



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

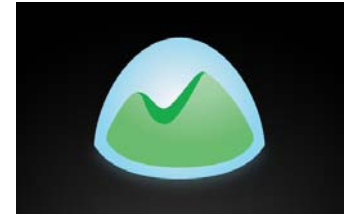
SME Responsibilities

- 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

Let's get you set up in Basecamp

You can [skip this step](#) if you've used a 37signals product before.

Add a photo to help others identify you.

Upload a photo

First name Last name

Pick a username

Choose a password

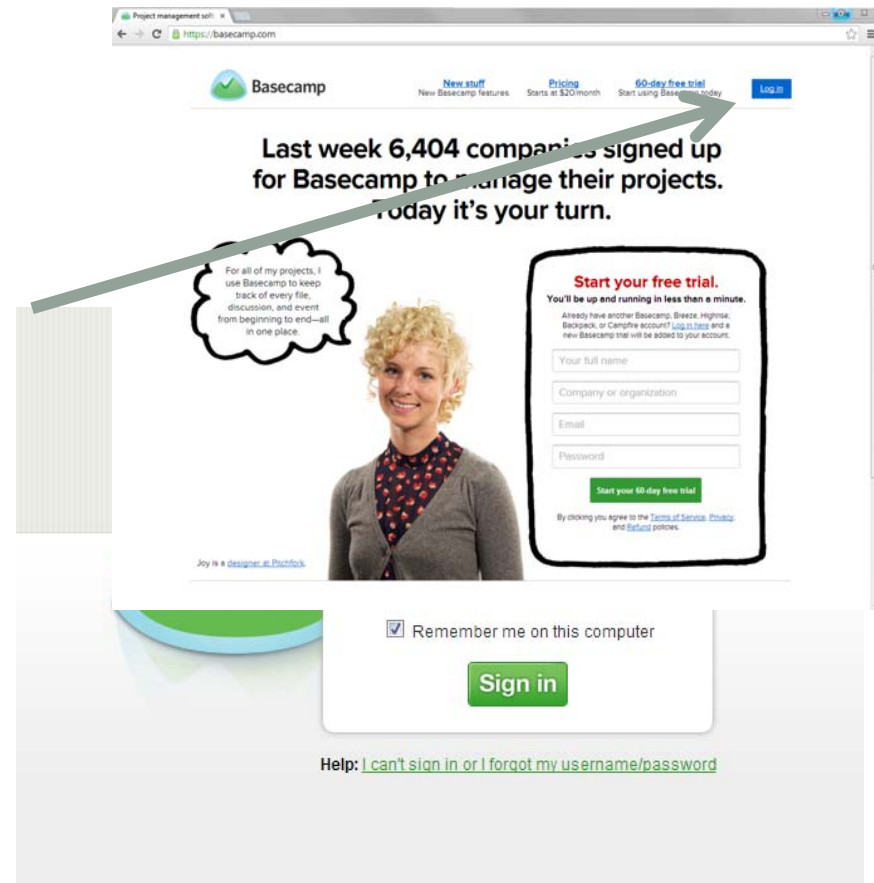
Repeat your password

6 characters or longer with at least one number is safest.

OK, let's go

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

8. August 26 2013 CDR Meeting (pregnancy outcome)

[Invite more people](#) [Catch up](#)
53 people on this project on recent changes

4 Discussions 12 Files Add the first: [To-do list](#) [Text document](#) [Date](#)





Latest project updates

10:21am You gave Sarah W. access to the project: 8. August 26 2013 CDR Meeting (pregnancy outcome)
Sep 6 You gave wrg3@cdc.gov access to the project: 8. August 26 2013 CDR Meeting (pregnancy outcome)
Sep 5 You uploaded a file: [Upload from Andy G.](#)

[See all updates](#)






Discussions

[Post a new message](#)

-  Andy G. [August 2013 CDR CASE LIST.xlsx](#) - Mary, Ken, and Jack, I have included name and DOB of the mother and father for each case in this file. Can you check to see if you have anything on the xlsx Jul 31 1
-  Janet F. [Meeting on Aug 26th](#) - I will be out of town, and unable to attend the meeting. Thanks. Jan Fromkin Jul 31
-  Robert C. [Birth/Death Certificates](#) - Dear Andrew, Got them all. Bob Sent from my iPad Jul 29 1
-  Jen F. [Pregnancy outcome related](#) Jul 29

Files

[Upload files](#)

-  [Neonatal Deaths August 2013 Meeting.ppt](#) Label...
[Download](#) or [Go to file and discussion](#)
-  [CDR Handout 8.26.13.docx](#) Label...
[Download](#) or [Go to file and discussion](#)
-  [August 2013 CDR CASE LIST.xlsx](#) Label...
[Download](#) or [Go to file and discussion](#) 1 comment
-  [AG.pdf](#) Label...
[Download](#) or [Go to file and discussion](#)
-  [BB.PDF](#) Label...
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[7 more files](#)

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