

Practice Alert



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Instructions for Initial Contact Entry for A Child Fatality

The purpose of this Practice Alert is to clarify how to enter an initial contact on a deceased child in FACES. In instances where a deceased child has been identified as the victim child, staff shall enter it as a Multi-Disciplinary Team (MDT) Member's initial contact with the child.

MDT members that might have had direct contact with the deceased child include law enforcement, physician/medical provider, EMT, coroner, and a medical examiner. When using a MDT member for initial child contact on a hotline report, staff shall enter the contact in the following manner in FACES:

- Contact Type must be either
 - “In Person – Initiated by CD” or “Phone – Initiated by CD”.
- Purpose must be “Initial Visit”
- For the question “Multi-Disciplinary Team Member ensured initial safety of the following child:” to display:
 - The worker must document an in-person or phone contact with a participant/case member with a role of
 - Guardian Ad Litem,
 - Court Appointed Special Advocate,
 - Law Enforcement,
 - Service Provider
 - School Liaison.
- This question will be followed by two checkboxes: “Yes” and “No”. The worker would mark “Yes”.
- A victim and non-victim household children box will display and list all the children on the call/case.
 - Select the child for whom safety was assured by the MDT member.
- The name of the child must also be included in the field “Other Individuals Involved”. This communicates the child was seen in person by the MDT member and the contact will appear on the Contact Communication Log for the child.
- Contact Date/Time cannot be prior to the report coming in to CANHU. It must be documented at the Date/Time that the MDT was contacted.
- If the MDT contact is also the Reporter, staff shall put in a Reporter Contact and also a Contact with MDT for the deceased victim child.
- An example of what could be included in the Contact entry:
“Coroner John Doe confirmed that the victim child, Jane Doe, was deceased at time of initial contact”.

In reports where the MDT member is a physician/medical provider, EMT, coroner, medical examiner, etc., the role of “Service Provider” shall be chosen.

If you have multiple fatalities on a report, each deceased child's initial contact shall be entered as described above.

It should be noted that staff are NOT required to follow-up in person with the deceased child. This will be a stand-alone contact in instances of fatalities only. If there are other children in the home, those children still must be seen as required by policy.

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