

Keeping Kids Alive in Wisconsin
Child Death Review
Writing A Recommendation Checklist

STEP 1: ASSESS PROBLEM

- Assemble data from your child death review team meetings and The National Child Death Review Database
- Define the problem you are addressing, including the prevalence of the problem in your local community, state, nation
- List risk and protective factors
- Identify any proven or promising strategies using one of the following resources:
 - o www.childinjuryprevention.org/
 - o <http://www.thecommunityguide.org/>
- Document existing resources in your local community
- Compare existing local resources to list of proven/promising strategies
- Determine the feasibility of proven/promising strategies if none exist in your community
- Note opportunities to link prevention strategies to active local resources

STEP 2: WRITE RECOMMENDATION and FOLLOW-UP

- Identify the person and/or organization to take action
- Identify the focus of the proposed action
- Identify the activity(ies) for intervention
- Describe the plan of action in sufficient detail to allow for follow-up
- Determine a timeframe for the prevention recommendation action
- Identify the person accountable for follow-up and tracking progress made on the recommendation
- Specify who will receive the recommendation (e.g. organizations who can take action, decision makers, funders, potential supporters)
- Develop a procedure to document impacts and outcomes resulting from the recommendation
- Document when the team will re-review the recommendation

This checklist was modified from Template for Writing an Effective Recommendation developed through an Emergency Medical Services for Children Targeted Issues Grant through a partnership between the Washington State Department of Health, the Harborview Injury Prevention and Research Center, and the Seattle Children's Hospital and Regional Medical Center accessible at <http://depts.washington.edu/cdreview/doc/RecGen.pdf>.