

Allegheny Child Death Review Team (AC CDRT): *Core team training*

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*Materials adapted and borrowed from from National Center for Child Death Review
Program Manual & Let's Make it Easy ... Child Death review Reporting, HRSA MCHB webcast
2009, Teri Covington et al*

For ACCDRT Core team members

Core Team Duties

- * Attend every AC CDRT meeting
- * Activate Basecamp accounts and utilize Basecamp for meeting preparation and information dissemination
- * Ensure that all AC CDRT members sign annual confidentiality statements
 - * Upload to Basecamp
- * Take ownership of a particular type of child death
 - * Core team members are responsible for coordinating meetings related to their assigned cause/manner of death (see manual)
 - * Core team members identify SME's, & will approval of full Core team, invite to join ACCDRT
 - * Create national database account
 - * Enter review data in national database
 - * Keep track of which cases have been reviewed and when on master Basecamp case list

Core Team Duties

- * Neonatal deaths-
- * Sleep related deaths-
- * Child abuse and neglect-
- * Homicide-
- * Suicide-
- * Unintentional (includes motor vehicle, falls, fire/burn & other injury events)-
- * Overdose-

AC CDRT Chair

- * Elected annually
- * Sends meeting announcements and reminders
 - * Maintains Basecamp calendar
- * Ensures all team members complete annual confidentiality agreements prior to viewing any case information
- * Ensures new team members receive introductory training
- * Maintain current team roster on basecamp
- * Serves as the primary contact for team member inquiries
- * Facilitates relationships between agencies and organizations
 - * Identifies prevention partners to share with team members

ACHD

- * Provides access to vital statistics
- * Provide meeting space, AV equipment and refreshments
- * Maintain annual case lists using ACMEO data on Basecamp
- * Provide information on case involvement with ACHD programs (eg home visiting)
- * Develop with AC CDRT procedure document
- * Assist with reports and data analysis
- * Assist with training new team members
- * Assist with data and recommendation dissemination

ACMEO

- * Provides monthly spreadsheet of morgue and non-morgue cases to ACHD
- * Upload Death Scene Investigation Reports to Basecamp

Basecamp

- * Use annual case list to select cases & track reviewed cases
 - * Mark date reviewed
- * Store completed confidentiality forms
- * Store review meeting documents
- * Access records request forms
- * Communicate with team members

Basecamp

- * Preparing for a review meeting (for coordinating member)
 - * Look at the case list on Basecamp
 - * Select cases for review
 - * Obtain records required for review
 - * See examples in the AC CDRT Team membership document
 - * May want to start with ACMEO death scene investigation report to identify which hospital/law enforcement agency/healthcare provider/etc you want to request information from
 - * Use records request forms on Basecamp (pass around copies)
 - * Example: ___ is coordinating a sleep related death review meeting. She chose cases from basecamp, keeping in mind the 2 hour meeting time limit. She then looked at the ACMEO scene report and identified pediatricians, law enforcement agencies, etc that were involved. Record request forms were filed out and sent to those agencies, records were received and a summary was created for the meeting.
 - * Time consuming!! Start, at a MINIMUM, a month before the review meeting

CDR National Database

Why is the Report Tool Important to CDR Users?

The Child Death Review Case Reporting System **From Case Review to Data to Action**

Step 1: Complete case review of child death.



Step 2: Complete CDR Case Report Online at www.cdldata.org.



Step 4: Servers sort and store data and permit access according to state requirements.



Step 3: Send Report through Web, to servers at MPH



Step 5: State and local teams and national CDR download standardized reports and/or download data to create custom reports.



Step 6: Reports and data are used to advocate for actions to prevent child deaths and to keep children healthy, safe and protected.



CDR National Database

- * The core team member coordinating the review meeting is responsible for entering the data in the national database.
 - * Example: ___ coordinated sleep related case reviews in June so she entered the information in the national database
- * All core team members coordinating review must have an account
- * Public Health prepopulates vital stats fields, reducing some of the data entry burden
- * Yes, it is a lot of work....but it provides useful reports and documents all the hard work that has been put into the review


Data Quality Issues with Report Tool

Case Definition

- A. Child Information
- B. Primary Caregiver(s) Information
- C. Supervisor Information
- D. Incident Information
- E. Investigation Information
- F. Official Manner and Primary Cause of Death
- G. Detailed Information by Cause of Death
- H. Other Circumstances of Incident
- I. Acts of Omission or Commission
- J. Services to Family and Community as a Result of Death
- K. Prevention Initiatives Resulting from the Review
- L. The Review Meeting
- M. Narrative
- N. Form Completed by:

[Print This Section](#)

[Save and Exit](#)



NATIONAL CENTER FOR CHILD DEATH REVIEW
KEEPING KIDS ALIVE

University of Michigan
and Michigan State University
Child Death Review System

Case Report 2.0
Effective January 2008

Instructions:

This case report is a component of the national Child Death Reporting System. It is to be completed by the primary investigator of the case and submitted to the National Center for Child Death Review and Reporting System. The system is available online for the National Center for Child Death Review and Reporting System and is designed for use by all state and local health departments. System features include online data entry, report writing and printing, data export and data import.

The purpose of the review is to determine the cause of death and to identify the circumstances of the death. The review is a process that involves the review of the case and the identification of the cause of death. The review is a process that involves the review of the case and the identification of the cause of death. The review is a process that involves the review of the case and the identification of the cause of death.

When the data collection form is an integral part of the case report, it should be included in the case report. The review is a process that involves the review of the case and the identification of the cause of death. The review is a process that involves the review of the case and the identification of the cause of death. The review is a process that involves the review of the case and the identification of the cause of death.

It is not required that every field be completed. If a field is left blank, it will be assumed that the information is not available. The review is a process that involves the review of the case and the identification of the cause of death. The review is a process that involves the review of the case and the identification of the cause of death. The review is a process that involves the review of the case and the identification of the cause of death.

This form is available in English and Spanish. If you need this form in another language, please contact the National Center for Child Death Review. The review is a process that involves the review of the case and the identification of the cause of death. The review is a process that involves the review of the case and the identification of the cause of death. The review is a process that involves the review of the case and the identification of the cause of death.

Phone: 484-868-2000 Email: info@ncdr.org Website: www.ncdr.org Submitting website: ncdr.org

This form was developed by a group of over 20 persons representing 15 states and the National Child Death Review System, December 2007.

Copyright: National Center for Child Death Review and Reporting System, December 2007

CDR National Database

- * Have your review meeting documents handy before you log in
- * Find the prepopulated case
- * Read each question carefully
- * Use your data dictionary if you need to
- * Call ___ if you have questions or problems!

CDR National Database

- * Should you mark “unknown” or leave a question blank?
 - * Unknown= You tried, unsuccessfully, to find the information
 - * Blank= no attempt was made to find the information

CDR National Database

- * Maltreatment
 - * Select “yes” for unsubstantiated referrals unless the referral was found to be completely falsified
- * Investigation to find evidence of prior abuse
 - * Leave blank if no investigation was conducted
- * Manner & Cause
 - * If the team disagrees with the death certificate, that can be captured in Section L. The manner and cause should reflect the death certificate (and should be pre populated for Allegheny County)

CDR National Database

- * Accidental Overdose vs Acute Intoxication
 - * AO: unintentional administration of medication above safe dosage levels; child ingestion without knowledge of adverse consequences
 - * AI: recreational use OR addiction

CDR National Database

Acts of Omission and Commission

- * Act cause or contribute to death?
 - * An act of homicide or suicide would be a cause of death
 - * An act such as failing to supervise a child may contribute to the death

CDR National Database

Caused or Contributed?

Examples:

Caused: Abuse-Mother's boyfriend beat an infant to death.

Contributed: Neglect-Mother knew boyfriend was abusive to child.

Caused: Suicide- Teen shot himself with a firearm

Contributed: Other negligence or supervision-Father knew son was suicidal but kept loaded and unlocked weapons in house.

Caused: Neglect-Mother would not seek medical attention for infant.

Contributed: Religious practices-Mother's religious beliefs opposed traditional medicine.

CDR National Database

Section J – Services to Family and Community

- 53% of our survey respondents “Always” try to complete this section.
- Respondents indicated they frequently don’t have this information; however, these questions should generate a conversation among the team.
 - Only 23% said they had more than 60% of the information needed to complete this section.

CDR National Database

Section M – Narrative

- The responses don't always tell the complete story. Often, even a short narrative here goes a long way to communicate what happened in the case.
- Do not record identifying information in the narrative (names, addresses).
- Exclude information already provided elsewhere in the form.

CDR National Database

This Is Your Data!

The screenshot shows a web interface for selecting data criteria. At the top, there is a red header bar with the text "IVE". Below this, the "Selection Criteria" section includes radio buttons for "All cases" (selected) and "Cases marked as complete for data entry". There are also radio buttons for "Year of Review" (selected) and "Year of Death". Below these are four dropdown menus for "Start Review Year", "End Review Year", "Start Death Year", and "End Death Year". A "Case Type" dropdown menu is set to "Child Death".

Selection Criteria

All cases Cases marked as complete for data entry

Year of Review Year of Death

Start Review Year: [dropdown] Start Death Year: [dropdown]

End Review Year: [dropdown] End Death Year: [dropdown]

Case Type: [Child Death]

Infant/Child Information

1. Demographics (Ethnicity/Race and Age Group by Sex)
2. Infant Death Information
3. Manner and Cause of Death by Age Group

Incident Information

4. Investigation Information

Motor Vehicle and Other Transport

5. Motor Vehicle and Other Transport Death Demographics
6. Vehicle Type Involved in Incident and Position of Child
7. Risk Factors of Young Drivers (Ages 14-21) Involved in the Crash
8. Motor Vehicle Protective Measures

Standardized Reports

- Select reports with multiple filters
- 33 reports are readily available

CDR National Database

Questions?

Demonstration