Planning Tool

Planning for a
New Fetal Infant Mortality Review (FIMR) Team

PART 1: Your readiness for FIMR

PART 2: Building your team & planning your reviews

NCFRP is a project of Michigan Public Health Institute

PART ONE

ASSESSING YOUR COMMUNITIY'S READINESS FOR FIMR

1. Define the geographic area that the team will cover (local, regional, state etc.):

_____

_____

2. What is the total population in your community? _____

How many births annually? _____

3. What is the racial and ethnic makeup of your annual births?

Group	Percent
Caucasian	
African American	
Hispanic	
Native American	
Pacific Islander	
Arab/Chaldean	
Asian	
Other	

4. How many infant deaths, 0 – 1 year of age, were there in the last calendar year?

Number of Deaths_____   Infant Mortality Rate (per 1,000 live births) _____

5. How many Fetal Deaths (Stillbirths) were there in the last calendar year?

Number of Deaths _____   Fetal Mortality Rate (per 1,000 live births)_____

6. What were the most common causes of Infant Deaths in the last year?

_____Prematurity/Low Birth Weight

_____Sudden Unexpected Infant Deaths (including SIDS, Accidental Suffocation, Undetermined)

_____Congenital Anomalies (Birth Defects)

_____Other

7. What racial disparities exist in the community related to fetal and infant mortality?

Group	Three Year Average IM Rate	Three Year Average Fetal IM Rate
Caucasian		
African American		
Hispanic		
Native American		
Pacific Islander		
Arab/Chaldean		
Asian		
Other		

8. Are things getting better or worse?

- How have the rates changed over time?_____

- Are these rates lower or higher in our community than in others?_____

9. The following indicators are examples of types of information that can help a community better understand the status of local families.

Poverty rate_____

Literacy rate_____

Immunization rates for infants_____

Number of infants without health care coverage _____

Reported cases of domestic violence among pregnant and parenting women_____

Number of foster care placements_____

Number of families on child care waiting lists_____

Unemployment figures_____

Employment figures for women who are single heads of households with small children _____

Incarceration rates for pregnant and parenting women_____

Voter participation rates_____

Housing mobility rates _____

Percentage of substandard housing_____

10. Do any of the following types of reviews currently take place in your jurisdiction?

☐ No   ☐ Yes

If yes, Check the box for all that apply and identify the person who chairs or administers the team, briefly describe.

_____Child Death Review

Name and contact information of Chair or Administrator:_____

Describe:_____

_____SIDS or SUID Review

Name and contact information of Chair or Administrator:_____

Describe:_____

_____Maternal Mortality Review

Name and contact information of Chair or Administrator:_____

Describe:_____

_____Domestic Violence Fatality Review

Name and contact information of Chair or Administrator:_____

Describe:_____

_____Citizens Review Panel

Name and contact information of Chair or Administrator:_____

Describe:_____

11. Briefly describe what interagency collaborations currently exist in your community?

_____
_____
_____
_____

12. Identify Positive Community Assets

FIMR programs indicate it is also beneficial to identify positive community assets. This is a paradigm switch from *documenting needs* to *discovering* assets. Briefly describe the capacity, assets, and skills associated with the various public and private institutions listed below:

     Local Institutions_____

     Businesses_____

     Schools_____

     Churches_____

     Libraries_____

     Parks_____

     Citizen Associations_____

     Block Clubs_____

     Cultural Groups_____

     Hospitals/Clinics_____

     Community Colleges_____

     Philanthropy (Gifts from Individuals) such as artists, youth, elderly, etc.)_____

13. Identify and address legal and institutional issues

The laws and regulations relevant to the process of fetal and infant mortality review are found primarily in state rather than local or federal laws.

     Do state laws exist that would grant the FIMR process immunity?_____

     Are there statutes that would protect FIMR from discoverability?_____

     Does the State public health code have language that would directly allow or enable FIMR to access medical records?_____

14. Will the FIMR team use an underlying theory of methodology in conjunction with FIMR?

     ☐ Life Course Theory

     ☐ Perinatal Periods of Risk (PPOR)

     ☐ Asset Based Community Development (ABCD)

     ☐ Other _____

PART TWO

BUILDING YOUR TEAM AND PLANNING THE REVIEWS

1. Person taking the lead in planning the FIMR team:_____
   Agency:_____
   Address:_____
   Phone:_____ E Mail:_____

2. Collaborating Agencies and Individuals, Choosing Case Review and Community Action Team members:

Agency/Individual	Did they participate in planning?	Have they committed to the review process?
Key Community Leaders:		
Mayor	☐ Yes ☐ No	☐ Yes ☐ No
County Executive	☐ Yes ☐ No	☐ Yes ☐ No
Business Leaders (Chamber of Commerce)	☐ Yes ☐ No	☐ Yes ☐ No
Civic, Social, or Fraternal groups: (Kiwanis, Jaycees, Rotary, etc.)	☐ Yes ☐ No	☐ Yes ☐ No
Religious Leaders	☐ Yes ☐ No	☐ Yes ☐ No
Educators	☐ Yes ☐ No	☐ Yes ☐ No
Law Enforcement	☐ Yes ☐ No	☐ Yes ☐ No
Consumers and Advocacy Groups:		
March of Dimes	☐ Yes ☐ No	☐ Yes ☐ No
Healthy Mothers/Healthy Babies	☐ Yes ☐ No	☐ Yes ☐ No
MCH Coalitions	☐ Yes ☐ No	☐ Yes ☐ No
Perinatal Infant Grief Professionals	☐ Yes ☐ No	☐ Yes ☐ No
Consumer representative, bereaved family member	☐ Yes ☐ No	☐ Yes ☐ No

Public Health:		
City or County Health Department representative	☐ Yes ☐ No	☐ Yes ☐ No
WIC	☐ Yes ☐ No	☐ Yes ☐ No
Family Planning	☐ Yes ☐ No	☐ Yes ☐ No
Immunizations	☐ Yes ☐ No	☐ Yes ☐ No
Medicaid	☐ Yes ☐ No	☐ Yes ☐ No
Outreach Workers	☐ Yes ☐ No	☐ Yes ☐ No
Home Visitors	☐ Yes ☐ No	☐ Yes ☐ No
Medical Examiner	☐ Yes ☐ No	☐ Yes ☐ No
Health Care Providers:		
OB/GYN	☐ Yes ☐ No	☐ Yes ☐ No
Maternal Fetal Medicine	☐ Yes ☐ No	☐ Yes ☐ No
Pediatrician	☐ Yes ☐ No	☐ Yes ☐ No
Emergency Medicine	☐ Yes ☐ No	☐ Yes ☐ No
Family Practice	☐ Yes ☐ No	☐ Yes ☐ No
Nursing (OB/PEDS)	☐ Yes ☐ No	☐ Yes ☐ No
Social Workers	☐ Yes ☐ No	☐ Yes ☐ No
Dieticians	☐ Yes ☐ No	☐ Yes ☐ No
Discharge Planners	☐ Yes ☐ No	☐ Yes ☐ No
Childbirth Educators	☐ Yes ☐ No	☐ Yes ☐ No
Hospital Administrators	☐ Yes ☐ No	☐ Yes ☐ No
HMO/Managed Care rep.	☐ Yes ☐ No	☐ Yes ☐ No
State/County Medical Society	☐ Yes ☐ No	☐ Yes ☐ No
EMS Personnel	☐ Yes ☐ No	☐ Yes ☐ No
Dentist/Dental Technician	☐ Yes	☐ Yes

	☐ No	☐ No
Human Service Providers:		
Child Welfare	☐ Yes ☐ No	☐ Yes ☐ No
Substance Abuse Services	☐ Yes ☐ No	☐ Yes ☐ No
Mental Health Services	☐ Yes ☐ No	☐ Yes ☐ No
Domestic Violence Shelters/Services	☐ Yes ☐ No	☐ Yes ☐ No
Department of Corrections	☐ Yes ☐ No	☐ Yes ☐ No
Housing Authority	☐ Yes ☐ No	☐ Yes ☐ No
Transportation Authority	☐ Yes ☐ No	☐ Yes ☐ No
Consumer/Advocacy Groups:		
Family Support Groups	☐ Yes ☐ No	☐ Yes ☐ No
Minority rights Groups	☐ Yes ☐ No	☐ Yes ☐ No
Women's Rights Groups	☐ Yes ☐ No	☐ Yes ☐ No
Union/Workers rights Groups	☐ Yes ☐ No	☐ Yes ☐ No
Housing/Tenants Rights Groups	☐ Yes ☐ No	☐ Yes ☐ No
Other		
Specify_____	☐ Yes ☐ No	☐ Yes ☐ No

Important Tip! When identifying FIMR team participants, assure:

- Diversity
- Influence
- Commitment

3. Getting Started:
    a. Determine date and time for initial review meeting?_____
    b. Where will the initial planning meeting be held? _____
    c. Who will lead/facilitate the planning meeting?_____
    d. Who will provide administrative support for the planning meeting?_____

4. Decide what deaths the team will review:

a. Infant deaths (babies born live who do not survive until their first birthday)_____
b. Fetal Deaths (stillbirths, or infants, born without signs of life) _____
c. All deaths in the previous calendar year?_____
d. Sampling of deaths by cause?
e. Perinatal Periods of Risk (PPOR) used to determine priority cases to review?

5. How will the team identify the deaths?

☐ Vital Records

☐ County Clerk

☐ Local Birth Hospital

☐ Other

6. How will confidentiality and anonymity be maintained:

_____
_____
_____

7. Team Coordination and Personnel
a. Who will act as Team Coordinator?_____
b. Facilitator of Meetings?_____
c. Case Abstractor?_____
d. Maternal Interviewer?_____
e. Chair of Community Action Team?_____

See Tools for Teams for sample job descriptions