

Summary of Child Fatality Near Fatality External Review Panel meeting

November, 2013

Action Points

Tom Cannady to create and distribute document for panel members to sign indicating when they have destroyed case file documents.

CHFS Staff to ensure records for all cases include law enforcement, court, medical, medical examiner, mental health and assessments, substance abuse, and behavioral records. Tom Cannady to forward draft of records request document (with request to send via email deleted) to Tina Webb at CHFS.

Mr. Griffith and Dr. Shepherd agreed to work on a list of issues to forward to Mr. Cannady for the annual report.

(CHFS) stated there were an additional forty-seven cases received up to September 13th that will be uploaded by the end of the year with ten of those being uploaded by November 15th and an additional ten by November 30th. The remaining twenty-seven will be uploaded in December along with any additional cases that come in.

It was requested by the panel that newly uploaded cases be assigned to panel members by Mr. Cannady as they are uploaded.

Mr. Cannady will provide the list of case numbers along with groups assigned for the December 2nd meeting.

Observations

There are case records the panel should request on every case and some records that should be requested on a case by case basis such as school records.

Glenn Thomas (COT) presented a brief overview of the case review process in SharePoint.

Suggestion made to have panel members sign a document indicating they have destroyed records (related to the case files distributed panel members under the Executive Order) so there will be documentation that it has been done.

The panel needs to come to a consensus on how reviews will be completed.

It was suggested the panel create a review tool that every member would use to identify areas of concern.

Cases discussed

F-01-13, NF-23-13, F-02&03-13, NF-02-13, NF-04-13, NF-24-13, NF-25-13

DRAFT