



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor

KODY H. KINSLEY • Secretary

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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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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-School

The Family Educational Rights and Privacy Act (FERPA)* is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond high school level. However, schools may disclose, without consent, “directory” information such as:

1. Student's name
2. Address, telephone number
3. Date and place of birth
4. Honors and awards
5. Dates of attendance

Schools must tell parents and eligible students if they are requested to release directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose this information.

*Please refer to the copy of the FERPA law and FERPA: A Guide for Local Teams in Section 3 for further information or talk to your local school officials.