



## **SANTA CLARA COUNTY SAFE HAVEN TASK FORCE**

**September 16, 2004  
2:30pm ~ 4:30pm  
Sheriff's Auditorium  
55 W. Younger Avenue  
San José, California 95110**

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**Supervisor James T. Beall, Jr., Chairperson**

### **AGENDA**

- 1. Welcome** **Supervisor Beall**
  - ♦ Background
  - ♦ Charge of the Safe Haven Taskforce
  - ♦ Safe Haven Taskforce Orientation Binder
- 2. Safely Surrendered Baby Law (Power Point Slide Presentation).** **Staff?**
  - ♦ Law: SB 1368, SB 139 and SB1413.
  - ♦ Statistics
  - ♦ County of Los Angeles
- 3. Safe Haven video presentation.** **Staff?**
- 4. Work Plan** **Supervisor Beall and Facilitator?**
  - ♦ Deliverables of Safe Haven Taskforce
  - ♦ Deliverables of each subcommittee
- 5. Future Safe Haven Taskforce Meetings and Potential Discussion Items:** **Supervisor Beall**
  - ♦ October 13, 2004 2:30-4:30pm
  - ♦ November 3, 2004 10:00-12:00
- 6. Potential Discussion Items at Next Meeting:** **Supervisor Beall**
  - ♦ Assessment and preliminary recommendations from each subcommittee.
- 7. Adjourn to Subcommittee Breakout Groups** **Supervisor Beall**
- 8. Sub-Committee Breakout Discussion** **Pat Kelsaw, Facilitator**
  - ♦ Select Chairperson.
  - ♦ Review scope.
  - ♦ Select meeting dates, times and location.
- 9. Adjourn SHTF Subcommittee Discussion.**



## **SANTA CLARA COUNTY SAFE HAVEN TASKFORCE SUB-COMMITTEES**

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The Safe Haven Taskforce will oversee the following subcommittees: Media and Outreach, Policy and Legislation, Public Safety and Health and Human Services. Subcommittees are charged to produce a set of recommendations that will:

- Ensure the safety and health of infants who are surrendered.
- Prevent infant death due to abandonment.
- Increase public awareness of the law.
- Remove barriers and enhance access to parents or those who might assist parents in safely surrendering an infant.
- Ensure a method for gathering and communicating data on the number of infants safely surrendered or abandoned in Santa Clara County.

### **Media and Outreach Subcommittee (Including but not limited to):**

- Ensure a regionally consistent Public Information Campaign.
- Identify ways to ensure a culturally sensitive and appropriate approach to outreach.
- Identify methods for reaching out to high-risk parent(s) those who may be on the verge of abandoning their babies.
- Implementation of Uniform Site Designation throughout the County.

### **Policy and Legislation Subcommittee (Including but not limited to):**

- Examine the need for amendments to the existing law that would clarify certain aspects related to safeguarding the confidentiality to parents who safely surrender their babies.
- Identify opportunities to enhance the prevention aspect of the law.
- Determine if there are other opportunities that might facilitate the implementation of the Law.

### **Public Safety Subcommittee (Including but not limited to):**

- Determine the feasibility and need of expanding Safe Haven Sites to other public entities within Santa Clara County
- Consider ways of improving access to designated sites and protecting safety and health of mother and infant
- Training module for specialized details for staff likely to receive surrendered babies.

### **Health and Human Services Subcommittee (Including but not limited to):**

- Development of a Standardized training and procedural modules including:  
*Information on location of Safe haven sites; Available prevention and support programs; Social cultural and psychological aspects of childbearing; Ways of assisting women who may be concealing or denying pregnancies; Methods for developing or augmenting school curricula to include information about SSB.*
- Identify data elements to be collected regarding all newborns safely surrendered or abandoned consistent with State instruction for data collection through the CWS/CMS system.

**DRAFT**

**Goal: Ensure a method for gathering and communicating data on the number of infants safely surrendered or abandoned Hospital, Social Services, Child Death Review Team (ICAN), ISD**

- Identify existing systems that capture data related to infants who are safely surrendered and those who are abandoned (Hospital, Social Services, Child Death Review Team (ICAN)).
- Assess whether data as it is currently collected and extracted from source systems provide reliable and adequate information about the number of infants who die due to abandonment and those who are safely surrendered.
- Address data issues including availability from various source systems, definitional differences in capturing data, collection procedures, definitions/classification systems, etc.
- Develop list of recommended data elements that need to be collected in order to capture and report information on
  1. Infants who are abandoned
  2. Infants who are safely surrendered
  3. Other data elements that might assist in understanding the phenomenon and inform future efforts at prevention and outreach, particularly those who are isolated/underserved and high-risk groups
- Ensure that data collected will be consistent with State instructions for data collection through the Child Welfare System/Case Management System (SSA/HHS)
- Make recommended policy changes to existing data systems in order to capture new information required to report on incidence of infants abandoned and surrendered.
- Determine reporting method for data (web based vs. hard copy report) and time period for reporting (annual vs. monthly). (ISD)

es to best reach isolated/underserved and high-risk groups

plan to assess effectiveness of outreach plans with  
midcourse adjustments to outreach plan

### **ic Information Message throughout the**

➤ **Identify venues for messages**

- Based upon input from cultural competency work identify venues for public messages
- Identify venues for messages where those at high risk to abandon their infants might frequent

**Goal: Recommend policies that would facilitate implementation of the Law**

**Goal: Develop Standardized training and procedural modules and/or enhance existing materials for designated staff and contractors.**

- **School Curriculum**
- **County Staff**
- **Social Services**
- **Hospital**
- **Fire Stations**
- **Contractors**

## **Safe Haven Task Force Subcommittee Roles and Responsibilities**

### **Chairperson**

- ♦ Responsible for subcommittee agendas, completion of deliverables, review and approval of subcommittee's final recommendations.
- ♦ Scheduling of meeting times and locations (One or two subcommittee meetings in between full Safe Haven Task Force meetings on 10/13 and 11/3)
- ♦ Ensure active participation (providing necessary background information, materials, and data) from all members.
- ♦ Present (or identify a reporter) for presentation of subcommittee progress and recommendations at full Taskforce committee meetings on 10/13 and 11/3

### **Facilitator**

- ♦ Ensure that subcommittee stays on schedule and on topic.
- ♦ Support chairperson developing agenda for subcommittee meetings, completion of deliverables; identify gaps, needs and barriers to achieving the desired outcomes for inclusion in recorder's documentation.
- ♦ Explain the format and outcomes for this afternoon's session and follow-up meetings.

#### ***At the end of the meeting:***

- ♦ Thank participants. Remind audience of next subcommittee meeting

### **Recorder**

- ♦ Responsible for gathering and documentation of information and feedback during and upcoming subcommittee meetings.
- ♦ Provide support to the facilitator and chairperson as needed.
- ♦ Use templates as provided for documentation and final compilation of notes from subcommittee meetings (attach legible handwritten notes for clarification)
- ♦ If needed, use large butcher paper pads for "parking lot" of items needing clarification and/or follow-up

#### ***At the end of the meeting:***

- ♦ Collect subcommittee materials and return to the consultant, in person, by email or fax (within 24 hours of meeting).

### **Consultant**

- ♦ Works with all responsible parties to facilitate completion of deliverables; compiles all documentation and feedback from subcommittees.
- ♦ Develops draft of preliminary recommendations by November 9<sup>th</sup> for review/comments by stakeholders.
- ♦ Subcommittee will provide feedback on recommendations by Friday, November 12<sup>th</sup>.
- ♦ Submit recommendations to Supervisor Beall, (keyboard on agenda November 17, 2004) presented as agenda item on Tuesday, November 23, 2004.

#### **Consultant Contact Information:**

**Patricia Kelsaw MSW**

p: 916.391.5188

f: 916.391.0150

[pak515@aol.com](mailto:pak515@aol.com)

# **Santa Clara County Safe Haven Task Force Actions**

Media, Education and Outreach ☐

Policy and Legislation ☒

Public Safety ☐

Health and Human Services ☐

Recorder: Sandra Trafalis

Facilitator: Greta Helm 9/27/04

Facilitator: Basil Robledo 10/1/04

Date: 9/27/04 Meeting

Existing Problem	Recommended Major Action Steps to Address Existing Problem	Lead & Partner Agencies
<p>Is infant's life paramount to all other considerations (mother's rights/privacy and father's rights) in drafting recommendations</p> <p>Non Surrendering Parental Rights not Considered in existing legislation</p> <p>Medical History of Infant not required by surrendering parent</p> <p>Protection of non surrendering parents rights</p> <p>There is no standardized protocol for hospitals in accepting an infant</p> <p>Standardized protocol for fire stations is needed</p> <p>Infant age maximum is 3 days old</p> <p>Surrendering sites may not be accessible to those who would surrender infant either because of location or because not culturally familiar</p> <p>Dual role of Sunnyvale peace officers</p>	<p>Practice of how medical questionnaire is presented to surrendering custodian/parent should be examined rather than recommending a policy/legislative change</p> <p>Examine whether this should be changed to 7 days</p> <p>Examine feasibility of site expansion to CBOs.</p>	

## Santa Clara County Safe Haven Task Force Actions

Media, Education and Outreach ☐ Policy and Legislation ☐ Public Safety ☐ Health and Human Services ☒

Recorder: Marcela Vasquez

Facilitator: Frank Motta, Sue Murphy, Dolores Alvarado

Date: 10/01/04 Meeting

Existing Problem	Recommended Major Action Steps to Address Existing Problem	Lead & Partner Agencies
Issuing of Birth Certificates to SSB	Hospital Birth Recorders need to be informed and trained to fill out appropriate forms when a baby is surrendered	Sarah Sanitate will call LA County
No SSB data collection system	Identify system procedures for collecting SSB data. FCANS can be the reporting data system for SSB.	SSA will identify how they capture data (Frank Motta)
Lack of standardized hospital policies and procedures and trainings	<p>✓ Conduct a Safe-Baby-Surrender drill at VMC hospital (walk through the process). Have a debriefing after drill and share information with other hospitals.</p> <p>✓ Step-by-step process (Flow Chart) of what to do in the event that a baby is surrendered will be developed for each involved agency (SSA, Hospitals)</p> <p>Encourage hospitals to administer optional questionnaire to gather parent medical history.</p> <p>Convene all hospitals in SCC to review <del>each hospital's</del> policies and procedures to <del>try and</del> develop a standardized policy for SSB. <i>including VMC, AND SHARE INFORMATION AND REVISE, AND UPDATE THEIR PROCESS SSB.</i></p> <p>✓ Review and revise VMC policies.</p> <p>Develop a step-by-step process for reclaiming/discharging child. ✓ (Who needs to be present, what steps need to be taken?)</p> <p>Look at State Dept. of Social Services to identify what procedures exist if any for reclaiming a child. ✓</p> <p>Is the 1-800 phone number associated with the SSB multi-lingual?</p>	<p>Susan Murphy</p> <p>Susan Murphy</p> <p>Dolores Alvarado</p>

**SANTA CLARA COUNTY**

**NEWBORN SAFE SURRENDER KIT**

**CONTENTS**

1. Procedures for Accepting a Newborn
2. Coded ankle identification bracelets for newborn (2)
3. Coded wrist identification bracelet for adult (1)
4. Kit for person surrendering newborn in postage-paid envelope consisting of a) information sheet, b) newborn medical questionnaire (English), c) newborn medical questionnaire (Spanish), d) coded wrist identification bracelet for person surrendering newborn.

**SURRENDER NOTES**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Newborn received by (name/s of personnel)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Newborn gender:    M ☐    F ☐    Taken to (name of hospital):

\_\_\_\_\_

Child Protective Services contacted (date/time) \_\_\_\_\_

\_\_\_\_\_

Coded bracelet # \_\_\_\_\_