ALLEGHENY CHILD DEATH REVIEW TEAM (AC CDRT):
PROCEDURAL UPDATES

August, 2015

Materials adapted from National Center for Child Death Review Program Manual
For ACDRT Core and SME team members
Child Death Review

Purpose

To conduct a comprehensive, multidisciplinary review of child deaths, to better understand how and why children die, and use the findings to take action that can prevent other deaths and improve the health and safety of children.
Child Death Review

Retrospective

not an investigation of

a person, agency or organization

no follow-back to the family

confidential
PA Act 87

- Review resident child deaths
  - Allegheny County residents age 21 and under
- Meeting at least once a year or as needed to review deaths provided
- Report review data collected to the National CDR Reporting System
- Provide an Annual Report on Team activities and recommendations
- Participate in state meetings, education opportunities and communications
- To assure all member understand the Confidentiality of Child Death Review
- All individuals attending a meeting need to provide a signed Confidentiality Statement prior to receiving review data or participate in a CDR Meeting.
AC CDRT: Team Composition

• 3 team member subgroups
  • Core team (as required by PA Act 87)
  • Subject Matter Experts (SME’s)
  • Ad Hoc members

• A complete team roster is located on the AC CDRT Basecamp site
Core Team Members

- Attend every meeting
- Coordinate meetings
  - Each Core member is assigned a particular manner of death (ex: Bob Cicco coordinates neonatal review meeting activities)
- PA Act 87 requires representatives from:
  - Law Enforcement
  - Child Protective Services
  - Prosecutor/District Attorney
  - Medical Examiner/Coroner
  - Public Health
  - Pediatrician or Other Family Health Provider
  - Emergency Medical Services
  - AC CDRT also includes Juvenile Courts
Subject Matter Experts (SME’s)

- Invited to attend specific meetings, based on area of expertise, by an organizing core team member
- Contribute records pertaining to specific cases
- Provide expertise in crafting prevention recommendations
- Share and help implement AC CDRT recommendations within their organization and with professional partners

Examples include:
- Injury Prevention Specialist
- Mental Health
- School Administrator
- Safe Sleep Programs
- Hospitals Social Workers
- Traffic Safety Programs
- Overdose
- Homicide Prevention Programs
Ad Hoc Members

- Not permanent team members
- Do not have Basecamp accounts or access to case files
- Provide case specific information requested by a core team member
- Assist in carrying out prevention recommendations
- Examples could include:
  - Representative from a local law enforcement agency
  - Fire Marshal
SME Responsibilities

• Without the critical information SME’s provide, cases cannot be properly reviewed and relevant prevention recommendations cannot be made!
• Create (and use) Basecamp account
  • More detailed Basecamp instructions to follow….
• Provide requested documentation to core team member in as timely manner as possible
• Contribute to prevention discussions
• Bring prevention recommendations back to organizations and assist in implementation
SME Responsibilities

Common concerns:

• I can’t access Basecamp
  • Contact AC CDRT Chair or PA CDRT Program Director

• I feel uncomfortable discussing prevention recommendations that my agency/organization may not support
  • Your support of a particular recommendation is just that, your support as an expert in your field

• I can’t share case records from my agency
  • AC CDRT is based on open collaboration between many county agencies and organizations
  • AC CDRT reviews are strictly confidential. Case discussions and documents do not leave the meeting room/Basecamp
  • AC CDRT has the authority to collect any records deemed relevant to the review of a child death. If your supervisor has concerns, please direct them to PA CDRT Program Director
SME Responsibilities

• Examples of records needed for review:
  • Scene investigation reports
  • Vital statistics
  • Medical records
  • Summaries from other agency reviews
  • EMS reports
  • Licensing information
  • Police and crime lab reports
  • CPS histories on family, child and perpetrators
  • Names, ages and genders of other children in home
  • Juvenile and criminal records of teen and perpetrators
  • Interviews with witnesses
  • Examples of records needed by cause of death are located in AC CDRT Team Member document
Questions?
Basecamp

- Basecamp.com
  - Secure method of storing and sharing information
  - The only way you will be able to access case lists
- If you have not received an invitation to join, please tell AC CDRT Chair
- You may need to ask your agency IT to assist before troubleshooting with the PA CDRT Program Director
Basecamp

- Click the invitation link sent to you in an email from Basecamp
  Accept this invitation to get started

- Once you create your account, click on the Log in button
Basecamp

- Once you create your account
  - click on the Log in button

- Check ‘Remember me on this computer’ so you don’t have to login every time

- You can view different ‘projects’ on Basecamp, upload documents, and communicate with other CDR members
Basecamp

- View project updates here. These include when individuals have been added to the project or when files have been uploaded.
- Post a message with this button.
- View discussion posts here. Click on an individual topic to expand the discussion and see all posts.
- Upload a file with this button.
- View all uploaded documents here.
Basecamp

• Basecamp alerts
  • You can sign up to receive notification every time a project is added or changed
  • You can select the frequency of alerts
    • daily, weekly.....
Questions?

Live demonstration