

New Team Member Letter of Invitation



(Date)

Dear (Insert Name):

Child Death Review is a multidisciplinary process to help us better understand why children in our community die and to help us identify how we can prevent deaths. The child death review program in (state/community) has been in place since (year). Our team meets (frequency of team meetings) to review (type) deaths to children, ages (review age range). Team members share case information on child deaths that occur in the community with the goal of preventing other deaths. In order for this process to be successful, all agencies involved in the safety, health and protection of children should be part of the team. Therefore, we would like you to consider participating on the Child Death Review Team.

Included in this mailing are the team roster, an executive summary of last year's annual report based on review team findings and a team protocol book that covers all aspects of the review process. These materials should familiarize you with the review process in our community.

The death of a child is a tragic event. Reviewing the circumstances involved in every death is part of our job as professionals. Only then can we truly understand how to better protect our children and prevent future deaths from occurring.

Our next meeting is scheduled for (time and location of next meeting). I will contact you in a few days to discuss the review process and to answer any questions that you might have. Thank you for your time and interest in the child death review process.

Sincerely,

Team Coordinator's Name and Contact Information