

**EFFECTIVE**

December 1, 2004.

**SUBJECTS**

1. Child Death Reporting Process
2. Adult Death Reporting Process
3. Administrative Handbook Item AHD 280 Deleted

**1) CHILD DEATH  
REPORTING  
PROCESS**

Child Death  
Registry (CDR)

**SRM 172, Child Death Reporting Process**

When the local office is notified of a child's death, and there is either agency history on the child or a case is assigned for investigation, the child death report must now be made through SWSS Child Death Registry (CDR). The policy in SRM 172 is updated to include:

- Reasons For Reporting
- Types Of Deaths To Be Reported And By Whom
- Children - Report Form And Procedure
- Child Death Registry Process And Timelines

**Note:** Adult reporting information is moved to new SRM Item 173.

**Tutorial**

A web-based flash tutorial will be available to assist local offices with this new reporting process. This tutorial is available in OLM News & Tips, Training Guides for Bulletins.

**Manual  
Reporting  
Process**

When the local office is notified of a child's death, and there is no agency history on the child and the case is not assigned for investigation, the child death report must continue to be made by submitting FIA-4712M, FIA Child Death Reporting Database.

**FIA-4712M, FIA  
Child Death  
Reporting**

FIA-4712M has been revised and is available in Word as a template. Reference Forms & Publications (RFF) Manual Item 4712M will be updated with the next release to include new instructions.

**2) ADULT DEATH  
REPORTING  
PROCESS****SRM 173, Adult Death Reporting Process**

A new item is available containing the report process for adults. Reporting procedures for adults have not changed. Continue to report using FIA-4712, Death Reporting (available as a Word template).

**3) AHD 280  
DELETED**

Administrative Handbook, Communications & Multi-Media (AHD) manual item 280, Death Reporting Process is deleted. All information regarding Child and Adult Death reporting is now in the Services Requirements (SRM) manual items referenced above.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Added Items ...**

**SRM 173**

**Changed Items (content changes) ...**

**SRM 172**