**EDRT Case Review Flow Chart**

The Elder Death Review Team (EDRT) Case Review Flow Chart outlines a structured, collaborative process designed to analyze and address elder abuse-related deaths. This process ensures ongoing improvement and reinforces team trust and accountability.

Consider beginning the meeting with a presentation of the agenda, a brief reminder of the purpose of the case review, any announcements, and a short informal exercise to encourage socializing. Chairpersons may wish to use the \**Case Review Checklist.*

**Case Presentation**

**Potential Recommendations**

**Report to EDRT**

**Follow-Up**

**Consensus**

**Decisions**

**Case Discussion**

**Meeting Launch**

The team chairperson presents a case. Some EDRTs require information to be submitted in advance to allow the preparation of PowerPoint slides, while others do not. Typically, each case will need 30 minutes of presentation, discussion, and recommendations. Be sure to allow enough time to review the agenda cases in the allotted meeting time. In addition to reviewing new cases, some EDRTs review old cases to provide an opportunity for status updates and to facilitate further discussion.

Next, the case is opened up for discussion among the members. Any member may ask questions, request more information, or brainstorm about potential solutions. The team should discuss the case from a variety of perspectives. Reaching a consensus on the underlying cause of the problem will facilitate a unified solution. Framing the problem has tremendous implications for which interventions are selected, with important consequences for the victims.

Based on the discussion, a set of recommendations might be adopted that include a record review, new ideas for community services, and suggestions for the next step the team should take. Any further discussion of the risks and benefits occurs at this point. Dissenting opinions and action items should be formally recorded in the \**EDRT Tracking Spreadsheet* in the Case Review tab.

The EDRT Coordinator will document adopted recommendations in a formal summary and can use the \**Case Review Summary* form to record case details and track progress. Assignments are made, and meeting minutes should be distributed promptly. A clear action plan should be developed, with members responsible for follow-up. Recapping assignments and expectations before adjourning helps to ensure accountability and supports effective implementation.

The coordinator has the responsibility of following up with the members who were given particular assignments to enhance accountability. In addition to distributing meeting notes that contain a summary of assignments, some EDRTs use email reminders to ensure members are aware of their commitments. The EDRT Coordinator should hold team members accountable at the following meeting.

Finally, during the next case review meeting, members with action items report back to the EDRT on whether the team’s recommendations and insights were helpful using the \**Case* *Review Summary*. This feedback not only validates the members’ advice but also builds trust among the members.