



Overdose Fatality Review Sample: Virtual Meeting Guidelines

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Available at www.OFRTools.org

NYC RxStat Overdose Fatality Review Meetings

Virtual Meeting Guidelines

Background: During RxStat Overdose Fatality Review (OFR) meetings, individual overdose deaths are reviewed. Each case review examines the overdose decedent's life in totality, with agencies working together to identify system gaps that could be closed to prevent similar deaths in the future. Participants review narratives of overdose-involved deaths to gain a holistic understanding of the chain of events leading to the death; identify missed opportunities for prevention and intervention across health care, social services, and criminal justice systems for individuals; and develop actionable program and policy recommendations to improve collaboration and communication across agencies and sectors. All OFR members are required to sign a confidentiality and non-disclosure agreement before any participation.

RxStat Core Beliefs:

1. Opioid overdose deaths are preventable.
2. Public health and public safety have data critical to informing overdose prevention work.
3. Policies should be informed by science and grounded in data.

Information Sharing, Confidentiality, and Pre-meeting Expectations:

- Anyone participating in any component of the OFR **must sign a confidentiality agreement prior to attending** a meeting or handling any OFR materials.
- Participants only need to sign a confidentiality agreement one time. If you have signed an agreement for a past meeting, you **do not need** to re-sign another one.
- Participants who are able to share case information in advance of the meeting are **strongly encouraged** to do so in order for the group to have the best information possible in advance of meetings.
- Participants **are not required** to share any case-level information. Many OFR participants do not share case-specific information but are still able to make significant contributions to our discussions by speaking to their organizations' operations, policies, and procedures.
- Information collected in advance of the meeting will be compiled into **de-identified case summaries** and shared with all expected participants at least 1 week in advance of an OFR meeting.
- Participants are expected to **review the case summaries prior to the meeting and come prepared to discuss the cases**. This includes being prepared to answer questions relevant to their organization, preparing questions they may have of other organizations, and considering potential recommendations to propose.

Meeting Ground Rules:

- Anyone participating **must** have signed and returned the confidentiality agreement prior to participating.
- Please ensure that you are joining from a private, non-shared space to ensure confidentiality.

- Once you have entered the Zoom meeting, please sign in with your name and agency in the chat feature.
- Please mute yourself whenever not actively speaking.
- Please sign on to the Zoom meeting 15 minutes early so that the meeting administrators have time to check that you have signed a confidentiality agreement and admit you to the meeting. The meeting will start promptly at 9:00 a.m., Eastern Time.
- Please have your camera on during discussions.
- To notify that you have a question or comment you would like to share, please use the “raise hand” feature and feel free to use the chat feature.
- Please use the pseudonyms provided and do not disclose identifiable information when discussing the cases.
- “Step up, step back”—If you usually step up, you may want to take a step back and listen to others first before speaking; if you usually step back, you may want to step up and make your voice heard. Please be mindful of your contributions and the balance of who is contributing.