



Sample Checklist: OFR Launch

- Identify the governance committee and the administrative lead agency
- Identify who will be responsible for the coordinator, facilitator, and data manager roles
- Establish interagency data sharing and confidentiality agreement
- Recruit case review team members
- Ask member agencies and members to sign an interagency data sharing agreement and confidentiality agreements
- Set OFR ground rules and expectations
- Review data and determine case selection criteria
- Develop protocols for secure data access
- Provide team member training
- Set the meeting schedule