directed to Christopher Spain, CPS Program Manager, at 804-726-7554 or by email at christopher.r.spain@dss.virginia.gov


 Margaret R. Schultze
 Commissioner

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