

Agenda for First Planning Meeting

State or Community Name
Child Death Review Team Organizational Meeting
Date of Meeting
Location of Meeting

1. Welcome and introductions
2. Overview of purpose and history of child death review teams
3. Description of how a review team operates
4. How are children dying in our community? Presentation of child mortality data
5. Community response to a child's death: What actions occur when a child dies?
What are the roles and responsibilities of agencies?
6. Benefits of implementing a review team
7. What will our team look like?
 - a. Immediate or periodic review system?
 - b. What types of cases will we review?
 - c. How will we know when a child has died?
 - d. When and where will we meet?
 - e. What members should be involved?
 - f. Who will coordinate the team?
 - g. Who will facilitate the review meetings?
8. Discussion of confidentiality statements and interagency agreements to participate
9. Agenda items and materials for next meeting
10. Schedule next meeting
11. Adjourn