

## **Local Child Death Review Team Member**

### **Confidentiality Agreement**

This cooperative agreement is made among all participating members of the Alabama Judicial Circuit Child Death Review Team (CDRT). These participants agree that they are mutually served by continuance of a CDRT and that by reviewing the unexpected/unexplained deaths of individual children under the age of eighteen, an accurate and complete cause of death may be determined. Risk factors can then be identified allowing for the development of intervention and prevention strategies.

The duties and functions of local CDRT members include:

- Record all child deaths and review individual unexpected/unexplained deaths of children in accordance with protocols.
- Meet as deemed necessary by the local chair, but not less than annually, to review the status of unexpected/unexplained child death cases for the purpose of recommending improved coordination of services and investigations between and within member agencies in order to reduce the risk and incidence of unexpected/unexplained injuries and deaths of children.
- Complete data forms as required for submittal to the State Team. This information will be entered into a database.
- Provide reports to the State Team following each team meeting which shall include: data on child deaths, steps taken to improve coordination of services/investigations (if any), actions taken to implement changes within member agencies (if any).

The review process requires case specific sharing of records. Information required for team meeting includes the following but should not be limited to:

- Pertinent health and medical information, including dental and mental health, of the child as presented by the medical provider, physician representative, or medical examiner.
- Birth information for all children who died at less than one year of age including confidential information collected for medical and health use (i.e. prenatal care, prematurity, etc)
- Death information including death certificates, and other such information for children who have not reached their eighteenth (18) birthday
- Law enforcement investigative material including accident reports, interviews, and other such materials
- Medical examiner's reports and investigative data
- Parole and probation information and records
- Pertinent information from any social services agency that provided services to the family or child

The local CDRT shall not create any new files with specific case identifying information. Case identification will be utilized in the review process only to enlist interagency cooperation. No materials may be used for reasons other than that for which intended. It is

further understood that there will be individual cases reviewed by local CDRT which require a particular agency be asked to take the lead role in addressing a systematic or quality of care issue based on that agency's clear connection with the issue at hand.

**Liability**

Under the terms of the Alabama Child Death Review System Act, 97-83, local CDRT members are immune from any and all civil and criminal liability in connection with their good faith participation on the team and all activities associated therewith; however, this immunity is not available in the event any state or local team member violate the provisions of confidentiality specified in the Act.

Meetings are closed to the public and are not subject to the Sunshine Law when specific deaths are discussed. Identifying information of the child, family, caretaker, suspected perpetrator, or agency may not be disclosed during a public meeting. By agreeing to serve on the local CDRT, the undersigned acknowledges that information from records of participating agencies acquired by the team in the exercise of its purpose and duties is confidential and shall not be disclosed outside of the CDRT meeting room. Any person who intentionally violates the confidentiality provisions of the Act commits a Class C misdemeanor and shall also be removed from the team.

This contract shall be renewed on an annual basis, October 1 and upon the assignment of new county team members.

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Team Member's Name	Team Member's Signature Date	Agency
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