



**Midwest  
Regional**

CHILDREN'S ADVOCACY  
CENTER

# Midwest Regional National Peer Review



- The Midwest Regional CAC National Peer Review program offers the following types of peer review:
- Forensic Interview Peer Review (27 different calls, different days and times)
- Spanish Speaking Forensic Interview Peer Review (2 different calls monthly)
- Individuals with Disabilities Forensic Interview Peer Review (quarterly)
- Medical Peer Review (4 different calls each month)
- SANE Peer Review (2 different calls each month)

## Core Communities

- CACs are assigned to Core Communities so that they are with the same group each month. The benefits include getting to know your peers, sense of community in sharing feedback, balanced calls. Sites are asked to “opt out” if they are not able to attend their regularly scheduled peer review call rather than register each month.

## Equipment Requirements

- It's easy to participate! All you need is a computer with high-speed internet access with either a built-in microphone, camera and speakers or attached speakers and Webcam.

## Individual CAC Responsibilities

- Commit to participate each month with your core community on your scheduled call
- Communicate if you are unable to be on your scheduled call
- Be prepared to present a case during your scheduled presentation time
- Be present on peer review call if your case is being shared so that you can answer questions, provide history and receive feedback

## It's My Site's Turn to Present....

Presenting can be stressful if you are not prepared. To be ready on your presentation day, please make sure that you:

- Have chosen a case to share in advance
  - ✦ For medical PR: Please save case history and images in a PowerPoint format so that all of your information is in one document.
  - ✦ For Forensic Interview/Spanish Speaking Forensic Interview/Individuals with Disabilities Forensic Interview: Save your interview as a computer file in one of the following formats: avi, mp4, wmv or mov. Some sites will need to share their interviews via a media player; if this is the case, just let us know!

## Preparing for Presentation Day

All sites  
presenting  
interviews for  
forensic  
interview peer  
reviews are  
required to  
schedule a  
practice call

- Practice calls help to ensure the video and audio quality are sufficient for the actual peer review. This also serves as a trial run to make sure you feel comfortable loading and playing your interview and to answer any questions.

## What Kind of Case Should I Choose?

For Forensic Interview Peer Review/ Spanish Speaking Forensic Interview Peer Review, or Interviewing Individuals with Disabilities Forensic Interview Peer Review....

- Choose a case that you want constructive feedback on.
- Choose a closed case if at all possible.
- Don't choose one of your best interviews as you already know you did well on that, choose one where you would like feedback on how to do things differently or suggestions on how to handle a certain age group, etc.



## How do I join?

Each month you will receive an email with your agenda and link to join the peer review call.

Hi everyone:

Please find attached the agenda, forensic interview tool and forensic interview protocol for your core community peer review call.

To join the call, please click on the link below:

<https://www.surveygizmo.com/s3/3891478/2018-FI-PR-4th-Tuesday-1-2-30-Sign-in-Confidentiality>

Password: will be provided once you submit the electronic confidentiality form

Please remember to complete an evaluation following the call. The evaluation can be found at:

<https://www.surveygizmo.com/s3/3859789/2018-Peer-Review-Evaluation-Forensic-Interview> ;

If you need to opt-out of this call, please use the link below:


<https://www.surveygizmo.com/s3/3853122/2018-Peer-Review-Schedule-Change>

Thanks!

## How Do I Log On?

On the day of the call, enter your name as well as the name of anyone else at your site that is joining you on the call.

This serves as an attendance sheet as well as a confidentiality form.

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### Forensic Interview Peer Review - 1st Tuesday 1-2:30 Central

This form serves as an attendance sheet and a confidentiality agreement. Please make sure to fill out all required information for all attendees. Once you click the **Submit** button, you will be directed to the scheduled WebEx session.

1. ***We agree to keep confidential any and all case information presented during this peer review session. This information is to be used as a part of the professional consultation process and is not to be shared outside. \****

Full Name of the Participating Organization/CAC

First Name

Last Name

Email Address

After you click  
“Submit”....

You will receive a  
“Thank you”  
message

And a “click  
here” link.

Click on the link  
where it says  
“click here”



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### Thank You!

Thank you for completing this sign in form, which serves as your attendance and your confidentiality agreement.

Please click on the following link to access your peer review session: [CLICK HERE](#)

**To access your session, remember to input the password: Peerreview1**

Following the peer review session, please fill out the online evaluation. You will receive a link for that evaluation via email following the session.

The Midwest Regional Children's Advocacy Center receives its funding from the Office of Juvenile Justice, Delinquency and

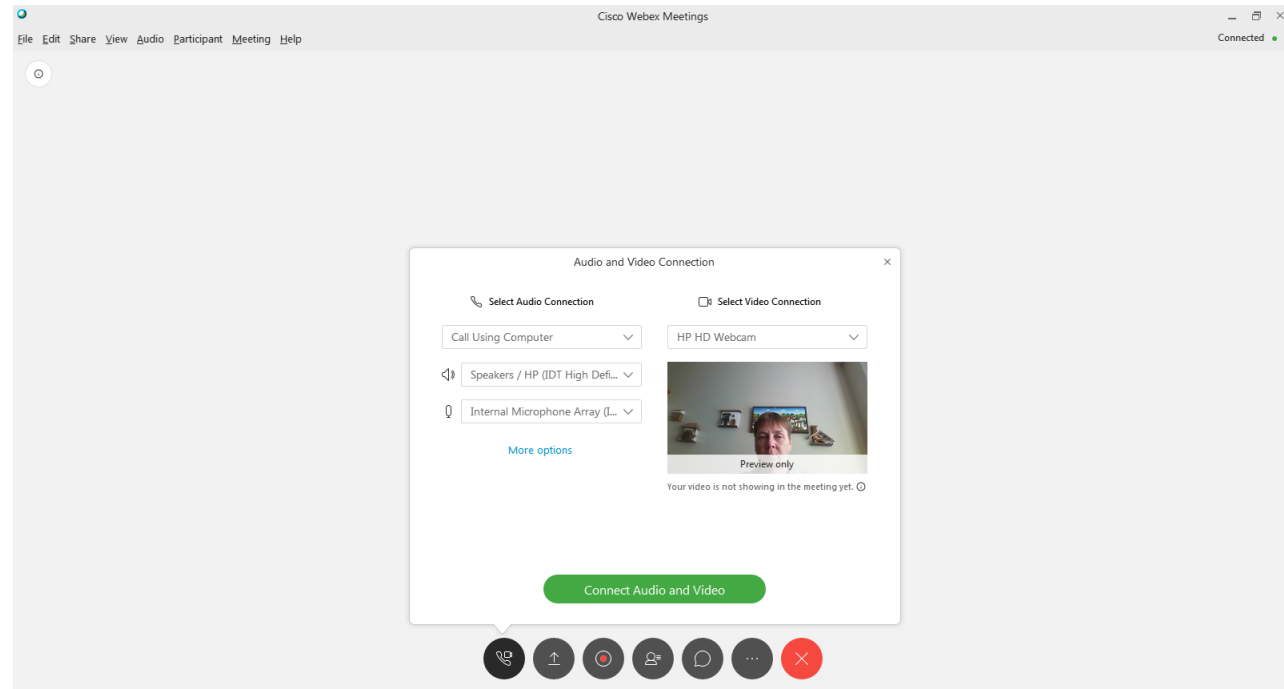
Prevention



## Entering the Call

You will have been directed to a new page where you will enter the actual peer review call. You will be asked to enter your name /CAC, your email and the password provided.

You can join the call 10 minutes prior to the start time. This will give you plenty of time to log on, adjust your computer's microphone and camera and prepare.



# What if I can't attend?

If for some reason your site is not able to participate with your core community on your regular call, you will be provided with the option to “opt out” and choose another call to participate in or simply to cancel for that particular month. Your site is expected to participate the majority of the months, but we understand that sometimes, there are unforeseeable circumstances.

The screenshot shows a web browser window with the SurveyGizmo survey interface. The browser's address bar shows the URL: <https://www.surveymgizmo.com/s3/3853122/2018-Peer-Review-Schedule-Change>. The browser's tab bar shows several open tabs, including 'Salesforce.com: The C...', 'DeLaSalle High School', 'SurveyGizmo - Dashb...', 'Children's Health Car...', 'VisualShare', 'Paradiso Performance', 'My TTA360 - TTA360', 'Minnesota Employee', and 'Upcoming Webina...'. The survey content is displayed on a light gray background with blue borders on the left and right sides. The survey title is '2018-Peer-Review-Schedule-Change'. The first section of the survey is titled 'Thank you for letting us know that your site won't be able to join its core community this month.' and asks the respondent to 'Please complete this form to indicate if your site is fully opting out of this month's sessions or if you'd like to try to join another community this month.' The second section is titled '1. Please enter/confirm the information below. \*' and contains four text input fields: 'Organization Name', 'First Name', 'Last Name', 'Email Address', and 'Phone Number'. The third section is titled '2. Mark the peer review sessions you need to change this month. \*' and contains a list of five peer review sessions with checkboxes: 'Forensic Interviewing Peer Review', 'Medical Peer Review', 'Spanish Speaking Peer Review', 'SANE Peer Review', and 'Developmental Disability Peer Review'. The instructions for this section are: 'Check all that apply, but please click ONLY on the peer review sessions that your site will be opting out of this month OR the sessions you want to reschedule.'

Thank you for letting us know that your site won't be able to join its core community this month.

Please complete this form to indicate if your site is fully opting out of this month's sessions *or* if you'd like to try to join another community this month.

1. Please enter/confirm the information below. \*

Organization Name

First Name

Last Name

Email Address

Phone Number

2. Mark the peer review sessions you need to change this month. \*

*Check all that apply, but please click ONLY on the peer review sessions that your site will be opting out of this month OR the sessions you want to reschedule.*

- ☐ Forensic Interviewing Peer Review
- ☐ Medical Peer Review
- ☐ Spanish Speaking Peer Review
- ☐ SANE Peer Review
- ☐ Developmental Disability Peer Review

## After the call....

After the call you will receive an email link to complete a Survey Gizmo evaluation. Please complete the evaluation as your feedback is very important to us.

<https://www.surveygizmo.com/s3/4729829/2019-Peer-Review-Evaluation-Forensic-Interview>



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### 2019 Peer Review Evaluation Forensic Interview

1. Participation Date \*

Click on the calendar icon to the right of the text box to select the date or manually type in the date with this format - MM/DD/YYYY

2. Did you complete this evaluation as: \*

- ☐ Individual  
☐ Group

3. Please rate the presenting site today re: their preparedness to present, including was their video quality sufficient to offer feedback? \*

Very Dissatisfied      Dissatisfied      Neutral      Satisfied      Very Satisfied

☐      ☐      ☐      ☐      ☐

4. When the case was finished, was there enough time for presenter to receive feedback? \*

- ☐ Yes  
☐ No

5. Did today's presentation increase your knowledge or provide you with helpful tips? \*

- ☐ Yes  
☐ No

## For Interviewing Peer Review Calls:

In addition to verbal feedback, there is also the opportunity to provide written feedback. You will be provided with a written feedback tool with your registration email.

### Midwest Regional Peer Review

#### Forensic Interview Peer Review Feedback Form

Name of Interviewer:

Age of Child:

Date of Peer Review Call:

Site of Interview:

Interview Process	Yes	No	NA	Comments
Introduces self; explains role/equipment				
FI/child seated appropriately for				

Interview Process	Yes	No	NA	Comments
Makes use of open-ended questions				
Allows for follow-up questions/clarifications to				

## **For Medical/SANE Peer Review Calls**

In order for us to be in compliance with the AMA and ANCC granting organizations, we must have all attendees complete either a conflict of interest form (ANCC for nurses) or Disclosure Form (CME for physicians, PNP's).

- Please make sure you complete a disclosure form (CME) or conflict of interest form (ANCC) at the beginning of each year. The form will be attached to your email that contains your link to join and the agenda. Please return the completed form to me.



## Certificate

You will be able to type in your name and the date of your peer review and then receive a PDF of your certificate at the conclusion of the evaluation.



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### Certificate of Attendance

participated in the Midwest Regional National Peer Review activity titled

**Forensic Interview Peer Review**

on

A handwritten signature in black ink that reads "Kari Stephens".

Kari Stephens  
Project Director  
Midwest Regional Children's Advocacy Center