

Notice of Child Fatality / Near Fatality SSIS Job Aide

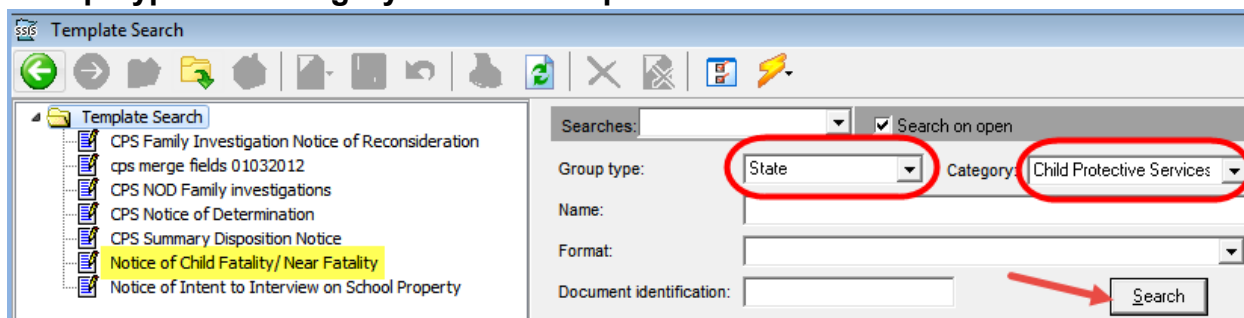
The Notice of Child Fatality / Near Fatality document is completed within 24 hours of learning that a child fatality or near fatality has occurred. The document may be electronically submitted from SSIS to DHS Child Mortality Review staff via encrypted email by following the steps outlined below.



Before Opening the Notice of Child Fatality / Near Fatality Document:

1. Ensure the names of the following persons are entered as **Participants**:
 - **Child** with accurate **Legal name**, **Date of birth**, and **Address**
 - **Alleged Offender** with **Relationship** to identified Child
 - **Other adults in the household** with **Relationships** to identified Child
 - **Surviving children in the household** with **Relationships** to Child
 - Name of identified Child's **Father** and current **Address**
 - Name of identified Child's **Indian Custodian**, if applicable
 - Name of identified Child's **Mother** and current **Address**
 - Name of **Primary Social Worker**, and
 - Name of **Supervisor**.
2. Click **Save** and **Refresh** in the toolbar.
3. Right-click on the **Chronology** folder and select **New Document**.
4. From the **Setup** tab, click the magnifying glass button in the **Document template** field.

Group Type and Category Fields – Template Search Tree View



To Locate the Notice of Child Fatality / Near Fatality Document:

5. In the **Group type** field select **State**.
6. In the **Category** field select **Child Protective Services**.
7. Click the **Search** button.
8. Click on the **Notice of Child Fatality/Near Fatality** in the Tree View.

9. A preview of the **Notice of Child Fatality/Near Fatality** document displays.
10. Click the **Select** button.

Setup Tab - Notice of Child Fatality/Near Fatality – Document Section Fields


The screenshot shows the 'Setup' tab for a document. The left pane displays a tree view with the following structure:

- Nezbit Elsa Anna, SSIS Case #226919559
 - Case Details
 - Nezbit Elsa Anna CP Assessment 4/14/2016
 - Staff Assignments
 - Associated Workgroups
 - Child Maltreatment Report - Inv
 - WG Change Log
 - Chronology
 - Case Notes
 - Documentation
 - Reports
 - Contacts
 - Activities
 - Documents
 - Document - Text Here Displays in Tree View
 - Legacy Documents
 - Attached Files
 - Participants
 - Decision Tools

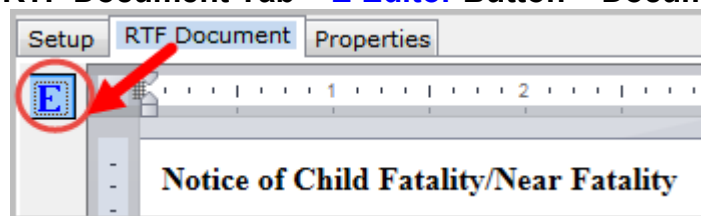
The right pane shows the 'Setup' tab with the following fields:

- No required fields needed to complete.
- Document template: Notice of Child Fatality/ Near Fatality
- Description: Text Here Displays in Tree View
- Status: Draft
- Finalized date:
- Document: Text Here Displays in Tree View
- Elements:
 - Date of this report: 4/25/2016
 - Date the agency became aware of fatality: 4/25/2016
 - Fatality date: 4/25/2016
 - Near fatality date:


To Complete the Document Section Fields:

1. The **Setup** tab displays.
2. If desired, delete the text in the **Description** field and enter text to identify the document in the Tree View (such as the Child's name).
3. Enter the **Date** of this report in the corresponding field.
4. As is applicable, in the corresponding fields enter either the
 - a. **Date the agency became aware of fatality**, and **Fatality date**, or
 - b. **Near fatality date**.
5. Complete the remaining **Participant**, **Address** and **Relationships** fields as indicated.
6. Select the name of the Primary **Social Worker** and **Supervisor** in the corresponding **Staff** fields.
7. Click the  **Save** button in the toolbar.

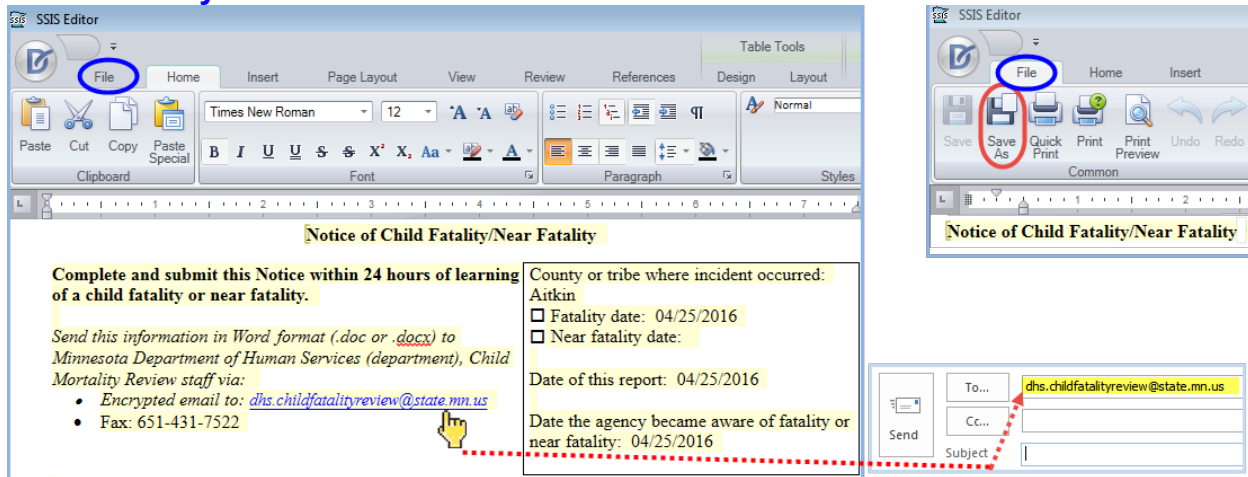
RTF Document Tab – E Editor Button – Document Preview Screen



To Open the Document with Editor Features (such as Spell Check):

1. Click on the **RTF Document** tab.
2. Click on the  button to open the document in its own **Editor** window.

SSIS Editor Window – Notice of Child Fatality/Near Fatality Document Child Fatality Email Link and File – Save As Feature



To Enter Text in the Notice of Child Fatality/Near Fatality Document:

3. Note the **Encrypted email** bullet.
4. After completing the document in the Editor window, select **Save As** and save the document to a secure location
5. After ensuring your agency has secure email, click the dhs.childfatalityreview@state.mn.us link to open an email window.
6. Click **Insert** and **Attach File** to add the saved **Notice of Child Fatality/Near Fatality** document from its secure location, and electronically send the document to DHS.
7. Note the **Fax** number that alternatively displays to submit the document.
8. Read the instructions provided in the document.
9. Click on the [Tip Sheet for Determining a Near Fatality](#) to access a document providing additional information regarding near fatality determinations beneath its own internet tab.
10. Complete each section in the document.
11. Some data merges from the **Setup** tab; all text whether merged or entered is editable.
12. Enter additional text and/or select checkboxes as are applicable.
13. Ensure the merged information throughout the document is correct.
14. **Print** the document if desired; click **Save** and then close the document.
15. When the document is complete, return to the **Setup** tab and change the **Status** field from **Draft** to **Finalized** and click **Save** in the toolbar.