

# County Team Assignment and Data Entry

This document provides information about assigning cases to counties and entering child death data into the national case reporting system.

County child death review teams in Oregon are required to review the death of any child under 18 in the following categories per ORS 418.785(3):

- Homicides
- Accidents
- Suicides
- Undetermined causes
- Deaths due to natural causes that were unexpected
- Deaths where child abuse is a factor
- Deaths from any cause when an autopsy was conducted by a medical examiner

## 1. Assignment

Oregon Health Authority assigns each case to the county where the incident resulting in the death occurred (county of incident). The county of incident is responsible for creating the case and entering data into the case reporting system. Only the assigned county should create a case in the case reporting system.

When the county of incident is not the child's county of residence, the teams from the county of incident and the county of residence work together to develop a mutually agreeable review plan based on the information available about the death. The plan should include how information will be shared and may include conducting a joint review.

County team contact information is available on the OHA Oregon Child Death Review and Prevention website.

If the teams from the county of incident and county of residence agree a case should be assigned to the county of residence, the county of incident contacts Robyn Ellis [robyn.e.ellis@dhsoha.state.or.us](mailto:robyn.e.ellis@dhsoha.state.or.us) with the State Technical Assistance Team to provide this information and ensure accurate assignment in the case reporting system.

When the death of a child who is an Oregon resident occurs out of state, Oregon is not required to review the death and the data is not entered in the case reporting system. When a child who dies in Oregon, is not a resident of Oregon, the death is reviewed in the county of incident. When this occurs the assigned county team should consider working with the resident state to make a review plan.

If a county other than the county of residence holds information that would be helpful to the review, that county may also coordinate with the county of incident to develop a review plan. The county of incident is responsible for the review until a decision is made for the case to be assigned to another county and that plan is communicated to Robyn Ellis.

See County Team Case Assignment Decision Flow on the OHA Oregon Child Death Review and Prevention website.

## 2. Data Entry

For support using the case reporting system, including logging in, finding cases, creating cases from import, and entering data, contact Robyn Ellis [robyn.e.ellis@dhsosha.state.or.us](mailto:robyn.e.ellis@dhsosha.state.or.us) with the State Technical Assistance Team.

Each county team must designate someone (typically the team coordinator or lead) who is responsible for entering information for each case into the case reporting system. This person will need access to the case reporting system. All required child death review cases will be imported by the State Technical Assistance Team. The import will pre-populate death certificate and medical examiner child death data for each case.

To avoid duplicate information, create cases from imported data (see image below).

**Manage Cases** [+ Enter New Case](#) [Print Results](#)

**+ Create Cases From Import**

**Search Cases:**

Last Name / Number

Age  Select all Ages (includes missing and unknown ages)

<1  1  2

Case Type  Team

Manner of Death  Cause of Death

**Toggle Advanced Search Options**

## Create New Case From Import

Show  entries

Last Name	First Name	Death Cert #	Birth Cert #	Death Date	Manner of Death	Actions	Status
No data available in table							

Showing 0 to 0 of 0 entries

**Search Imports:**

Date of Death

First Name

Last Name

Things to know about creating a case from import:

- Information is imported monthly.
- Cases are not imported until a manner of death is determined.
- It can take 45-60 days for some cases to be imported.
- Delays in importing the data is often because death certificate data, including toxicology, is not yet available.
- Use the child's last name to create a case from import.
- Creating a case from import avoids duplicate information in the case reporting system.

Prior to the child death review meeting, consider distributing the profession-specific case reporting forms to the appropriate review team members to complete. These forms match questions from the case reporting system to the profession most likely to have the required information. Sharing this document with team members prior to the scheduled review helps them prepare for the review and helps the coordinator and lead ensure timely and complete data entry.

Case review is complete after both the review meeting and the child death review data entry have been done. When all available data, including prevention recommendations, has been entered check "Data entry completed for this case" in the case reporting system.