

Cohort Review Checklist

Time before Cohort Review:	Task	Who is Responsible	Complete
Three months	Schedule quarterly cohort review	Health Educator	
	Develop case lists for case review	Nurse Consultant	
	Notify counties of cases	Nurse Consultant	
	Send a save the date email for cohort review participants	Health Educator	
	Counties fax or email completed cohort review forms	LHJ	
	Review data for case and contact summaries for completeness	Nurse Consultant	
	Schedule mock cohort review dates	Nurse Consultant	
	Schedule counties for mock cohort review	Nurse Consultant	
	Remind counties of mock cohort review dates and assist in completing cohort review form	Nurse Consultant	
	Create new folder on the shared drive for specific cohort review date	Health Educator	
	Reserve a car for cohort review	Health Educator	
	Reserve a room at Harborview for cohort review (12- 5 PM)	Health Educator	
	Two months	Hold mock cohort review	Nurse Consultant
	Follow up with counties that are missing data	Nurse Consultant	
	Develop and send out cohort review agenda	Health Educator	
Two weeks	Obtain case and contact summaries from State Epidemiologist	Health Educator	
	Send reminder email with handouts to cohort review participants	Health Educator	
Three days	Reminder email with call in number and handouts to participants	Health Educator	
	Make copies of all cohort review handouts	Health Educator	
	Pack conference phone, laptop, LCD	Health Educator	
Day of cohort review	Cohort Review logistics- set up equipment & distribute handouts	Health Educator	
1 week after	King county epidemiologist sends case and contact data summaries State TB Program	LHJ	
	Nurse Consultants update cohort review forms	Nurse Consultant	
	Nurse Consultants give cohort review forms to Health Educator	Nurse Consultant	
	Health Educator gives cohort review forms to State Epidemiologist	Health Educator	