



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



CHAIRPERSON

The main purpose of the Chairperson is to facilitate the local CFPT review process. The chair shall schedule CFPT meetings no less often than once per quarter and often enough to allow adequate review of the cases selected for review. Within three months of election, the chair shall participate in the appropriate training developed under this Article.

The Chairperson will:

1. Prepare the meeting agenda.
2. Ask the Review Coordinator to record attendance, gather signatures on the confidentiality agreement, and complete the Confidential Child Fatality Report Form.
3. Ask members to introduce themselves and the agencies they represent.

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4. Remind team members of the confidentiality agreement.
5. Ask all members to share information concerning the case to be reviewed; determine what information is not available and if there is a need to hold for another meeting (i.e. missing records, lack of agency search).
6. Assist the team in determining if enough information has been gathered to conduct a child fatality review.
7. Assist the team with identifying system problems, recommendations, and actions.
8. Help the team determine what additional information is needed, and reschedule a meeting to continue the review, if needed.
9. Ask the Review Coordinator to review recorded system problems, recommendations, and actions to clarify discussion and/or make changes.