Meeting Results:
By the end of the meeting participants will have:

- Received an introduction to new members of the Palm Beach County FIMR team
- Reviewed updates to the new FIMR Case Reporting System and case review process
- Learned about best practices for case review and deliberation from Broward CRT
- Deliberated on sample cases and discussed how recommendations will be shared with the Community Action Group
- Collectively selected meeting dates for the following CRT meetings and discussed next steps for CRT recruitment and expansion

### Meeting Participants

<table>
<thead>
<tr>
<th>Meeting Participants</th>
<th>Organization</th>
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<tbody>
<tr>
<td>Julie Hayden</td>
<td>FDOH</td>
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<td>Zoraime Ramos Cortes</td>
<td>WIC</td>
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<tr>
<td>Jeff Goodman</td>
<td>Children’s Services Council of PBC</td>
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<tr>
<td>Regina Battle</td>
<td>Children’s Services Council of PBC</td>
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<tr>
<td>Lisa Greenwood</td>
<td>Healthy Mothers, Healthy Babies</td>
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<tr>
<td>Christine Walsh</td>
<td>Children’s Services Council of PBC</td>
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<td>Julie Swindler</td>
<td>Families First</td>
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<tr>
<td>Dr. Allan Dinnerstein</td>
<td>Obstetrician-Gynecologist</td>
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### FIMR Program Staff

| Danielle Lewald       | Florida Institute for Health Innovation |
| Fay Glasgow           | Florida Institute for Health Innovation |
| Martine Jolicoeur     | FDOH, PBC-FIMR Qualitative Abstractor  |

### Pre-Meeting Activities

- CRT members were asked to sign the confidentiality agreement, review a mock case summary* and complete an individual case deliberation form during dinner.
- *A mock case was used during this month’s meeting as a practice exercise to orient the group to the new FIMR case reporting system and case review process. Abstraction and review of actual cases will begin at the next meeting.

### Welcome/Introductions

- Introduction to PBC-FIMR team: Danielle Lewald, Project Consultant with the Florida Institute for Health Innovation (FIHI) and PBC-FIMR Program Manager; Martine Jolicoeur, PBC-FIMR Qualitative Abstractor with the Florida Department of Health; and Fay Glasgow, Executive Assistant with FIHI.
- Introduction of CRT members
- FIHI reviewed the meeting results/agenda

### Overview of Case Review Process

- FIHI shared the outline for CRT meetings moving forward
- FIHI provided an overview of the New National Fatality Review Case Reporting System
  - The newly integrated CDR/FIMR data system is housed under the National Center for Fatality Review & Prevention (NCFRP)
The NFR-CRS documents demographics, the circumstances involved in the death, investigative actions, services provided or needed, key risk factors and actions recommended and/or taken by the team to prevent other deaths.

- There are several ways the case reporting system can be used to support case review and team deliberations:
  - Section O2: Issues Summary Section: Used to identify factors that were present in the case and factors that the team felt contributed to the death.
  - Used to capture systems issues and make recommendations to the CAG.
- For archived training webinars, visit: [www.ncfrp.org/tools_and_resources/archived-webinars-presentations/](http://www.ncfrp.org/tools_and_resources/archived-webinars-presentations/)

**Presentation of Mock Case and Group Case Review**

- CRT members reviewed the mock case and their individual case deliberation notes in groups of 3.
- Each small group completed the Group Summary Case Review Team Deliberation Form, which was used to record their collective findings regarding issues present in the mock case, contributing factors to the death, strengths (positive factors present in the case, which could have helped protect the infant and mother) and suggestions (recommendations that if implemented, could have improved the outcome or prevented the death).
- Each group shared their collective findings, which were recorded by the PBC-FIMR team.

**Case Deliberation and Sample Recommendations to the CAG**

- The larger group discussed sample recommendations for the CAG based on collective feedback and deliberation/review of the mock case.

**Wrap Up and Next Steps**

- The group discussed next steps for CRT recruitment and expansion
  - Request for FIHI to share a draft email that CRT members can use for recruitment of new stakeholders
  - Christine Walsh has spoken with several pediatric physicians and nurses interested in joining
  - Suggestion to reach out again to previous CRT members (Michael Mackey, PBC 7 Area Rescue)
- Discussion of CRT meeting dates moving forward
  - The proposed meeting dates worked for the group: July 19; Aug. 16; Sept. 18
  - Following Sept., CRT meetings will aim to be scheduled consistently on the second Tuesday of the month (CRT members will be sent calendar invites for meetings across the next year).
- CRT members were asked to complete the Member Feedback Survey

**Summary of CRT Feedback**

**Meeting format/structure**

- The group enjoyed the new format, especially small group discussions
- May need more time for individual review of cases
- Suggestion to assign participants to tables so that we can arrange for diversity in each small group (mix of sectors and clinical vs. non-clinical at each table).
- Consideration for next meeting: Share new infant mortality data from FDOH

**Meeting materials**

- Enlarge text on Issues Summary Form (difficult to read)
- Feedback to share with NCFRP regarding Issues Summary document: Add "sporadic appt." as a descriptor to distinguish from "missed appt."
- Suggestion to include definitions of medical terms