

EFFECTIVE

September 1, 2015.

Subject(s)

1. Child/Ward Death Alert Procedures and Timeframes.
2. Confidentiality.
3. Equality of Treatment.

1) Death Alerts**SRM 172, Child/Ward Death Alert Procedures and Timeframes**

Centralized Intake must receive an immediate verbal complaint, with a written follow-up within 72 hours, regarding any child death occurring in the following circumstances:

1. The death occurs during an open CPS case or active CPS investigation.
2. The death involves a child/ward under the care and supervision of MDHHS including:
 - Foster care (FC) (includes the death of wards ages 18 and over).
 - Juvenile Justice (JJ) (includes the death of wards ages 18 and over).
 - Adoption Services (AS) (includes the death of wards in a MDHHS supervised adoption placement prior to finalization).

These deaths must also be reported to the Division of Child Welfare Licensing (DCWL) within 24 hours of notification that the death has occurred.

3. The death occurs in department-regulated child care homes, centers, facilities, camps, child caring institutions, or any child/ward supervised by a child placing agency (including MDHHS).

These deaths must also be reported to the Division of Child Welfare Licensing (DCWL) within 24 hours of notification that the death has occurred.

Upon receipt of a complaint regarding a child death, Centralized Intake must complete a child death alert, DHS 4712-M, Report of a Minor's Death, and save it in MiSACWIS.

For the death of a child who has been identified as American Indian, regardless of whether abuse or neglect is suspected; see PSM 712-8, Transferred for Investigation.

For the death of a child who is pending verification of American Indian ancestry, regardless of whether child abuse or neglect is suspected; see NAA 200, Identification of a Native American Child and PSM 712-8, Transferred for Investigation.

Note: For all active and open child welfare cases where a child death occurs, regardless of type, and where there is an assigned worker at the local county, the county/worker involved with the case must complete the child death alert, DHS 4712-M, Report of a Minor's Death, and save it in the MiSACWIS system.

2) Confidentiality

Policy has not changed for the release of social security numbers. Social Security numbers must not be released by DHHS. In addition, more than four sequential digits of a Social Security number must not be released or used as identifying information. Any documentation containing a Social Security number must be shredded after use.

Exception: Children's services workers may release a child's Social Security number to the child's parents, legal guardian, foster parent, relative caregiver, unrelated caregiver, or to a court with jurisdiction over the child.

Note: The phone number has been corrected for additional clarification. The correct contact is the **Office of Legal Affairs at 517-241-0480.**

2) Equality of Treatment

SRM 111, Equality of Treatment

SRM 111, Equality of Treatment, is obsolete. Information regarding equality of treatment can be found on the MDHHS website under [Equal Opportunity & Diversity](#).

Note: The Michigan Department of Health and Human Services (MDHHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. Persons with

disabilities are entitled to reasonable accommodations, upon request, to apply for MDHHS programs and services.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[SRM 111](#)

[SRM 131](#)

[SRM 172](#)