



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

ROY COOPER • Governor

KODY H. KINSLEY • Secretary

YVONNE COPELAND • Director, Division of Child and Family Well-Being

## 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**

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## **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- Child Care/Head Start**

**Below is a checklist to assist you, as the Child Care/Head Start representative, to identify sources of information available for local CFPT reviews:**

1. Agency contact with mother, father, or deceased child
2. Attendance, behavior, and child's development
3. Information about health care providers, medical history, and medication
4. Information about other day care providers for this family
5. Indicators of family violence, substance abuse, accidental or non-accidental injury, and physical or mental impairment