

CHILD FATALITY CHECKLIST

Revised 04-2024

Child Welfare Information System/Notifications	Date Completed
Report entered in Child Welfare Information System	
Fatality box checked on A/N Allegation screen	
Determine validity and assign response priority (must be placed in Investigation track) <ul style="list-style-type: none"> • If victim is in agency's custody, request a neighboring locality to investigate. • If victim is in another agency's custody, notify that locality immediately. 	
Contact CPS Practice Consultant immediately. If the victim child was in foster care, contact the CPS <i>and</i> Foster Care Practice Consultants.	
Complete the Preliminary Child Fatality/Near-Fatality Form and send to CPS Practice Consultant within two working days.	
Notify the regional Office of the Chief Medical Examiner immediately and request a copy of the autopsy report in writing.	
Notify Commonwealth's Attorney immediately, but no later than two hours from the time of the report.	
Notify law enforcement immediately, but no later than two hours from the time of the report.	
Notify the Regulatory Authority if the fatality occurred in an out-of-family setting.	

Investigation (Conduct INV according to sections 4 & 6 in the guidance manual)	Date Completed
Assess immediate safety of siblings or other children under the supervision of the alleged abuser/neglector. <ul style="list-style-type: none"> • Be sure to check safety factor #1 on the safety assessment if there are surviving children. 	
Assess risk (policy override to "very high" if a caretaker caused the child's death).	
All contacts and notifications must be documented in the Child Welfare Information System.	
Suspensions: Document request in the Child Welfare Information System and get supervisory approval. <ul style="list-style-type: none"> • Notify the alleged abuser and family in writing of the suspension. • Document monthly contacts in the Child Welfare Information System. 	
Document the information contained in the autopsy report in the Child Welfare Information System, to include cause and manner of death.	
Consult with CPS Practice Consultant to review case prior to disposition.	
Regional Child Fatality Review to be scheduled by home office staff if fatality meets criteria for review. <ul style="list-style-type: none"> • Review is postponed until the completion of the criminal case unless consent is given by the Commonwealth's Attorney. 	