

**Overdose Fatality Review Practitioner's Guide** Sample Documents

## Sample: OFR Agenda

## **OFR Meeting Agenda**

Date, Time,

## Location

- 1. Opening Remarks and Introduction
  - a. Members' introduction
  - b. Updates from previous meeting
  - c. Upcoming events
  - d. Data presentation
  - e. Review case selection criteria
  - f. Other announcements

## 2. Goals and Ground Rules

- a. Read goals and ground rules
- b. Ask for any additional ground rules
- 3. Confidentiality
  - a. Read confidentiality statement
  - b. Collect signed forms
- 4. Case Presentation
- 5. Member Report-Outs (reverse chronological)
- 6. Group Discussion
- 7. Case and Timeline Summarized
- 8. Formulate Recommendations
- 9. Summarize and Adjourn
  - a. Members reflect on how the meeting went
  - b. Collect any paperwork with confidential information
  - c. Remind members of confidentiality
  - d. Encourage members to take time for self-care

Next meeting: date, time, and location

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