

Tips for Conducting Effective Review Team Meetings

1. Follow the Wisconsin KKA model
 - a. Utilize the KKA guidebook.
 - b. Contact Children's Health Alliance of Wisconsin (Alliance) technical support staff for guidance.
2. Provide education
 - a. Conduct a Keeping Kids Alive (KKA) Refresher training every three years.
 - b. Orient new members.
 - c. Prepare guests.
3. Be prepared
 - a. Set a regular meeting schedule.
 - b. Create an agenda.
 - c. Create a case summary sheet.
4. Reiterate team purpose
 - a. State the meeting purpose at the start of the meeting
 - b. Keep mission and/or vision of the team present during review meetings.
5. Remain prevention focused
 - a. CDR teams should not lead prevention activities.
 - b. CDR teams are used to catalyze prevention.
 - c. Prevention activities can focus on policy change, environmental change or education.
6. Enter data into the Case Reporting System a timely fashion.
 - a. Review cases within 30 days of the death notification.
 - b. Enter cases within 30 days of the review meeting.

7. Educate yourself

- a. Identify community resources.
- b. Learn from team members.
- c. Invite local experts to share information.

8. Address conflict

- a. Address conflict immediately.
- b. Use the KKA guidebook as a reference.
- c. Contact the Alliance technical support staff person for guidance.

9. Practice self-care.

- a. Recognize signs of burnout and compassion fatigue.
- b. Add a self-care item to your meeting agenda
- c. Refer to the [Alliance](#) website for resources.