



Sample Table of Contents for FIMR Policies and Procedures

For a program that is just beginning, a sample table of contents of the written policies and procedures may include, but is not limited to:

- Written description of the program mission statement, goals and objectives
- Job descriptions (e.g., director, coordinator, interviewer, abstractor)
- Case review team (CRT) and community action team (CAT) responsibilities
- CRT and CAT rosters
- CRT and CAT meeting format
- Methods for maintaining confidentiality
- Methods for conducting an annual or biannual review of vital statistics data and revision of the focus of reviews, if necessary
- Methods for finding cases
- System for case selection
- Method for finding and contacting parents/families
- Methods for conducting home interviews
- Methods for medical records abstraction
- Community resource directory
- FIMR program data abstraction forms (e.g., Medical Record Abstraction, Home Interview Instrument)
- Approaches for reporting to community