



# Sample: Confidentiality Agreement and Review Sign-In Sheet

## OFR Confidentiality Agreement

The purpose of the overdose fatality review team (OFR) is to conduct a thorough review of all preventable overdose deaths in [county] in order to better understand the circumstances of overdose deaths and how to act to prevent future similar deaths.

To ensure a coordinated response that fully addresses all systemic concerns surrounding overdose deaths, all relevant data should be shared and reviewed by the team, as permitted by law, including historical information concerning the decedent, his or her family, and the circumstances surrounding the death. Much of this information is protected from public disclosure by law.

[state statutes] allow for overdose fatality reviews to remain confidential and can be exempt from the open meeting law. In no case will any team member disclose any information regarding team discussion outside of the meeting other than pursuant to the mandated agency responsibilities of that individual. Failure to observe this procedure may violate various confidentiality statutes that contain penalty. Public statements about the general purpose of the overdose fatality review process may be made, as long as they are not identified with any specific case.

Dated [date] the undersigned agree to abide by the terms of this confidentiality policy.

Name	Agency