

GUIDANCE FOR IDENTIFYING ACTION STEP MEMBERS

Leverage Existing Prevention Partners

- **Agencies and Organizations:** Identify agencies and organizations already involved in prevention work within your communities; preferably entities with a proven track record of successfully implementing prevention recommendations.
- **Workgroups and Coalitions:** Engage existing workgroups and coalitions focusing on community prevention efforts. Consider groups such as:
 - **Children’s Safety Network**
 - **Injury Free Coalition for Kids**
 - **National Drowning Prevention Alliance (and partners)**
 - **Prevent Child Abuse America**
 - **Safe Kids Worldwide**
 - **Safe States Alliance**
- Organizations such as these have extensive networks and resources that can be leveraged to support the PIER process. They can provide valuable insights, support, and opportunities for collaboration to help implement prevention recommendations effectively.

Identify Key Roles Needed and Responsibilities

- **Team Leader/Chairperson:** Responsible for overall meeting coordination and leadership.
- **Subject Matter Experts (SMEs):** Teams should seek individuals with expertise in implementing prevention recommendations related to pediatric injury and death.
- **Project Manager (likely state coordinator where applicable):** Ensures that the project stays on track and within scope.
- **Partner Representatives:** Members who represent the interests of key partners.
- **Community Activists/Implementers:** Engage individuals who are passionate about improving outcomes in their communities and skilled in grassroots efforts to implement prevention recommendations in their communities.
- **Families with Lived Experiences:** Seek out families who have experienced similar tragedies and have started grassroots efforts or foundations to prevent future deaths. Their insights and dedication can be invaluable.
- **First Responder Supervisory Positions:** Include fire chiefs, fire marshals, police chiefs, and other supervisory roles from first responder agencies. Their experience and leadership can be crucial in implementing prevention recommendations effectively.

Criteria for Selection

- **Experience:** Focus on individuals with experience in prevention work and the successful implementation of recommendations.
 - **Availability and Commitment:** Ensure prospective team members have the time and willingness to commit to serving on the action team.
 - **Collaborative Skills:** Select team players who work well in collaborative environments.
 - **Diverse Perspectives:** The action team should include diverse members from various disciplines
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Engage Partners

Involve key partners in the selection process to ensure their interests are represented and to gain their support.

Use a Structured Approach

- Develop a standardized process for identifying and selecting team members. This can include:
 - Standing members based on position/organization (e.g., safe kids coordinator, state Child Death Review coordinator)
 - Nomination Process: Allow partners to nominate potential team members.
 - Interviews: State Child Death Review Coordinator can conduct brief virtual or telephone interviews to confirm interest and assess the suitability of candidates.
 - Selection Criteria: Use predefined criteria to evaluate and select candidates.
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