

	State of Tennessee Department of Children's Services Protocol for Safe Systems Analysis Review
	Supplemental to DCS Policy: 20.29, Child Death and Safe Systems Analysis Review

A. Safe Systems Analysis Procedures and Goals

1. Prior to Safe Systems Analysis review, Leadership is notified via email of the case set for review and any of their assigned staff who are requested for debriefing.
2. During Safe Systems Analysis, the following tasks will occur:
 - a) The Electronic Case Record review of all DCS history (with an emphasis on history occurring within the past 1 year);
 - b) Review of applicable facility records (e.g. communication logs, progress notes, video recordings, etc.);
 - c) Review of applicable DCS Policies and Work Aids;
 - d) Individual discussions with internal (e.g. Investigator, Family Service Worker, Team Leader, etc.) and/or external (e.g. Mental Health Professional, Medical Professional, Law Enforcement) personnel assigned to the family.
 - ◆ Any staff requested has engaged in current or historical work with the family. The specific case identification numbers under review are provided to staff prior to debriefing.
 - ◆ The Safety Analyst provides, via email or in-person, information regarding the discussion process to best ensure a supportive environment for staff to feel safe in discussing systemic issues that exist in the case.
 - ◆ Any staff requested to discuss with the Safety Analyst may voluntarily consent or decline the entire process or individual questions asked during discussion.
 - ◆ During discussion, the Safety Analyst leads staff through case timeline(s), examining the circumstances surrounding a particular event (e.g. child runaway, child near death, child death) and seeks to understand salient issues and systemic influences to case work (e.g., understanding why and/or how decisions were made, identifying environmental cues and cognitive factors, etc.).
 - ◆ The Safety Analyst provides information on accessing supportive resources to any DCS staff who participates in discussions.
3. The Safety Analyst is responsible for the completion of the Safe Systems Analysis, which

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contains the following information:

- a) A chronological summary of Electronic Records System history and current case information;
 - b) Family case file information (e.g. Law Enforcement, Medical, Mental Health records, etc.);
 - c) Summary of information collected through individual discussions;
 - d) Copies of relevant materials (e.g. Law Enforcement reports, Autopsy, Death Certificate, Serious Incident Reports, etc.) are provided as deemed useful by the Safety Analyst;
 - e) Medical information is included in the analysis by the DCS Registered Nurse (when applicable);
 - f) Findings and accompanying narrative describing systemic issues believed or evidenced to bear influence to the findings;
 - g) Considerations for changes of policy, procedures, service array, training or other improvements.
4. At the conclusion of the review, the Safety Analyst assesses the case using the [**Protocol for Safety Systems Analysis Instrument.**](#)
5. All reviews are completed within 120 days of the case assignment or sooner at the Commissioner and/or designee request.

B. Safe Systems Analysis Recommendations and Reporting

- 1. The Safety Action Team meets quarterly and includes the following representatives:
 - a) Director of Safety Action Team
 - b) Safety Analysts
- 2. During this meeting, the team reviews and aggregates findings-revealed through the Systems Analysis process from the previous quarter and submits them to Safety Action Group (SAG).
 - a) Members of the Safety Action Group include the following:
 - ◆ Executive Director of Child Health and Education.

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- ◆ Deputy Commissioner of Statewide Services
 - ◆ Deputy Commissioner of Regional Operations
 - ◆ Deputy Commissioner of Juvenile Justice
 - ◆ Assistant Commissioner of Quality Compliance
 - ◆ Executive Director of Quality Compliance
3. Members of the SAG, or their designee, meet a minimum of quarterly, to review findings and make recommendations.
- a) Findings are either assigned an Executive Sponsor or left in surveillance.
 - b) If a finding is assigned an Executive Sponsor, tracking and implementation is completed by the Director of the Safety Action Team.
 - c) If a finding is left in surveillance it is tracked by the Director of Safety Action Team for additional information or dissolution.