10 steps to maintaining an effective review team

1. Be prepared
   a. Set regular meeting times
   b. Create and follow an agenda
   c. Develop and respect team agreements

2. Train and orient team members
   a. Retrain the whole team every three years
   b. Orient new members
   c. Prepare guests

3. Stay focused on the purpose of the team
   a. Keep the mission or vision of the team present during review meetings
   b. Revisit the mission and/or vision every few years

4. Share, question, and clarify all information
   a. Share, question, and clarify all case information
   b. Discuss the investigation
   c. Discuss the delivery of services
   d. Identify risk and protective factors
   e. Identify and recommend systems improvements
   f. Be a catalyst for action to implement prevention recommendations

5. Stay focused on findings
   a. Document findings during the review meeting
   b. Remember, teams are expected to catalyze prevention

6. Incorporate community context
   a. Gather information about how community factors may influence individual deaths
   b. Ensure the team has a common language
   c. Use the Life Stressors section of NFR-CRS

7. Address conflict
   a. Be direct and refer back to team guidelines/agreements
   b. Work with state staff
   c. Provide constructive feedback to team members

8. Seek education
   a. Bring in local experts
   b. Work with professional organizations

9. Practice self-care
   a. Recognize signs of burnout and compassion fatigue
   b. Implement self-care practices in your team meetings

10. Enter data in a timely manner
   a. Begin data entry before the review meeting and highlight any missing variables

b. Enter data within 30 days of review

Please note that every effort has been made to ensure this document is as accessible as possible. If you encounter any issues or have any questions or concerns, please contact the National Center at SMRC@ncfrp.org.