



North Carolina Child Fatality Prevention Team— Know Your Responsibilities



REVIEW COORDINATOR

The main purpose of the Review Coordinator is to provide administrative and clerical support to the local child fatality prevention team. The Review Coordinator will work directly with the Chairperson to coordinate these activities:

1. Schedule CFPT meetings as needed.
2. Distribute confidential information to team members regarding date and time of meetings, and cases to be reviewed.
 - a. No copies should be made of confidential information
3. Assist in the identification of system problems and gaps in services, team recommendations, and actions.

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF CHILD AND FAMILY WELL-BEING

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AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

4. Read back identified system problems, recommendations, and actions to clarify discussion for feedback and completion of the review form.
5. Record team input on the Confidential Child Fatality Report Form (see Appendix 2-8 in Review Guide).
6. Email completed review forms to the Team Coordinator.
7. Follow up on information, not under the purview of other team members, as requested.
8. Maintain review team records as directed by the county health director (i.e. confidentiality statements).
9. Collect and dispose of confidential memoranda after the meeting for shredding after the meeting.