

3701-67-04

Data collection; confidentiality of records.

- (A) Each CFR board shall implement a system for collecting information determined necessary by the CFR board to review the deaths of children who were residents of the county, or if a regional board, one of the participating counties, at the time of death.
- (B) The CFR board shall use the data collection tool or national child death review data base as designated by the director in accordance with rule 3701-67-06 of the Administrative Code. The CFR board shall review at a minimum the information required to be reported in the annual report to the department under rule 3701-67-07 of the Administrative Code.
- (C) The CFR board shall maintain the data collected and any work product of the CFR board in a confidential manner. All confidential information shall be used by the CFR board and its members only in the exercise of the proper functions of the CFR board.
- (D) Each CFR board shall take measures to ensure the security and confidentiality of information obtained during the course of conducting child death reviews. The CFR board shall develop and maintain written policies and procedures that address the following:
 - (1) Confidentiality of information that is collected or obtained in the course of conducting child death reviews.
 - (2) A system to assure only authorized persons are allowed unsupervised access to an area where confidential records are stored, which includes access to records stored electronically.
 - (3) Security measures to prevent inadvertent or unauthorized ~~access~~ [access](#) to any records containing sufficient information that could reasonably lead to the identity of the child whose death is being reviewed.
 - (4) Storing, processing, indexing, retrieving and destroying information obtained in the course of conducting child death reviews.
- (E) Each CFR board shall maintain child death review records for the time period required by the CFR board's retention schedule or seven years if there is no retention schedule.
- (F) The CFR board shall provide each CFR board member with a copy of the policies and procedures developed under paragraph (D) of this rule. If any task of the CFR

board member is delegated to another person, the CFR board member is responsible for assuring that the person who is delegated a CFR board task is familiar with the policies and procedures and has access to such policies and procedures.