



## North Carolina Child Fatality Prevention Team— Know Your Responsibilities



### **ALL CFPT Members**

The role of every CFPT member is crucial and adds essential information and perspective for every review. The basic role of all members includes the following duties:

1. Attend meetings. The General Statute requires teams to meet a minimum of four (4) times annually.
2. Check your agency records for contact with the family, parents, or deceased child.
3. Notify the Review Coordinator if you are unable to attend a meeting.
4. Forward information from your agency to the Review Coordinator on cases to be reviewed when you are unable to attend.
5. Assist the team members with identifying system problems, recommendations, and actions.
6. Help team members decide if more information is needed to conduct a full child fatality review.
7. Notify the Chairperson or Review Coordinator if you are unable to fulfill the responsibilities of your position on the team.

**NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF CHILD AND FAMILY WELL-BEING**

LOCATION: 5601 Six Forks Drive, Building 2, Raleigh, NC 27609  
MAILING ADDRESS: 1928 Mail Service Center, Raleigh, NC 27699-1928  
www.ncdhhs.gov • TEL: 919-707-5600 • FAX: 919-870-4881

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

## **Confidentiality Reminder:**

- Each local CFPT member must sign a confidentiality statement
- NC law prevents the local CFPT from contacting, questioning, or interviewing families of deceased children as part of the review.
- NC law protects information shared at local CFPT reviews, even from introduction into court proceedings to maintain the family's privacy.
- While the CFPT may periodically release non-identifiable aggregated data, releasing case-specific information would be a serious breach of confidentiality.
  - It is not within the purposes of the CFPT to release any case-specific information, even when the information may be “public knowledge” (e.g., as a result of a trial). Case-specific information which is already public record may be obtained by the public through appropriate channels, which do not include the CFPT.
- The confidentiality of each participating organization must be recognized and respected.
- Confidentiality must be appropriately balanced against the need for information to make the prevention system operate successfully

## **Checklist for Records Review-Community Action Agency**

Below is a checklist to assist you, as the Community Action Agency representative, to identify sources of information available for local CFPT reviews:

1. Agency contact with mother, father, or deceased child
2. Type of program providing contact and dates
3. Family or household composition (e.g., names and birth dates of other children or adults in the home, and relation to deceased child)
4. Outcomes of services provided
5. Information involving injury, violence, alcohol, and drugs for any household members
6. Communication with other agencies regarding this family and dates of contact