

ICAN'S HIGH RISK FAMILY AND CHILDREN'S INDEX

In 1995, over 180,000 children were reported for to the Department of Children's Services Child Abuse Hotline because of suspected abuse and neglect. This staggering number increases each year, and with the increase comes ever greater risks to the lives and health of children as an underfunded and overburdened child protection system struggles to meet the awesome demands placed upon it. All too familiar is the child who "falls through the cracks" despite conscientious efforts on the part of public agencies to provide adequate protection and appropriate interventions.

Because of the many thousands of abused and at risk children and families in our Count and the multitudes of professionals and agencies involved with them, it is nearly impossible to ensure that critically important information regarding the well-being of children is exchanged or shared among those professionals who may come into contact with or provide services to the family.

The inability to share information often places vulnerable children at greater, even life threatening, risk. Cases reviewed by ICAN's Child Death Review Team provide poignant examples of the ultimate tragedy of a failed system:

- a preschool age child abuse homicide victim whose family had more than two dozen contacts with various public agencies, including several contacts involving domestic violence, prior to the murder of the child;
- a one year old child treated at four separate hospital emergency rooms, each time for separate instances of suspicious injuries, and each time released to the abusive parent, ultimately to be killed by that parent.

ICAN's Family and Children's Index, once operational, will provide a system through which professionals from different public agencies will know when other professionals have had relevant contacts with a child or family that is at risk for abuse or neglect. This will clearly result in the ability to conduct better assessments of the needs of children and their families for services, and will provide a means for timely and effective intervention before children are seriously harmed or fatally injured.

**ICAN National Center
on
Child Fatality Review**

**Concept Paper
10/1/96
Los Angeles County
Inter-Agency Council on Child Abuse and Neglect
(818) 455-4585**

Concept Paper

NATIONAL CENTER FOR CHILD FATALITY REVIEW

A Joint project of the Los Angeles County Inter-Agency Council on Child Abuse and Neglect and ICAN Associates.

This concept paper outlines plans to establish the National Center on Child Fatality Review under the auspices of the Inter-Agency Council on Child Abuse and Neglect (ICAN) and ICAN Associates.

ICAN is the largest county-based child abuse and neglect network in the nation. Members include 27 city, county, state and federal agencies, 17 community-based child abuse councils, and thousands of professional and volunteer participants. ICAN is chaired by the Los Angeles County Sheriff, with participation from Department Heads and professional specialists from all member agencies, standing committees, and multiple special projects. This mixture of social services, criminal justice, civil law, health, mental health and education, along with community agencies and individual child advocates, have created a series of unique national model programs. Individuals from all of these fields have reached national prominence. There is no counterpart hands-on multi-agency organization addressing child abuse and neglect in the world.

ICAN Associates is the private sector partner of ICAN. It's membership includes corporate, media, and community leadership. This non-profit organization supports ICAN through donations of services, including media campaigns, materials, brochures, Public Services Announcements, special events for children and families as well as cash contributions for special projects. ICAN Associates has donated the layout and graphic design for *Unified Response*, the National Child Fatality Review Team Newsletter (currently funded, in part, by NCCAN) and has committed a seed grant to establish the National Center on Child Fatality Review.

Background

The U.S. Advisory Board on Child Abuse and Neglect has estimated that at least 2000 children, or five every day, die at the hands of their parents or caretakers. NCCAN has reported that 573,000 children are seriously injured from abuse. 18,000 children are permanently disabled from abuse that, by chance, did not kill them. More children under 5 years of age die from child abuse and neglect than from falls, choking on food, suffocation, drowning, housefires, or auto accidents.

Child Abuse Fatalities represent the ultimate failure of our child protection system, our neighborhood and family support systems, and reflect our society's failure to recognize and prioritize the health and safety of vulnerable children. Through the process of sharing information regarding these tragic consequences of child abuse and neglect, all participants in the child protection system, as well as communities and neighborhoods, learn to become more sensitive to behavior and circumstances which can lead to serious harm to children.

PURPOSE OF THE CENTER

The central purpose of the Center will be to improve child safety and promote more effective risk assessment, accountability, and child abuse prevention through the establishment, expansion, and sharing of information regarding severe and fatal child abuse and neglect. The Center will:

- Coordinate and disseminate information about teams and projects addressing child death and child death review
- Provide training and technical assistance to local, state, regional and national teams and projects addressing child abuse fatalities
- Provide a national and local focus on suspected fatal child abuse/neglect
- Encourage expansion of this focus to:
 - family fatalities including fatal domestic violence, patricide and matricide, and child perpetrators
 - serious non-fatal injuries including brain damage, burns and injuries requiring hospitalization
 - other preventable injuries (e.g. accidental or natural)
- Provide data models for systems management

- Provide models for psycho social support for surviving family members and professionals
- Provide support for unique models and programs developed by others, assuring credit is given them for their work; sharing information nationally about these unique models.

Activities will include:

- Maintaining Directories of teams, organizations and projects relating to child fatality review
- Working with the National Center on Child Abuse and Neglect Clearinghouse to maintain a library with reports, protocols and unique articles
- Working with National Justice, Child Welfare, Education and Health agencies to improve multi-agency collaboration in investigations, service provision and accountability
- Providing Liaison with other national advocacy groups
- Maintaining an active national advisory board
- Publishing a newsletter at least bi-annually (*Unified Response*)
- Maintaining or supporting a computerized electronic information sharing system
- Convening an annual meeting/conference in Los Angeles
- Developing an integrated National data system on child abuse fatalities using available data from UCR, NCCAN, Vital Statistics, NCPCA, NCANDS

The ICAN Center on Child Fatality Review intends to operate in cooperation with:

- The National Center on Child Abuse and Neglect
- The Office of Juvenile Justice and Delinquency Prevention, U.S. Department of Justice
- The National Center on Maternal and Child Health, DHHS
- The American Professional Society on the Abuse of Children (APSAC)
- The National Committee to Prevent Child Abuse (NCPCA)
- The United States Attorney, District of Columbia
- The American Bar Association
- Child Fatality Review Teams in all states and the District of Columbia

Project Managers:

Deanne Tilton Durfee, Director of ICAN, has administered the Los Angeles County Child Death Review Team since its inception. She has a background in Child Protective Services as a Worker and an Administrator. She has served as a principal on a series of national forums, including Chairperson of the U.S. Advisory Board on Child Abuse and Neglect during the Board's 2 year study of child abuse fatalities, resulting in the comprehensive document A Nation's Shame: Fatal Child Abuse and Neglect in the United States. She has contributed her services as editor of *Unified Response*, and is a frequent consultant and media spokesperson on the issue of physical, sexual and fatal child abuse and neglect.

Michael Durfee, M.D., founded the ICAN Child Death Review Team and has been credited with initiating and maintaining the now international movement to create child fatality review. He has provided consultation, training and technical assistance to every state. Dr. Durfee co-chairs the Los Angeles County Team serving a population of 9 million, and also co-chairs the California state team serving a population of 31 million. He is recognized as the nation's foremost expert on child fatality review, maintaining phone, mail, or personal contact with almost all states on this issue at least annually for a decade. He initiated the first multi-state meeting in Washington D.C., a seven state meeting in Boston, and helped create an international meeting in Niagara Falls. His work has inspired team formation in two Canadian Provinces and Australia. He has also served as Co-Principal Investigator for the NCCAN grant, "Training for Teams", managed by the ABA.*

Paul Mones has devoted his career to protecting the rights of children. He maintains a private practice and works as trial attorney and expert legal consultant on intra-family homicides, with a special emphasis on children who kill their parents. He has worked on over two hundred patricides and matricides throughout the nation. In addition to his legal work, Mr. Mones lectures national and internationally on a variety of juvenile justice and family violence-related issues. He regularly conducts continuing education seminars for judges, attorneys, physicians, psychologists and social workers. In June, 1991, Mr. Mones was selected by the ABA as one of twenty attorneys in the nation "who have done something with their lives and legal skills to make a difference". In 1993, he was awarded the Livingston Hall Juvenile Justice Award for his outstanding contributions to the rights of children and youth. He is a member of the Board of Directors of the American Media Council on Child Abuse, and serves as **Vice-President of ICAN Associates**.

*Michael and Deanne Durfee have published journal articles on Child Fatality Review and presented in local, regional, national, and international conferences. Their combined leadership and the unique resources of ICAN and ICAN Associates have helped create national models for multi-agency data collection, multi-agency protocols for management of prenatal substance abuse, multi-agency intervention with child abduction, and special forums for teen and preteen parents, burn injuries, grief and mourning following fatal family violence, and a multi-agency computer index to help agencies serving the same families find each other (Family and Children's Index).

Attachments:

National Map of Child Fatality Review Teams

A Nation's Shame: Fatal Child Abuse and Neglect in the United States (Summary)

Origins and Clinical Relevance of Child Death Review Teams

Child Fatality Review (American Humane Association)

L.A. Times Magazine Article

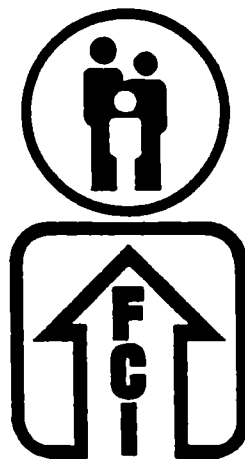
Reader's Digest Article

Standards for Grief and Mourning Counseling

Directories of Teams, Agency and Association Contacts

Family and Children's Index

Project Initiation Report



County of Los Angeles
Inter-Agency Council on Child Abuse and Neglect
July 1991

Family and Children's Index

A. PROJECT IDENTIFICATION

1. Project Name: Family and Children's Index (FCI)

2. Originator: Inter-Agency Council on Child Abuse and Neglect (ICAN)

3. Representative: Deanne Tilton, Executive Director

B. PROJECT DESCRIPTION

1. Purpose

The purpose of this project is to protect children and families against abuse by using inter-agency information sharing to detect abuse patterns earlier, when there is opportunity to intervene.

ICAN agencies throughout Los Angeles County need to know when relevant agency contacts have been made with a family or child that may be at risk. Families and children identified to be at risk include those involved in incidents of physical, sexual, emotional and substance abuse, suspicious injuries and deaths, domestic violence, etc. Inter-agency communication regarding at risk families and children is critical in determining what action may be necessary when responding to a particular incident or referral. The current capability for inter-agency communication is limited and the need is not well supported by the diverse automated and manual systems that are currently used by ICAN agencies.

The ICAN Policy Committee created a Subcommittee of agency representatives to conduct a feasibility study for a County-wide automated Family and Children's Index. The Subcommittee's study included the following:

- a. An analysis of organizational and data exchange needs.

- b. An analysis of technological viability and alternatives.

Family and Children's Index

- c. A preliminary analysis of the costs and benefits.
- d. A proposed funding approach and alternatives.
- e. Recommendations for an organizational structure to manage FCI development on an ongoing basis.

This Project Initiation Report is based on the above study findings, which have been incorporated into this document. The Subcommittee concluded that it would be feasible for an automated index to serve as an inter-agency information sharing data base to identify other agencies who have had encounters with a particular high risk family or child.

To support the Subcommittee's conclusion, each agency has identified the high risk incident information needed from the other agencies that would assist in making sound decisions when encounters with families or children occurred. Exhibits I and IA provide a summary of the types of high risk incident information requested from each source agency and identifies the information important to each agency.

Agencies also requested that perpetrator information be included in the Index. The feasibility of including perpetrator information will be studied as part of the Project Definition Study.

2. Nature and Goals

Nature of the Project

The nature of this project is to propose a computerized Family and Children's Index (FCI) that will be a central repository to record that an ICAN agency has had a contact with a family and/or child identified to be at risk. Telecommunication links and interfaces to the computer systems of participating agencies will allow for updating and accessing the Index.

The new system will contain basic identifying information on families or children identified to be at risk. If an agency has had a contact with the family/child, the date of the contact, agency, case number/identifier, agency contact liaison and phone number will be recorded in the Index

Family and Children's Index

along with identifying family/child information. To pursue specific information about the incident, the inquiring agency would communicate with relative agencies and arrange for response to inquiring agencies.

Several system concepts were considered to determine the most viable approach for obtaining accurate information from other agencies while creating a system that would be manageable, easy to use and cost-effective. The proposed system achieves this goal. It provides an Index that will:

- a. Record basic identifying information on at risk families and children and ICAN agency contacts;
- b. Track and report on contact occurrences by family group or individuals and;
- c. Interface with existing agency systems to obtain its source of information.

The Subcommittee ruled against an indexing system to record detailed information relative to high risk families and children. This was due to the complexity of creating a detailed system that may not guarantee accurate and complete information on which life-threatening decisions might be made. The system will, however, be designed so that it is flexible enough for later expansion should the need arise for more detailed information.

Exhibit II provides the overall concept for the proposed system.

Goals of the Project

The goals of this project are to:

- a. Provide early diagnosis of abuse to families and children through the availability of inter-agency information, and
- b. Contribute to the prevention of further abuse at the time an agency encounters a family or child identified to be at risk.

Family and Children's Index

3. Scope

The system will support and supply information to the following ICAN agencies participating in the project:

Inter-Agency Council on Child Abuse and Neglect
Los Angeles Sheriff's Department
Department of Children's Services
Department of Health Services
District Attorney
County Counsel
Los Angeles Unified School District
Coroner
Los Angeles Police Department
Probation Department
Office of Education
Department of Public Social Services
Los Angeles City Attorney
Department of Corrections
Superior Court

The Index will be a County-wide system and will reside at the County's Data Center located in Downey. Most agencies already have access to the County's Data Center network through their existing systems.

4. Relationship to Long-Range Information Systems Plan

The FCI project is consistent with the direction set by the ICAN Policy Committee, State Department of Health and Human Services and Chief Administrative Office. These agencies have released initiatives to local and State governments which ask for preventive measures to improve the services provided for the protection of families and children.

ICAN agencies participating in the project will be required to consider FCI data needs as part of their long range systems plan.

Family and Children's Index

C. APPROACH

1. Environment

Existing agencies' systems containing information about families and children consist of manual processes, personal computer, mini-computer and mainframe applications. Exhibit III provides an overview of each agency's system and the environment in which the system operates.

Each agency's computer system will be analyzed to determine those agencies capable of creating a high risk family/child record transaction for updating to the Index whenever a high risk incident occurs. Exhibit IIIA provides a listing of the basic identifying information available within each agency. Record transactions to the Index will be based on select incident criteria as determined by the individual ICAN agency. The transaction records will be updated to FCI by direct update, batch update or electronic interface.

ICAN agencies in conjunction with the Internal Services Department's Information Technology Service (ISD/ITS) will develop, implement and maintain the FCI on the County's Data Center. ICAN agencies will assist ISD/ITS in development of the project to determine agency specific interface and high risk incident programming requirements. Agencies will also assist in the system implementation effort within their respective agency.

The need for outside contractor staff to program existing systems to provide data to the Index will be determined during the Project Definition Study.

2. Support Services

a. Data Processing Service Requirements

The Internal Services Department's Information Technology Service (ISD/ITS) will work closely with ICAN agencies to provide project management and analyst/programming support services necessary to develop and implement the FCI.

Family and Children's Index

b. Communication Requirements

Since most ICAN agencies are currently connected to the County's network, additional data communication requirements for these agencies are not anticipated at this time. Data lines will be required for those agencies not connected to the County's Data Center. A complete analysis of the communication requirements will be performed by ISD/ITS as part of the Project Definition Study.

c. Facility Requirements

No facility modifications are anticipated.

d. Procurement Requirements

ICAN agencies currently connected to the Data Center may use existing personal computers or terminals to access FCI. Procurement of additional equipment for individual agencies will require further analysis during the Project Definition Study. No additional main-frame equipment is anticipated.

3. Constraints

The Subcommittee identified the following issues that need to be researched, analyzed and resolved by ICAN agencies and ISD/ITS during the Project Definition Phase and prior to developing the Index:

- a. The ability to make meaningful matches both in querying the system, identifying household members as a family group, and updating existing family/child identifying information such as address changes. Not all agencies have enough information available, nor is the data consistent.
- b. Multiple systems exist within individual agencies with no one system containing all of the information. In addition, these systems are not linked to one another.
- c. Existing systems, both manual and automated, need to be examined to determine the workload and resources necessary to provide the information to pass on to the Index. Conversion of existing records to build the data base should be considered.

Family and Children's Index

In addition, confidentiality laws on family and children information are complex, specific in nature and varied for the different agencies. This prevents the sharing of information in many situations. ICAN agencies are currently able to share information by telephone, however, without legal barriers. It is recommended that ICAN's Legal Issues Committee undertake the responsibility to resolve confidentiality issues among the various agencies.

4. Alternatives

During the Project Definition Study, ISD/ITS will examine how each ICAN agency system can interface with the Family and Children's Index and determine the data sharing mechanism and software to be used to develop the system. Alternatives to be considered will include on-line versus batch update, the use of Proactive Information Exchange (PIX) versus custom software, and methods for streamlining existing manual systems.

5. System Development Methodology

The standard ISD/ITS system development methodology will be used for the project.

6. Next Phase

The next phase of the project will be to commence the Project Definition Study by ISD/ITS. The Project Definition Study will consist of the following tasks:

a. Data Sharing Applications and Transactions

Identify the sources of input and transactions in each agency's applications which will create or update a record on the Index. Determine the need for, and feasibility of, including perpetrators and criminals in the Index.

b. Data Sharing Mechanisms

Determine how each system can interface with the Index; i.e., batch, on-line, and direct updates or 'mailbox' deposits, and the data sharing

Family and Children's Index

software to be used. Identify manual processes that can be streamlined within agencies to supply family and children record information to the Index. Define control elements for system management of data confidentiality.

c. Conceptual Design

Develop a conceptual design of the system and provide a description of the major functions and data. Document Departmental criteria for creating high risk record transactions to the Index.

d. Alternative Approaches

Document technological alternatives available for the development and implementation of the Index.

e. Cost/Benefit Analysis

Provide an analysis of the costs associated with the development of the Index, including hardware, software and data communication requirements, the need for outside contractors, ongoing operating costs, and the estimated costs to program existing agencies' systems to produce high risk record transactions to the Index. Document tangible and intangible benefits expected to result from implementation of the system.

f. Market Analysis

Survey other agencies and government jurisdictions as potential prospects for marketing the Index. Compile and analyze responses to determine marketing potential.

g. External Design Phase Plan

Prepare a project plan for the External Design phase. The primary focus of this phase is to define the user requirements in complete detail and refine the technical requirements and cost/benefit analysis.

Family and Children's Index

D. RESOURCE INVESTMENT AND RETURN

ISD/ITS has provided the following estimations and milestones for development and implementation of the system.

1. Time Frame

System development and implementation is estimated to take a total of 17.4 work months. The following timeframe is based on a projected start date of January 1, 1992.

Phase	No. of Work Months	Estimated Completion
Project Definition	3.5	April, 1992
External Design	2.6	June, 1992
Internal Design	2.6	September, 1992
Programming	4.3	February, 1993
Testing	2.6	April, 1993
Implementation	1.8	June, 1993

2. Budget Requirements

a. Preliminary Overall Cost

The preliminary overall costs to develop and implement the system are estimated to be \$399,000. These costs include staffing for a Project Director, programmers and analysts:

FY 1991/92		FY 1992/93	
Project Definition	\$ 41,000	Internal Design	\$ 60,000
External Design	<u>\$ 49,000</u>	Programming	\$180,000
	\$ 90,000	Testing	\$ 48,000
		Installation	<u>\$ 21,000</u>
			\$309,000
Total		Total	\$399,000

Family and Children's Index

b. Next Phase

The cost for ISD/ITS to complete the Project Definition Study is estimated at \$41,000, as previously identified in the preliminary overall cost.

c. Options

Funding may be accomplished through the use of Productivity Investment Funds, County Innovative Funds, grant awards by the Board of Supervisors, and private organizations interested in investing in the project. The possibility of cost sharing among the participating ICAN agencies will be evaluated as a last alternative to funding. It is recommended that ICAN pursue these options through the County's Chief Administrative Office and/or Board of Supervisors to acquire the necessary funding to fully develop and implement the FCI.

d. Market Potential

The marketing potential for the FCI is currently unknown. The system may be applicable, however, to other governmental agencies and jurisdictions interested in identifying high risk families and children. ICAN agencies and ISD/ITS will explore the system's marketing potential during the Project Definition Study.

3. Potential Benefits

The potential benefits that the FCI will provide include:

Early assessment of high risk families and children through the availability of inter-agency information, and

Increased prevention of further abuse to families and children identified to be at risk.

ICAN agencies and ISD/ITS will quantify additional tangible and intangible benefits during the Project Definition Study.

E. STAFF RESOURCE REQUIREMENTS

The proposed organization structure to manage the development and implementation of the Index consists of ICAN, the FCI Project Director and the FCI Steering Committee. Exhibit IV provides an organization chart for the project.

1. Project Director

A Project Director will be appointed by ICAN to manage, direct, and monitor all work activities of the project. During the development and implementation of the system, the Project Director will be required full-time. The Project Director or designate will be responsible for the acceptance of project deliverables. The Project Director will report directly to ICAN.

2. Steering Committee

The FCI Steering Committee will consist of the Project Director and representatives from each of the ICAN agencies participating in the FCI project. Steering Committee members will work under the direction of the Project Director. They will meet on an as-needed basis throughout the project timeframe. The Committee will be responsible for resolving FCI policy issues and reviewing all project deliverables.

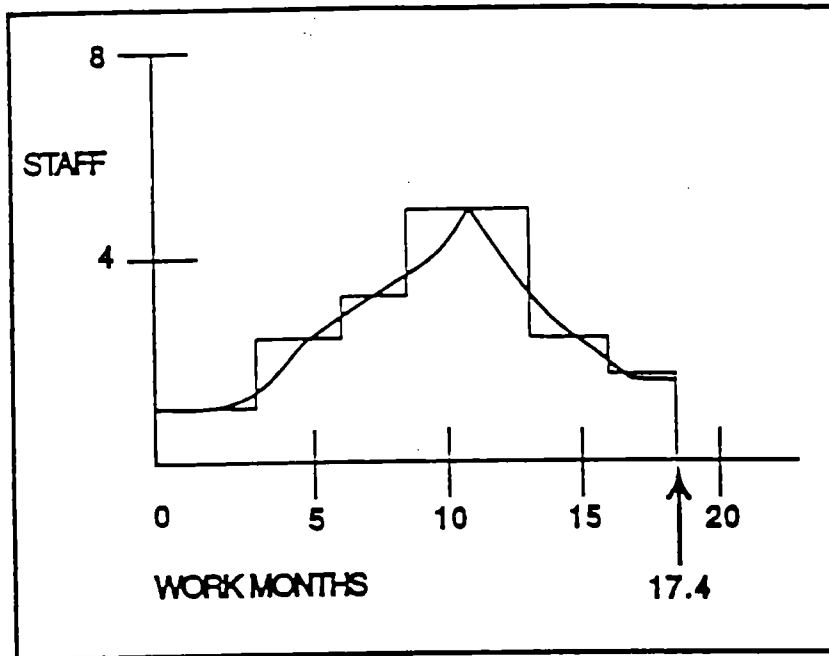
Exhibit V provides a proposed Steering Committee charter which details the participating ICAN agencies' roles and responsibilities in the FCI project.

3. ISD/ITS

ISD/ITS estimates an average of 2.7 staff to a maximum of 5 staff throughout the duration of the project. The staffing estimate includes percentages of work hours for the Project Director, analysts and programmers.

Family and Children's Index

Below is a graph depicting the staff needed during the 17.4 months estimated to develop and implement the system. The maximum of 5 staff will be needed during the Programming phase, months 9-13, of the project.



F. EVALUATION

The evaluation process may be required to take place over an extended period of time, approximately six months after the system is actually operational. The criteria used to evaluate the success of the system may include tracking the usage of the Index by the number of inquiries performed by the various agencies. Agencies will also provide input as to their ability for successful prevention of abuse through information obtained from the Index. A survey will be completed to determine when the availability of FCI made an impact on the agency in dealing with a particular referral.

Family & Children's Services Most Requested Information

This Exhibit displays the results of a survey of the ICAN agencies to determine the most requested high risk information needed from each agency. The number of other agencies requesting information from the particular source agency is also identified.

Source Agency	Information Requested	# of Agencies Requesting Information
Los Angeles Sheriff's Department	Physical abuse	(5)
	Domestic violence	(4)
	Death of child	(3)
	Sexual abuse	(3)
	Crime report, prosecution and case disposition for High Risk cases	(6)
	Children under DCS supervision	(6)
Department of Children's Services	Physical abuse	(3)
	Child Abuse Hot Line emergency response	(3)
	Crime report, prosecution and case disposition for High Risk cases	(6)
	Physical abuse	(6)
Department of Health Services	Minors with sexually transmitted diseases	(5)
	Parents/minors with emotional problems	(5)
	Prenatal drug exposure	(4)
	Crime report, prosecution and case disposition for High Risk cases	(6)
District Attorney	Crime report, prosecution and case disposition for High Risk cases	(6)
County Counsel	Crime report, prosecution and case disposition for High Risk cases	(6)
Los Angeles Unified Schools	Physical abuse	(5)
	Sexual abuse	(3)
	Neglect	(2)
	Domestic violence	(2)
	Suicide/threat of suicide	(2)
	Students expelled/drop out/chronic absences	(2)
	High Risk Pregnancy	(2)
	Death of child	(7)
Department of Coroner	SIDS death when sibling died of SIDS	(2)

Most Requested Information

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Source Agency	Information Requested	# of Agencies Requesting Information
Los Angeles Police Department	Domestic violence	(6)
	Physical abuse	(4)
	Substance abuse	(3)
	Crime report, prosecution and case disposition for High Risk cases	(6)
Probation	High Risk Probation/parole information	(5)
	Child threat caseload	(4)
	All active juvenile probation cases	(3)
	Registered sex offenders	(2)
	Court ordered counseling	(2)
Office of Education	Physical abuse	(3)
	Neglect	(3)
	Sexual abuse	(3)
	Students expelled/drop out/chronic absences	(3)
Department of Public Social Services	Physical abuse	(3)
	Sexual abuse	(2)
	Welfare fraud	(2)
Los Angeles City Attorney	Crime report, prosecution and case disposition for High Risk cases	(6)
Corrections	High Risk Probation/parole information	(6)
	Registered sex offenders	(4)
Superior Court	Children under DCS supervision	(4)
	Crime report, prosecution and case disposition for High Risk cases	(6)
	Court ordered counseling	(3)

This Exhibit provides a matrix of the high risk incident information important to each agency, regardless of which source agency the information was requested from.

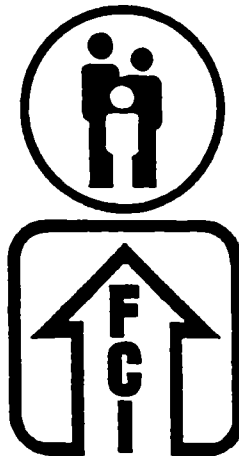
Incidents Important to Each Agency	SHERIFF'S DEPT	CHILDREN'S SERVICES	HEALTH SERVICES	DISTRICT ATTORNEY	COUNTY COUNSEL	IA UNIFIED SCHOOL	CORONER	POLICE DEPT	PROBATION	OFFICE OF EDUCATION	SOCIAL SERVICES	CITY ATTORNEY	CORRECTIONS	INTERNAL SERVICES	SUPERIOR COURT	ICAN
Physical Abuse		X	X		X	X	X	X		X						X
Head Injuries		X			X	X	X									X
Neglect		X			X		X	X		X						
Abandonment		X			X			X								
Child Abduction			X				X									
Death of Child	X	X	X		X	X	X	X							X	X
SIDS Death When Sibling Died of SIDS		X					X	X								
Emotional Abuse		X			X		X									
Endangerment					X		X	X								
Sexual Abuse		X	X		X	X	X	X								
Minors w/Sexually Transmitted Diseases		X	X		X	X	X	X					X			
Registered Sex Offenders	X	X			X											X
Release of Sex Offenders	X				X											
Substance Abuse		X			X		X	X								X
Prenatal Drug Exposure		X			X		X	X		X						X
Domestic Violence		X	X		X		X	X	X			X			X	X
Parents Deceased		X			X											
Parents/Minors with Emotional Problems					X	X		X								
Suicide/Threat of Suicide		X	X		X		X	X								
Gang Involvement		X			X					X						

This Exhibit provides a matrix of the high risk incident information important to each agency, regardless of which source agency the information was requested from.

Incidents Important to Each Agency	SHERIFF'S DEPT	CHILDREN'S SERVICES	HEALTH SERVICES	DISTRICT ATTORNEY	COUNTY COUNSEL	LA UNIFIED SCHOOL	CORONER	POLICE DEPT	PROBATION	OFFICE OF EDUCATION	SOCIAL SERVICES	CITY ATTORNEY	CORRECTIONS	INTERNAL SERVICES	SUPERIOR COURT	ICAN
Students Expelled/Drop Out/Chronic Absences			X		X			X		X						
Welfare Fraud					X											X
Homeless								X								X
Child Threat Caseload			X		X	X	X									X
Abused Child Unit Cases					X		X									X
Children Under DCS Supervision					X	X	X	X	X						X	X
High Risk Probation/ Parole Information	X		X		X		X	X	X	X		X	X			X
High Risk Pregnancy		X	X		X		X		X							
Child Abuse Hotline Emergency Response	X	X			X			X								
Crime report, prosecution and case disposition for High Risk cases		X			X	X	X					X				X
All Active Juvenile Probation Cases		X			X	X										X
Court Ordered Counseling	X				X			X				X				
School Regional Center Abuse Caseload		X			X					X		X				

Family and Children's Index

System Proposal



County of Los Angeles
Inter-Agency Council on Child Abuse and Neglect
July 1991

OVERVIEW

- **THE CONCEPT**
 - Overview
 - System Description
 - System Process

 - **THE DATA**
 - Index Data
 - Update Process
-

THE CONCEPT



THE CONCEPT

OVERVIEW

The proposed Family and Children's Index (FCI) will be a central repository for recording that a family or child identified to be at risk has had contact(s) with an ICAN agency.

This Index will:

- Record basic identifying information on at risk families and children and ICAN agency contact occurrences;
- Track and report on contact occurrences by family group and/or individuals;
- Utilize the existing County Data Center Network currently used by most ICAN agencies;
- Interface with existing computer systems to avoid duplication of individual agency's computer systems;
- Allow a direct input feature if an automated link is not available; and
- Maintain strict security access and standards for confidentiality.

SYSTEM DESCRIPTION

The proposed system will be an automated indexing and on-line inquiry system that can be input to and accessed by each ICAN agency. It's purpose will be to provide authorized personnel with minimal information regarding an at risk family or child contact with ICAN agencies. It will also provide a resource or contact person for pursuing additional information.

The system will contain common record data received on a daily basis from each agency via a batch update, electronic interface process, or direct update. Existing agency systems will be programmed to provide a contact transaction whenever a high risk incident occurs based on select incident criteria.

SYSTEM DESCRIPTION (Cont'd)

The new system will be accessible to all agencies via personal computers or terminals and reside on the IBM or UNISYS main-frame computer located at the County Data Center.

Please refer to Attachments I and II for examples of High Risk occurrences to be recorded in the Index and the flow of an agency's incident record transaction.

SYSTEM PROCESS

The system will be structured so that each time a 'contact' transaction is received and processed, it will search the data base to determine whether a new record should be established or an update to an existing record is necessary. The system will have the capability to group individual family members into a single record based on name, telephone number and address.

Inquiries to the system can be made using several different search criteria such as name, address, phone number, or Social Security Number. The system will provide an on-line screen response consisting of a family/person record including:

- Basic family/child identifying information;
- Date of contact;
- Name and phone number of the agency person to contact for more information;
- Other at risk family members' names associated with the individual.

Hard copy print-outs will also be available from the system.

Please refer to Attachments III, IIIA & IIIB for examples of system inquiry and response screens.

**THE
DATA**

THE DATA

INDEX DATA

At risk family and children's records will be input to the new system on a daily basis using data common to all systems. ICAN agency computer systems will be programmed to identify and create an at risk family/child contact transaction to the new system. Family and children records to be input to the new system will be determined based on select at risk incident criteria as defined by the ICAN agencies.

The contact record transaction will contain the following data:

- Family/Child Name(s)
- Sex
- Address
- Telephone Number
- Social Security Number(s)
- Birthdate(s)
- Date of Contact
- Agency Case Number/Identifier

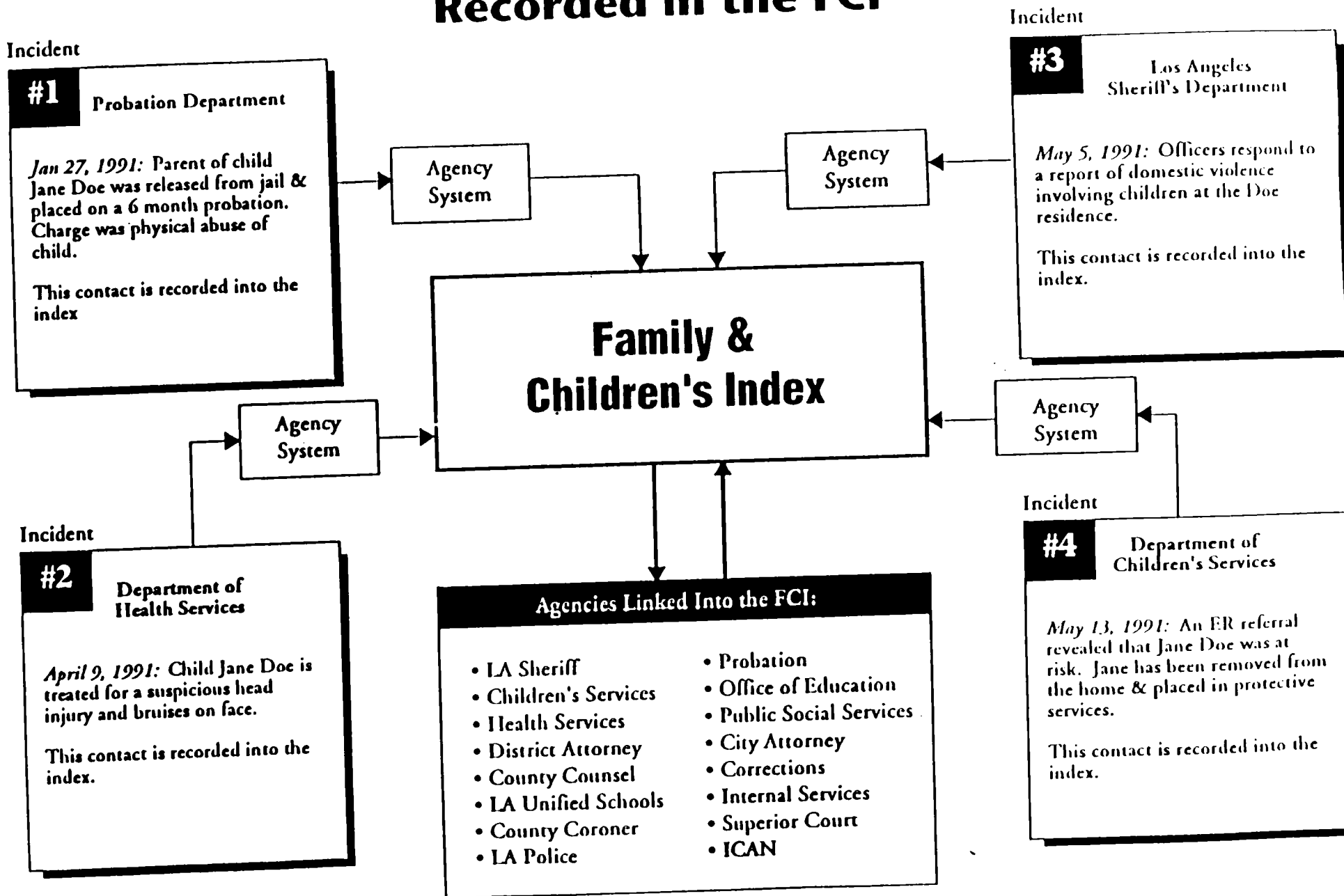
UPDATE PROCESS

The system will receive the record transaction for processing. The system will access an internal table of ICAN Agency Contact Liaisons for completing the information necessary to record the contact in the Index. The system will search the data base to determine whether:

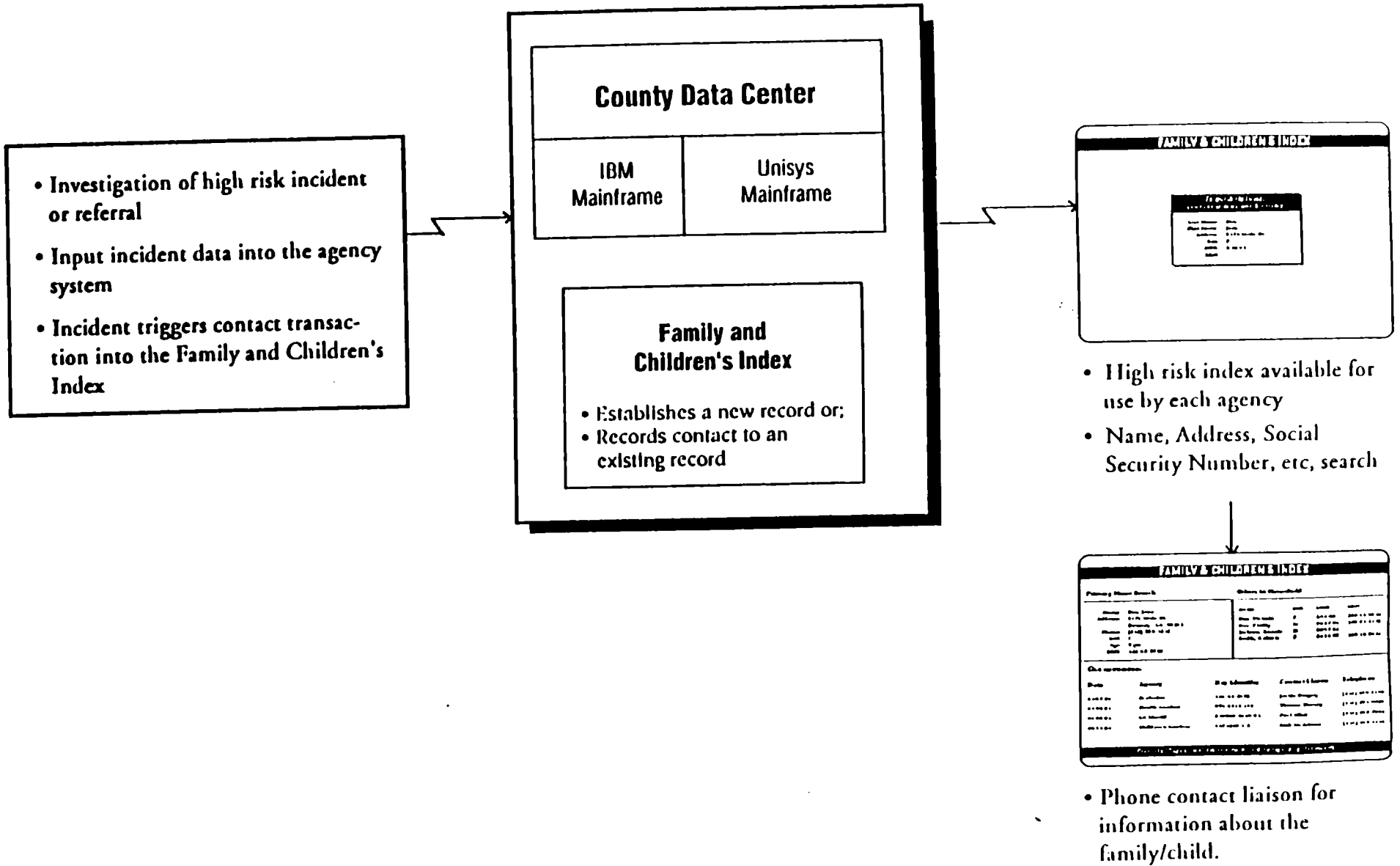
- A new family/child record should be established; or
- A contact should be added to an existing family/child record.

Once the system is updated, the information is available on-line to all ICAN agencies.

Sample of High Risk Occurrences Recorded in the FCI



High Risk Transaction Flow



Screen 1: Accessing the Index

Welcome to the

FAMILY & CHILDREN'S INDEX

To access the index, please enter:

User-ID: DCS395

Screen 2: Querying the Index

FAMILY & CHILDREN'S INDEX

*To search the Index,
enter one or more search criteria:*

Last Name: Doc
First Name: Jane
Address: 8378 Main St.
Sex: F
DOB: 8/29/84
SSN:

Screen 3: Family/Person Record

FAMILY & CHILDREN'S INDEX

Primary Name Search

Name: Doe, Jane
Address: 8378 Main St.
 Downey, CA 90241
Phone: (213) 555-1212
Sex: F
Age: 7 yrs
SSN: 123-45-6789

Others in Household

Name	Sex	DOB	SSN
Doe, Victoria	F	02/14/66	250-44-6512
Doe, Phillip	M	09/27/64	178-51-2149
Jackson, Ronnie	M	06/17/83	
Smith, Roberta	F	03/25/67	250-18-6621

Occurrences:

Date	Agency	Key Identifier	Contact Liaison	Telephone
01/27/91	Probation	178-51-2149	Officer Jack	(213) 940-3100
04/09/91	Health Services	074-5712-149	Dr. Smith	(213) 974-8093
05/05/91	LA Sheriff	910505-0230-01	Sargeant Jones	(213) 946-7901
05/13/91	Children's Services	4571238-1-2	Caseworker Harris	(213) 940-3444

Press the "Page Down" key to view more data regarding this inquiry

Family & Children's Index

This Exhibit is an analysis of each agency's system environment that contains High Risk incident record information. The estimated number of High Risk records and total system records is also displayed.

Agency System Environments Containing High Risk Incident Record Information

	Manual System	Automated On-Line System	Automated Batch System	Mainframe Computer	Mini Computer	Personal Computer	Data Center Connection	Estimated Number of High Risk Records Per Day	Estimated Number of Records in Database
Los Angeles County Sheriff's Department Child Abuse Referral System (CARE)	X					X		25	70,000
Department of Children's Services Child Information System (CIS)			X	UNI			X	444	
Child Abuse Hotline (CAHL)		X		UNI	X		X	171	
Intake Detention Center (IDC)	X					X		53	
Health Services Hospital Inpatient Medical Record	X		X	IBM			X		3,000
Scan Team Report	X								
Vital Records			X	IBM			X		
District Attorney Prosecutors Mgmt Info System (PROMIS)		X	X	IBM			X	10	900
County Counsel Juvenile Automated Index (JAI)		X		IBM			X	N/A	360,000
L.A. Unified School District	X							20	6,000
County Coroner Coroner Case Management System	X					X			
Los Angeles Police Department Police Arrests and Crime Mgmt Info System (PACMIS)		X		IBM			X	N/A	N/A
Microfilm Arrest Record Services (MARS)			X			X			
Computer Assisted Microfilm Search (CAMS)			X			X			
Probation Area Directors Report	X								
Juvenile Automated Index (JAI)		X		IBM			X	75	360,000
Adult Probation System (APS)		X		IBM			X		

Family & Children's Index

This Exhibit is an analysis of each agency's system environment that contains High Risk incident record information. The estimated number of High Risk records and total system records is also displayed.

Agency System Environments Containing High Risk Incident Record Information	Manual System	Automated On-Line System	Automated Batch System	Mainframe Computer	Mini Computer	Personal Computer	Data Center Connection	Estimated Number of High Risk Records Per Day	Estimated Number of Records in Database
Office of Education - Not available									
Department of Social Services - Not available									
City Attorney City Attorney Mgmt Info System (CAMIS)			X	IBM				3	720
Corrections Offender Based Information System (OBIS) Revocation Tracking System		X	State	X				30	N/A
Internal Services Department - Not available		X	State	X				30	N/A
Superior Court Juvenile Automated Index (JAI)		X		IBM			X	N/A	360,000

Family & Children's Index

This Exhibit is a listing of the basic identifying information available within each agency for creating a High Risk transaction record to the index.

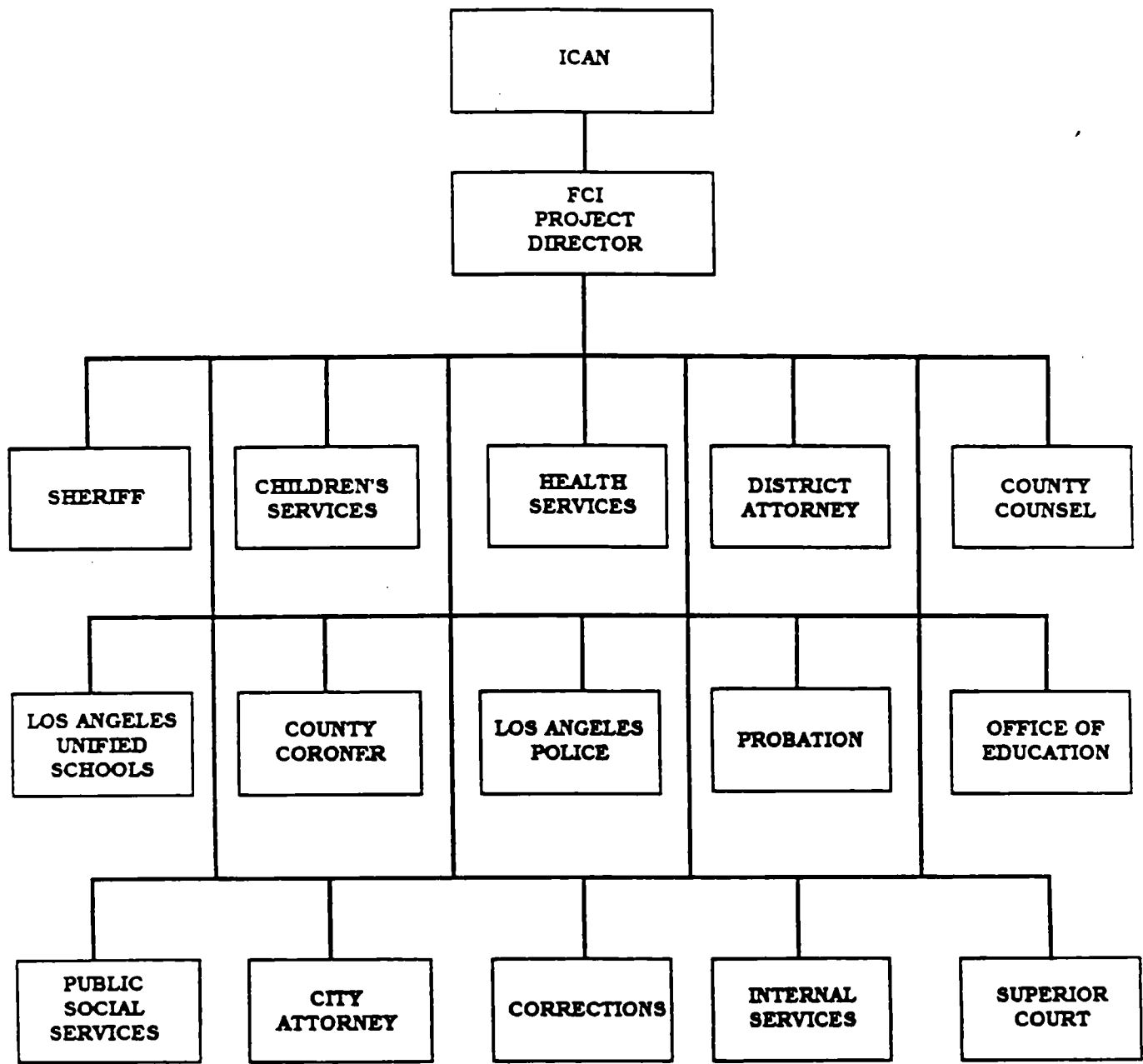
High Risk Transaction Record Data Availability

	SHERIFF'S DEPT	CHILDREN'S SERVICES	HEALTH SERVICES	DISTRICT ATTORNEY	COUNTY COUNSEL.*	LA UNIFIED SCHOOL	CORONER	POLICE DEPT	PROBATION		OFFICE OF EDUCATION **	SOCIAL SERVICES	CITY ATTORNEY	CORRECTIONS	INTERNAL SERVICES	SUPERIOR COURT **	ICAN
									CHILD	ADULT							
- Family/Child Name	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	N	Y	N/A		N/A
- Sex	Y	Y	Y	S	Y	Y	Y	Y	Y	Y		Y	N	Y			
- Address	Y	Y	Y	C	Y	Y	Y	S	S	Y		Y	N	Y			
- Telephone Number	S	Y	S	Y	Y	Y	Y	N	N	Y		Y	N	N			
- Social Security Number	N	Y	S	N	Y	S	N	N	N	Y		Y	N	N			
- Birthdate	Y	Y	Y	N	Y	Y	Y	Y	Y	Y		Y	N	Y			
- Date of Contact	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		N	N	Y			
- Agency Case Number/ Identifier	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y			

LEGEND:

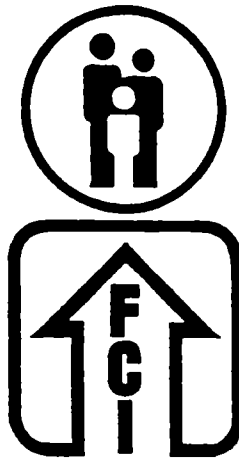
- Y = Yes
- C = Confidential
- S = Sometimes
- N = No
- * = Data received from other agencies
- ** = Not available

Proposed Organization Structure FCI Steering Committee



Family and Children's Index Steering Committee

Proposed Charter



County of Los Angeles
Inter-Agency Council on Child Abuse and Neglect
July 1991

ICAN Family and Children's Index
Steering Committee

Proposed Charter

I. PURPOSE OF CHARTER

The purpose of this document is to define the nature and scope of Agency commitment towards creating a County-wide Family and Children's Index.

II. MISSION AND GOALS

A. Mission

The Family and Children's Index (FCI) Steering Committee will manage and oversee the development of an inter-agency automated indexing and on-line inquiry system for recording that a family or child identified to be at risk has had contact(s) with an ICAN agency.

B. Goals

The goals of this Committee are to:

- Provide a manageable, accurate and easy to use system for access by numerous ICAN agencies.
- Use information from existing computer systems as FCI's source for data.
- Maintain strict security access and standards for confidentiality.
- Pursue funding for development and implementation of the system through County Productivity Investment Funds, Innovation Funds, and/or grant award programs by the Board of Supervisors.
- Provide a plan for the on-going support and maintenance of this index once it is fully developed and implemented.
- Develop a cost sharing methodology for prorating on-going costs to participating agencies.

ICAN Family and Children's Index
Steering Committee

Proposed Charter

III. ORGANIZATION

A. General

The FCI Steering Committee adheres to the mission, membership, and goals of the ICAN charter.

B. Membership

The member agencies are those whose heads and designated specialists agree to participate in the coordinated development, implementation, and management of the FCI.

1. Voting Membership

Voting Members are those who agree to:

- a) Follow the Charter and cooperate with ICAN's FCI work efforts;
- b) Support the FCI project as mutually agreed upon with human, financial and information resources.

2. Associate Membership

Non-voting associate membership is extended to all agencies who wish to participate in coordinated FCI planning, but do not meet voting membership conditions. Associate membership is established by a letter which:

- a) Requests an associate membership, and
- b) Designates a representative.

C. Management Structure

ICAN will select a full-time Project Director to direct the activities of the Steering Committee during FCI development and implementation. The Project Director will be funded as part of the overall project development and implementation costs.

ICAN Family and Children's Index
Steering Committee

Proposed Charter

1. Project Director

The Project Director seeks the assistance of the FCI Steering Committee project members in reaching mutually acceptable solutions to problems. The Project Director is responsible for reporting directly to the ICAN Executive Director and ensuring that the goals and objectives of the FCI project are realized.

2. Assistant Project Director

The Assistant Project Director will assist the Project Director and act in the absence of the Project Director. The Assistant Project Director will be appointed by ICAN and may be a representative from one of the ICAN agencies.

3. Steering Committee

The Steering Committee will consist of representatives from each of the ICAN agencies participating in the FCI project. The representatives will be responsible for directing their respective agency's data sharing and system interface activities for development of the FCI.

D. Meeting and Procedures

1. Meetings

The FCI Steering Committee will meet once per month or on an as needed basis during the development and implementation of the project.

2. Procedures

a. Voting

Each voting member ICAN agency has one vote. Each agency appoints one management level representative and an alternate. Alternates are empowered to exercise the voting rights of the agency, in the absence of the representative.

ICAN Family and Children's Index
Steering Committee

Proposed Charter

b. Decisions

A majority of all eligible Steering Committee members present is required to approve actions.

c. Tie Breaking

The Project Director may break tie votes or carry issues over.

3. Changes to Charter

Changes to these documents require a majority vote of all Steering Committee members.

IV. DUTIES AND RESPONSIBILITIES

A. FCI Steering Committee

The FCI Steering Committee is responsible for the timely and orderly review and approval of all work efforts under its direction. The Committee is responsible for selecting and approving a single solution from proposed alternative solutions provided by the Project Director and ISD/ITS for those problems encountered and has the responsibility to:

- Provide direction to each respective agency's long range plan for consideration of the FCI data needs.
- Establish policies and standards for FCI data and programs.
- Develop a budget, request funding and allocate agency resources for the FCI.
- Approve, set priorities, and monitor progress of the project.
- Review and evaluate the effectiveness of the FCI.

B. Project Director

1. Administrative Duties

The Project Director is responsible to ICAN for the administrative management of all work efforts. The Project Director is

ICAN Family and Children's Index
Steering Committee

Proposed Charter

responsible for conducting FCI Steering Committee meetings, including:

- a. Establishing a meeting schedule.
- b. Establishing meeting rules and procedures.
- c. Making arrangements for meetings.
- d. Notifying members of meeting location, date, time, and agenda.
- e. Preparing and distributing meeting minutes.
- f. Preparing and distributing progress reports.
- g. Ensuring timely actions.

2. Management Duties

The Project Director's management duties are to:

- a. Provide direction to the FCI Steering Committee members by ensuring that the specific scope and objectives have been set for all work efforts.
- b. Monitor the development and implementation of the FCI.
- c. Ensure that affected agencies are appropriately and adequately represented.
- d. Review all work plans.
- e. Ensure proper accounting of resources used.
- f. Establish appropriate reporting procedures.

ICAN Family and Children's Index
Steering Committee

Proposed Charter

C. Assistant Project Director

The Assistant Project Director assists the Project Director and conducts the Project Director's duties in case of absence.

D. Additional Officers

The FCI Project may, by a majority of Voting Members, add or delete additional officers.

E. Steering Committee Members

Each participating agency designates a Steering Committee representative and alternate authorized to exercise their vote. Alternates shall identify themselves to the Project Director at the beginning of each meeting. Steering Committee representatives' responsibilities are to:

1. Attend FCI meetings adequately briefed to represent agency's viewpoint and ensure continuity of progress.
2. Inform the represented agency's management of FCI Project status, problems, needs, funding and staff requirements as they become known and expedite their management's approval of recommended system concepts, reports, contracts, and policy changes.
3. Assign agency resources and ensure that competent personnel are made available to assist the FCI project as needed and mutually agreed upon.
4. Facilitate access by FCI Project representatives to agency's management, systems, and other personnel or documentation.
5. Seek resolution to problems between the FCI Project and their agency.
6. Integrate FCI Project standards in their systems and assist the FCI system implementation effort within their agency as appropriate.

ICAN Family and Children's Index
Steering Committee

Proposed Charter

7. Ensure the accuracy and completeness of documentation and reports prepared to reflect their agency's requirements.
8. Resolve FCI policy issues.
9. Review all project deliverables.
10. Request budget resources to support the FCI Project.

V. POLICY

A. Funding Policy

FCI Project development and implementation funding will be pursued through County Productivity Investment Funds, Innovation Funds and/or grant award programs by the Board of Supervisors, and cost sharing among the ICAN agencies. Decisions concerning funding require a majority of all Steering Committee Voting Members. Initiation of FCI Project activities must include considerations of current and future funding.

B. Overhead Expenses

Member agencies agree to share in the cost of overhead expenses associated with the FCI Project and not funded by Productivity/Innovation or grant award programs.

C. Methodology

It is the policy of the FCI Steering Committee to observe established County standards for information resource systems development.

D. Advisory Nature of FCI Project

Members agree to observe ICAN policies, standards and action items adopted by the FCI Steering Committee. Decisions related to an individual member's budget or proprietary information system are advisory.

PASSED THE ASSEMBLY	JULY 6, 1992
PASSED THE SENATE	JULY 2, 1992
AMENDED IN SENATE	JUNE 25, 1992
AMENDED IN ASSEMBLY	MAY 26, 1992
AMENDED IN ASSEMBLY	MAY 13, 1992
AMENDED IN ASSEMBLY	APRIL 20, 1992
AMENDED IN ASSEMBLY	APRIL 8, 1992

INTRODUCED BY Assembly Member Gotch
(Principal coauthor: Senator Royce)

FEBRUARY 21, 1992

An act to amend Section 11167 of the Penal Code, and to add Section 18961.5 to the Welfare and Institutions Code, relating to child abuse or neglect.

LEGISLATIVE COUNSEL'S DIGEST

AB 3491, Gotch. Child abuse or neglect. Existing law, the Child Abuse and Neglect Reporting Act, requires any child care custodian, health practitioner, or employee of a child protective agency, as defined, to report instances of known or suspected child abuse, as specified. Existing law also provides that these reports are confidential and may be disclosed only to persons or agencies to whom disclosure of the information is permitted, as specified, including, among others, counsel appointed under certain provisions of the Welfare and Institutions Code which authorize the court to appoint a minor counsel when it appears to the court that the minor would benefit from the appointment of counsel, persons or agencies with whom investigations of child abuse are coordinated under the regulations promulgated by the Department of Justice, multidisciplinary personnel teams, as defined, persons or agencies responsible for the licensing of child care facilities, and hospital scan teams, as defined. A disclosure in violation of these confidentiality provisions is punishable as a misdemeanor. Existing law also provides for the confidentiality of applications and records regarding individuals receiving public social services.

This bill would correct an obsolete reference in these provisions.

This bill also would include legislative declarations concerning child abuse and neglect. In addition, the bill would, among other things, authorize a county to establish a county computerized data base system within the county to allow provider agencies, as defined, to share identifying information, as specified, regarding families at risk, to be defined by the county prior to participation in the system, for child abuse or neglect, for the purpose of forming multidisciplinary personnel teams.

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. (a) The Legislature finds and declares that the problem of child abuse and neglect persists, despite the efforts of many governmental agencies and private organizations to prevent, identify, and treat child abuse and neglect. Agencies and organizations which have as a stated purpose the prevention, identification, or treatment of child abuse, child neglect, or both, often provide multiple services to a child at risk for abuse or neglect, or both, without having knowledge of prior contacts between other provider agencies and organizations and the same child or family. This inability to share information regarding prior contacts hampers the ability of an agency or organization to accurately assess the true risk to a child, causes wasteful duplication of effort, and prevents fulfillment of the legislative mandate regarding the prevention and identification of child abuse and neglect.

(b) The Legislature further finds and declares that existing law permits members of a multidisciplinary personnel team which is engaged in the prevention, identification, and treatment of child abuse or neglect to disclose and exchange any information or writing that is kept or maintained in connection with any program of public social services or otherwise designated as confidential under state law which they reasonably believe is relevant to the prevention, identification, or treatment of child abuse or neglect.

(c) Therefore, it is the intent of the Legislature in adding Section 18961.5 to the Welfare and Institutions Code to permit the accumulation of data regarding contacts between family members and various social service, health, law enforcement, and educational agencies that is relevant to the identification, prevention, and treatment of child abuse and neglect, and to allow access to that information by the heads of provider agencies, representatives within those agencies, and members of multidisciplinary personnel teams, as defined in existing law.

SEC. 2. Section 11167 of the Penal Code is amended to read:

11167. (a) A telephone report of a known or suspected instance of child abuse shall include the name of the person making the report, the name of the child, the present location of the child, the nature and extent of the injury, and any other information, including information that led that person to suspect child abuse, requested by the child protective agency.

(b) Information relevant to the incident of child abuse may also be given to an investigator from a child protective agency who is investigating the known or suspected case of child abuse.

(c) Information relevant to the incident of child abuse may be given to the licensing agency when it is investigating a known or suspected case of child abuse, including the investigation report, and other pertinent materials.

(d) The identity of all persons who report under this article shall be

confidential and disclosed only between child protective agencies, or to counsel representing a child protective agency, or to the district attorney in a criminal prosecution or in an action initiated under Section 602 of the Welfare and Institutions Code arising from alleged child abuse, or to counsel appointed pursuant to subdivision (c) of Section 317 of the Welfare and Institutions Code, or to the county counsel or district attorney in an action initiated under Section 232 of the Civil Code or Section 300 of the Welfare and Institutions Code, or to a licensing agency when abuse in out-of-home care is reasonably suspected, or when those persons waive confidentiality, or by court order.

No agency or person listed in this subdivision shall disclose the identity of any person who reports under this article to that person's employer, except with the employee's consent or by court order.

(e) Persons who may report pursuant to subdivision (d) of Section 11166 are not required to include their names.

SEC. 3. Section 18961.5 is added to the Welfare and Institutions Code, to read:

18961.5. (a) Notwithstanding any other provision of law, any county may establish a computerized data base system within that county to allow provider agencies, as defined in subdivision (h), to share identifying information, as specified in subdivision (c), regarding families at risk for child abuse or neglect, for the purpose of forming multidisciplinary personnel teams, as defined in subdivision (d) of Section 18951, for the prevention, identification, management, or treatment of child abuse.

(b) Each county shall develop its own standards for defining "at risk" before joining this system. Only information about children or the families of children at risk for child abuse or neglect may be entered into a computerized data base system established pursuant to this section.

(c) With regard to a case in which a child or family has been identified as at risk for child abuse or neglect under this section, only the following information shall be entered into the system:

(1) The name, address, telephone number, and date and place of birth of family members.

(2) The number assigned to the case by each provider agency.

(3) The name and telephone number of each employee assigned to the case from each provider agency.

(4) The date or dates of contact between each provider agency and a family member or family members.

(d) The information may only be entered into the system by, or disclosed to, provider agency employees designated by the director of each participating provider agency. Members of the multidisciplinary personnel teams shall be drawn from these designated employees, or other persons, as specified in Section 18961. The heads of provider agencies shall establish a system by which unauthorized personnel cannot access the data contained in the system.

(e) The information obtained pursuant to this section shall be kept confidential and shall be used solely for the prevention, identification, management, or treatment of child abuse, child neglect, or both.

(f) This section shall not supplant any duties required by the Child Abuse and Neglect Reporting Act (Article 2.5 (commencing with Section 11164) of Chapter 2 of Title 1 of Part 3 of the Penal Code).

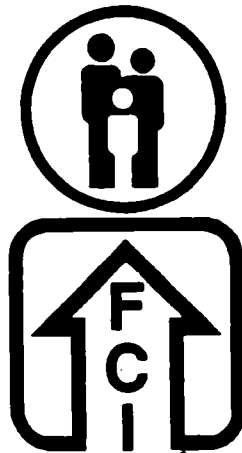
(g) No employee of a provider agency which serves children and their families shall be civilly or criminally liable for furnishing or sharing information as authorized by this section.

(h) For the purposes of this section, "provider agency" means any governmental or other agency which has as one of its purposes the prevention, identification, management, or treatment of child abuse or neglect. The provider agencies serving children and their families which may share information under this section shall include, but not be limited to, the following entities or service agencies:

- (1) Social services.
- (2) Children's services.
- (3) Health services.
- (4) Mental health services.
- (5) Probation.
- (6) Law enforcement.
- (7) Schools.

Family and
Children's Index
Steering Committee

Memorandum of
Understanding



County of Los Angeles
Inter-Agency Council on Child Abuse and Neglect

April 19, 1995

**MEMORANDUM OF UNDERSTANDING FOR
THE ICAN FAMILY AND CHILDREN'S INDEX
BETWEEN:**

**THE LOS ANGELES SHERIFF'S DEPARTMENT
THE DEPARTMENT OF CHILDREN AND FAMILY SERVICES
THE DEPARTMENT OF PUBLIC SOCIAL SERVICES
THE PROBATION DEPARTMENT
THE DEPARTMENT OF MENTAL HEALTH
THE DISTRICT ATTORNEY'S OFFICE
AND THE DEPARTMENT OF HEALTH SERVICES**

PURPOSE

The purpose of this Memorandum of Understanding (MOU) is to describe the framework for the use of the ICAN Family and Children's Index (FCI), outline each agency's risk indicators, ensure that confidentiality requirements are maintained and affirm each agency's commitment to participating in the FCI network.

PROGRAM DESCRIPTION

The ICAN Family and Children's Index (FCI) is a computerized inter-agency data information system which is designed to better identify children and families who are at-risk of child abuse and neglect. FCI is a centralized database which ties together basic data about families and children that have had relevant contacts with public agencies and have been identified as at-risk for abuse or neglect. It provides authorized ICAN agency personnel with minimal information regarding other ICAN agencies' contacts with a family or child. It provides contacts for pursuing additional information. The data is gathered from existing computer systems from within the agencies. It allows professionals to know when other agencies may have pertinent information about a child or family with whom they are involved.

ENABLING LEGISLATION

In 1992, Assembly Bill 3491 (Gotch) was adopted by the State Legislature and signed by the Governor, which added Section 18961.5 to the Welfare and Institutions Code (WIC). This Section authorizes counties to establish a computerized database system within the county to allow specified provider agencies to share certain identifying information regarding families at-risk for child abuse or neglect for the purpose of forming multidisciplinary personnel teams.

Provider agencies are defined as governmental or other agencies which have as one of their purposes the prevention, identification, management or treatment of child abuse or neglect. The provider agencies serving children and their families which may share certain identifying information under Section 18961.5 WIC include, but are not limited to : (1) Social services, (2) Children's services, (3) Health services, (4) Mental health services, (5) Probation, (6) Law enforcement (7) Schools.

Section 18961.5 WIC allows only the following information to be entered into the system: (1) The name, address, telephone number, and date and place of birth of family members, (2) the number assigned to the case by each provider agency, (3) the name and telephone number of each employee assigned to the case from each provider agency, (4) the date or dates of contact between each provider agency and a family member or family members.

Section 18961.5 WIC requires each county to develop its own standards for defining "at-risk" before joining this system. Only information about children and families of children at-risk for child abuse or neglect may be entered into such a system.

The information may only be entered into the system by, or disclosed to, provider agency employees designated by the director of each participating provider agency. Members of multidisciplinary personnel teams shall be drawn from these designated employees, or other persons, as specified in Section 18961 WIC. The heads of provider agencies shall establish a system by which unauthorized personnel cannot access the data contained in the system.

The information obtained pursuant to Section 18961.5 WIC shall be kept confidential and shall be used solely for the prevention, identification, management or treatment of child abuse, child neglect, or both.

AT-RISK FACTOR DEFINITION

Agencies participating in the ICAN Family and Children's Index agree that an At-risk Indicator is:

- a.) All substantiated or unsubstantiated reports of child abuse to a child protective agency not including unfounded reports; or,

- b.) An event or fact involving a child or family member which in and of itself would not meet the definition of "Child Abuse" in the Child Abuse and Neglect Reporting Act, Penal Code Section 11164 et seq., nor trigger a report pursuant to that Act, but which would, when combined with additional events or facts, raise reasonable cause for concern that the family is in need of intervention or services to prevent the occurrence of child abuse as defined in the act.

IDENTIFIED DEPARTMENTAL "AT-RISK" INDICATOR CRITERIA

Agencies participating in the ICAN Family and Children's Index agree to provide identifying information on families where the following criteria are present:

Los Angeles Sheriff's Department

LASD information will be made available to FCI under the following circumstances:

1. A child or a child's sibling has been named in a suspected child abuse report.
2. A child or child's sibling has died suspiciously.
3. There has been a narcotics arrest in the home in which a child is living.
4. There has been a report of danger due to a violent person in the home in which a child is living.
5. There has been a domestic violence report in the home in which a child is living.

Department of Children and Family Services

All children for whom a report of maltreatment has been received and for whom an investigation has been completed. Incident information will be provided at the time of the disposition of the Emergency Response (ER) episode.

Department of Public Social Services

1. Domestic violence: The children in battered women's shelters who have been exposed to violence and are homeless. Shelter addresses will not be passed to FCI.

Department of Public Social Services (Cont'd)

2. **Pregnant/Parenting Minors:** Pregnant minors 12 years and under, and minor mothers under 14 years old.

Probation Department

Juvenile Probation data will be made available for the following circumstances:

1. Those referred under the age of fourteen.
2. Those with a sustained charge of "rape of minor under fourteen."
3. Those with a sustained charge of drug or alcohol abuse or sales.
4. Those with a sustained charge as listed by the District Attorney in this document.

Adult Probation data will be made available for the following circumstances:

1. Defendants convicted of offenses requiring registration under 290 P.C.
2. Defendants convicted of 273.5 P.C.
3. Defendants supervised on Child Threat caseloads.
4. Female defendants supervised on Narcotic Testing caseloads.

Department of Mental Health

1. A child is suspected to be at-risk for abuse/neglect and a concomitant report has been filed with DCFS.
2. A child has been referred for mental health services by DCFS and abuse/neglect has already been substantiated.

District Attorney

Disposition of all child abuse (physical abuse/ sexual abuse/ neglect) and domestic violence investigations presented by law enforcement where criminal charges were filed (261.5, 266, 207B, 208B, 271, 271A, 273A, 273D, 273.5 when children are in the home, 285, 288, 288.5 P.C.)
Open child abduction investigations (207, 277, 278.5, P.C.)

Department of Health Services

Pregnant minors 14 years old and younger
Infants born to mothers who received no prenatal care
Children with late/no immunizations
Domestic violence cases seen in emergency rooms where
children are identified to be in the home
Suicide attempts/ self-destructive behavior in minors
under 18 years old who require medical care
Sexually transmitted diseases in children under 14 years
Head injuries in children under 3 years old unless caused
by vehicle accident
Spiral fractures in children under the age of 3 years of age

INFORMATION TO BE PROVIDED BY AGENCIES

Agencies participating in the ICAN Family and Children's Index agree to provide the following identifying information to the Index when one of the at-risk indicator criteria have been met:

1. Name of individual and/or family members.
2. Address of individual and/or family members.
3. Telephone number of individual and/or family members.
4. Date of birth of individual and/or family members.
5. Place of birth of individual and/or family members.
6. Case number assigned by the agency providing the data.
7. Name and telephone number of employee(s) assigned to provide further information on the case to multidisciplinary personnel team.
8. Date or dates of contact between the agency providing data and a family member or members.

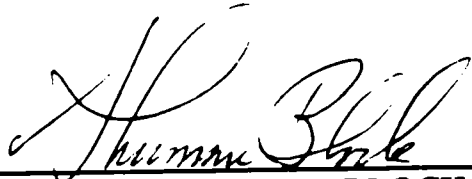
CONFIDENTIALITY AND USE OF INFORMATION ON FCI

Agencies participating in the ICAN Family and Children's Index agree that information may only be entered into FCI by, or disclosed to, agency employees designated by the director of the participating agency. Members of multidisciplinary personnel teams shall be drawn from these designated employees, or other persons, as specified in Section 18961 WIC. Participating agencies shall establish a system by which unauthorized personnel cannot access the data contained in the system.

The information contained in FCI shall be kept confidential and shall be used solely for the prevention, identification, management or treatment of child abuse, child neglect, or both. Every employee with access to FCI will have taken an oath of confidentiality and have a confidentiality statement on file with their employer agency.

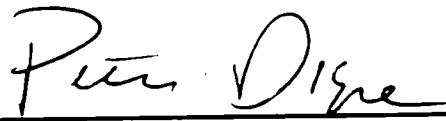
This Memorandum of Understanding shall be effective upon the signature date below. Should this Memorandum of Understanding require modification, such modification shall be added by mutual agreement by all parties shown below.

This Memorandum of Understanding may be terminated by any of the below listed parties by issuing a notice which includes the reason for termination.




SHERIFF SHERMAN BLOCK
ICAN CHAIRPERSON

4-19-95
DATE




PETER DIGRE, DIRECTOR
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

4/11/95
DATE



EDDY S. TANAKA, DIRECTOR
DEPARTMENT OF PUBLIC SOCIAL SERVICES

4/11/95
DATE



BARRY NIDORF
CHIEF PROBATION OFFICER

4-19-95
DATE

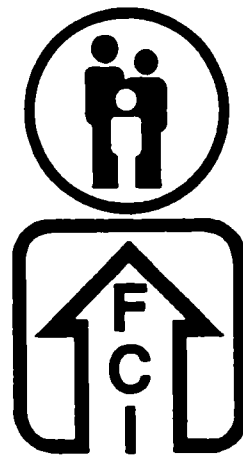
Areta Crowell 4-11-95
ARETA CROWELL, DIRECTOR
DEPARTMENT OF MENTAL HEALTH
DATE

Gil Garcetti 4-11-95
GIL GARCETTI
DISTRICT ATTORNEY
DATE

Robert Gates 4-11-95
ROBERT GATES
DEPARTMENT OF HEALTH SERVICES
DATE

Family and
Children's Index
Steering Committee

Procedures for
Multidisciplinary Personnel
Teams



County of Los Angeles
Inter-Agency Council on Child Abuse and Neglect

Approved by ICAN Policy Committee
November 1, 1995

ICAN FAMILY AND CHILDREN'S INDEX

PROCEDURES FOR MULTIDISCIPLINARY PERSONNEL TEAMS

BACKGROUND

In accordance with Section 18961.5 of the Welfare and Institutions Code (WIC), Los Angeles County has established a computerized data base, the ICAN Family and Children's Index (FCI), to allow specified provider agencies to share certain identifying information regarding families at risk for child abuse and neglect for the purpose of forming multidisciplinary personnel teams (MDPTs).

Section 18951 (d) WIC defines a MDPT as:

"... any team of three or more persons who are trained in the prevention, identification, and treatment of child abuse and neglect cases and who are qualified to provide a broad range of services related to child abuse."

Section 18961.5 (d) WIC states:

"The information may only be entered into the system by, or disclosed to, provider agency employees designated by the director of each participating provider agency. Members of multidisciplinary personnel teams shall be drawn from these designated employees, or other persons, as specified in Section 18961."

An opinion from the County of Los Angeles Office of the County Counsel dated July 27, 1994 states that

"... nothing in WIC sections 18951 (d) or 18965 prevents a team from being formed on an ad hoc basis as needed to discuss a particular case. In fact the FCI statute was drafted with the intent that MDPT's would ideally be created as needed and composed of people already familiar with a case.

"The statutes do not prohibit more than one member coming from the same agency as long as the individuals meet the definition, and the purpose of the team is the "prevention, identification, management, or treatment of an abused child and his or her parents." The MDPT may

6. MDPT members must understand that no confidential information may be shared with anyone outside the team except as otherwise allowed by law. Information shared as a result of the MDPT discussion should not become the sole basis for a criminal investigation. Such information shall be used in developing information relative to assisting the MDPT in deciding the best course of action to follow in protecting and providing services for children and their families. This may include, of necessity, a criminal investigation.
7. Based on the intervention and service plan for the child and family , the MDPT determines the degree of need for further MDPT collaboration. They may include additional persons on the team who are also qualified by WIC 18951 (d).

USE OF FCI BY EXISTING MDPT'S

Several standing MDPTs exist in Los Angeles County, including but not limited to:

ICAN Child Death Review Team

ICAN Child Abduction Task Force

LAC+USC Medical Center, Center for the Vulnerable Child

Harbor/UCLA Medical Center Child Crisis Center

Stuart House

Certain members of these standing MDPT's are in a position to utilize FCI as part of preparing cases for review/staffing. MDPT members from the provider agencies listed on FCI, if authorized by the director of their individual agency, will be responsible for researching their agency's involvement with the child and/or family and presenting the results of that research to the MDPT as part of their existing procedures.