



CDR Process Family contact tracker

Family Information

Name of Child	
Name(s) of parents	
Preferred method of contact & who to contact	

CDR initial call & letters

Letter A should have been given to the family when their child died.

Date initial contact due to be made via phone (48-72 hours after child has died)	
Date contact was made	
Letter B date due to be sent (~2 weeks after child has died)	
Date Letter B & feedback form sent (if you have managed phone contact previously then send B2 & feedback form)	
If no contact can be made with the parents by (insert date) (~8 weeks after child has died) then send Letter C	
Date letter C sent (if applicable)	

CDR Meeting Date

Date meeting due to happen	
Change of date to	
Send Letter D with new month	
1 month prior to meeting (insert date) (if it has been over 3 months since initial contact) Send Letter E1 or E2	

After CDR Meeting

Date of when contact made with parents to tell them the meeting has taken place (using preferred method of contact)	
Send Letter F to let parents know the outcome of the meeting and responses to their feedback	
Offer follow-up meetings	