



Sample: OFR Two-Week Reminder Email

[Insert agency letterhead]

[date]

Dear Colleague/Partner,

Reminder: You are invited to participate in the next OFR meeting on [date and time] at the [location]. See attached agenda, and list of invited meeting members.

The authority to conduct case review through data sharing is detailed [information here] in [statute, MOU, regulations]. Attached are the interagency agreement your agency has signed and a copy of the confidentiality agreement that must be signed and collected at the beginning of the meeting. Copies will be made available for your signature at the meeting.

We will be reviewing the following case(s) at the review. Keep this and all information you prepare about the case confidential.

Case 1.

- Name, aliases
- Date of birth, date of death
- Demographics (age, race, sex)
- Address of residence
- Incident location, date, and time

Case 2.

- Name, aliases
- Date of birth, date of death
- Demographics (age, race, sex)
- Address of residence
- Incident location, date, and time

Please be prepared to share any information you have about the individual, the community, and your services as it relates to the overdose death. See the attached guide to collecting case information and agency-specific data elements to summarize the information.

If you need additional information about the decedent for identification in your records, feel free to contact me at [phone number].

Sincerely,

[your name here]