



Facilitation Checklist

Before the Meeting

- Prep team members that might be asked to provide additional information or had a personal connection with the cases being reviewed.
- Arrange the tables so that everyone is facing each other, or there are no outlying tables.
- Set up a station for food, coffee, or water.
- Print handouts and visuals and place them at every spot. This can include an agenda, confidentiality forms, data, ground rules of meeting, information on person-first language, etc.
- Set out name tags or nameplates of members and extra blank name tags or plates to fill out for new members.

During the Meeting

- Address all persons at the meeting by their first name, not their official title.
- In a virtual setting, encourage everyone to have their cameras on and to participate in the chat.
- Present agreed-upon ground rules and highlight the overarching purpose of overdose fatality review (OFR) meetings.
- Remind team members of confidentiality and have them sign a confidentiality form.
- Ask reflective and clarifying questions of agencies so that everyone has a baseline understanding of the information being presented.
- Observe the body language of team members as well as verbal comments. Some members might not feel comfortable speaking up but might show their feelings through their body language. Make sure to note what is being communicated verbally and nonverbally, and engage those individuals who are less likely to speak up.
- Ask members who are less verbal if they have anything they would like to add to the discussion.
- Lean into the silence after a question is asked of the team. Use this time to look at notes or take a drink of water, but do not ask additional questions.
- To help generate recommendations ask the team, "Who could have done what, when, and how?"



After the Meeting

- Ask participants for feedback on what went well during the meeting and what changes they would like to see.
- Take time after the meeting to debrief with partners to address any secondary trauma experienced through the OFR process.
- Provide any resources, information, and notes from the meeting.
- Follow up with members of the team to foster relationship building.
- Address any tension or conflict that might present during a meeting in a one-to-one setting after the meeting.
- Follow up on any agreed-upon timelines for implementation of recommendations and track the progress of that work.
- Store the data of the case information in an agreed-upon and safe and secure location.
- Thank the team members for their time and commitment to the team through personalized outreach.

Visit the COSSAP Resource Center at www.cossapresources.org.

About the Institute for Intergovernmental Research

The Institute for Intergovernmental Research (IIR) serves as the connecting point for COSSAP training and technical assistance (TTA) efforts and collaborates with Bureau of Justice Assistance (BJA) leadership and fellow TTA providers to work directly with COSSAP site-based grantees. IIR's role includes guidance and contributions by subject-matter experts in priority COSSAP areas of focus; coordination of the COSSAP TTA network's cadre of experts and providers; publication production and design of COSSAP resources; planning, coordination, and delivery of national-level trainings and working group meetings; COSSAP Resource Center development and maintenance; coordination of distance-learning opportunities and resource dissemination; and other complementary activities.

About BJA

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