



ONBOARDING NEW COORDINATORS AND TEAM MEMBERS IN **FATALITY REVIEW**

TELLING STORIES TO SAVE LIVES



KEY FUNDING PARTNER

FEDERAL ACKNOWLEDGEMENT

The National Center is funded in part by Cooperative Agreement Number UG7MC28482 from the U.S. Department of Health and Human Services (HHS), Health Resources and Services Administration (HRSA), Maternal and Child Health Bureau (MCHB) as part of an award totaling \$5,149,996 annually with 0 percent financed with non-governmental sources. These contents are solely the responsibility of the authors and should not be construed as the official position or policy of, nor should any endorsements be inferred by HRSA, HHS or the U.S. Government.

ICEBREAKER

Share with Your Colleagues in the Chat

With summer right around the corner, what is one thing you're looking forward to?

*Please change your Zoom name to include your fatality review team/jurisdiction.



SUBMIT YOUR QUESTIONS

Throughout the Presentation



What to Expect Today

OFFICE HOURS



ONBOARDING NEW COORDINATORS & TEAM MEMBERS

Discuss strategies for supporting new fatality review coordinators and team members at state and local levels.



OPEN DISCUSSION

- Digging into your questions together.
- Upcoming National Center opportunities.



Onboarding New Program Staff

Examples of an onboarding plan for new staff in a state CDR program.



Onboarding New Local Coordinators

Strategies for onboarding new local team coordinators.



Onboarding Data Entry Staff

Resources for onboarding to the National Fatality Review-Case Reporting System.



National Center Resources

Helpful resources from the National Center.



**TO REMEMBER, OR
NOT TO REMEMBER!**



NEW JERSEY DEPARTMENT
OF CHILDREN AND FAMILIES



@NewJerseyDCF



@NJDCF



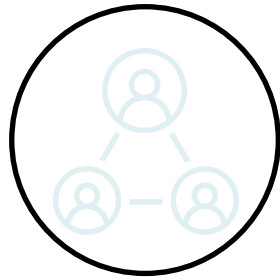
@NewJerseyDCF

Onboarding New Staff

Tamika Young

May 22, 2024

Onboarding New Team Members



Reduce Turnover



Ensure Consistency



Provide Supportive
Learning Environment

Week 1

- Support 2X Weekly Face to Face Supervision & Daily WFH Check-ins
- Connection Who's Who Wk1 (Activity to get to know Office of Quality staff)
- Confidence NCFRP- CDR 101 Training
- Compliance Review Board Statute & Operations Guide
- Culture Shadow another team member for 2 hours

Week 2

- Support 2X Weekly Face to Face Supervision & Daily WFH Check-ins
- Confidence NCFRP- Mtg Facilitation Training
- Connection Who's Who Wk2
- Culture Shadow Manager for 2 hours
- Compliance Review Annual Report

Week 3

- Support 2x Weekly Face to Face Supervision & Daily WFH Check-ins
- Confidence NCFRP- Effective Review Team Mts Training
- Connection Who's Who Wk3
- Culture Shadow another team member for 2 hours
- Compliance Review and Sign Performance Review Expectations (ePar w/in 30day of start)

Week 4

- Support 2X Weekly Face to Face Supervision & Daily WFH Check-ins
- Confidence NCFRP- Recognizing and Responding to Vicarious Trauma Webinar
- Culture Shadow another Supervisor for 2 hours
- Connection Who's Who Wk4

Week 5

Support	Weekly Face to Face Supervision & Daily WFH Check-ins
Confidence	NCFRP- Best Practices for Improving Data Quality Training
Culture	Shadow another team member for 2 hours
Connection	Who's Who Wk5

Week 6

Support	Weekly Face to Face Supervision & Daily WFH Check-ins
Confidence	NCFRP-SUID Categorization Webinar
Compliance	Review SUID Grant Application & Info
Clarification	Attend a Mapping Team Mtg
Culture	Shadow another team member for 2 hours
Connection	Who's Who Wk6

Week 7

Support	Weekly Face to Face Supervision & Daily WFH Check-ins
Confidence	NCFRP- Reviewing Suicides Webinar
Culture	Shadow another team member hours
Connection	Who's Who Wk7

Week 8

Support	Weekly Face to Face Supervision & Daily WFH Check-ins
Connection	Who's Who Wk8
Confidence	NCFRP- Using Health Equity in Fatality Review
Culture	Shadow another team member for 2 hours

Week 9

Support	Weekly Face to Face Supervision & 2X Weekly WFH Check-in
Confidence	NCFRP- Improving Child Abuse/Neglect Reviews Webinar
Culture	Shadow another team member for 2 hours
Connection	Who's Who Wk9

Week 10

Support	Weekly Face to Face Supervision & 2X Weekly WFH Check-in
Culture	Shadow CoQI Admin for 2 hours
Connection	Who's Who Wk10
Confidence	NCFRP- Black/White Equity Webinar

Week 11

Support	Weekly Face to Face Supervision & 2X Weekly WFH Check-in
Culture	Shadow CoQI Team Lead for 2 hours
Connection	Who's Who Wk11
Confidence	NCFRP- Celebrating Safe Sleep Successes Webinar

Week 12

Support	Weekly Face to Face Supervision & 2X Weekly WFH Check-in
Culture	Shadow CoQI Record Reviewer for 2 hours
Connection	Who's Who Wk12
Confidence	NCFRP- Using Social Determinates of Health Webinar

Example Week 1: Who's Who in the OOQ?

- Who has been working for DCF the longest? What do they do in the OOQ?
- Who has been working for DCF the least amount of time? What do they do in the OOQ?
- Who has been working in the Office of Quality the longest? What do they do in the OOQ?
- Who has been working in the OOQ for the least amount of time? What do they do in the OOQ?
- Who has worked in 4 or more DCF offices? What do they do in the OOQ?

Example Week 2: Who's Who in the OOQ?



Who is this?

What do they do in the OOQ?



Who is this?

What do they do in the OOQ?



Who is this?

What do they do in the OOQ?



Who is this?

What do they do in the OOQ?



Who is this?

What do they do in the OOQ?



Background & History

Discuss history of program establishment and relevant state statute or other policy.



Purpose

Ensure new participants know that the goal of fatality review, what it is and what it is not.



Structure, Roles and Responsibilities

Orient new participants to their role on the team.



Meeting Flow

Introduce the meeting process for new coordinators or participants.



National Fatality Review-Case Reporting System

Introduce new staff to the data system for CDR and FIMR.



FATALITY REVIEW 101 ORIENTATION FOR LOCAL TEAM MEMBERS & STAFF

BACKGROUND & HISTORY

Providing Context

- Legislation or statute governing CDR or FIMR
- Historical context including precipitating events
- Case selection criteria



PURPOSE

Why Fatality Review?

- CDR and FIMR review deaths to determine how and why a death occurred to prevent future deaths
- CDR and FIMR teams do not review deaths to assign blame
- Reviews support improved investigation, communication, and system linkages and support collaboration
- Teams recommend interventions and changes to legislation, policy and practice



STRUCTURE, ROLES & RESPONSIBILITIES

How to Participate

- Multidisciplinary team approach
- Contribute information from internal records
- Provide professional expertise and interpret policies and procedures
- Serve as liaison
- Assist in making referrals



MEETING FLOW

Agendas

- Review timelines
- Meeting facilitation
- Schedule of periodic meetings
- Confidentiality agreements
- Documentation
- Focus on purpose of reviews



NATIONAL FATALITY REVIEW-CASE REPORTING SYSTEM

Data Entry Platform for CDR and FIMR

- Data entry platform for information from reviews
- Summarized team findings and recommendations
- Access and download data
- Create standardized reports

CDR REPORT FORM

Version 6.0

National Fatality Review Case Reporting System

Data Entry Website: data.ncfrp.org

Phone: 800-656-2434

Email: info@ncfrp.org

ncfrp.org



@nationalcfrp



ONBOARDING NEW STAFF TO NFR-CRS

Resources to Support New Users

- Training Module Session 10: *Functions of the Case Reporting System*
- Training Module 17: *Data Download from the CRS*
- A log-in to the training site—an exact replica of the live CRS
 - Practice data entry without working about existing data
 - Help Menu contains recorded trainings specific to an area, like copying a case
 - Help Menu contains documentation



NATIONAL CENTER RESOURCES

For New Staff and Team Members

- National Center website www.ncfrp.org
- CDR or FIMR Program Manual
- CDR or FIMR Process webpage
- Training Module Series
- NFR-CRS Reporting Form
- Written Products and Tools for Teams
- Archived Webinar Library





Open Discussion

How can we help you today?

2024 National Center Office Hours

Visit ncfrp.org/center-resources/office-hours/ to register and view past sessions

Date	Topic
6/18/2024	Version 6.1: Data Cleaning and Quality
7/16/2024	Tribal Participation in Fatality Review
8/20/2024	Working with Small Numbers
9/17/2024	Involving Family and Those with Lived Experience in Fatality Review
10/15/2024	Accessing Records
11/19/2024	Best Practices in Self Care
12/17/2024	Sharing Your Data: Writing Abstracts and Proposals



CONTACT INFORMATION



2395 Jolly Rd., Suite 120
Okemos, MI 48864



Phone: 800-656-2434



info@ncfrp.com



www.ncfrp.org