**Example CRT Invitation**

Dear **[first name, last name]**,

On behalf of the local organizations implementing the FIMR/HIV Prevention Methodology in our community, we are pleased to invite you to serve on the Case Review Team.

The goal of the FIMR/HIV Prevention Methodology is to improve perinatal HIV prevention systems by using the FIMR case review and community action process. The methodology provides an in-depth look at the health, social, economic, cultural, safety and education systems that result in a perinatal HIV exposure or transmission by collecting comprehensive quantitative and qualitative data, via medical record abstraction and maternal interview.

As an essential component of the methodology, the purpose of the Case Review Team is to review all information gathered for each case, identify systems issues, and make recommendations for improvement to the Community Action Team (CAT). The CRT identifies barriers to care and trends in service delivery, such as providing cesarean delivery to all HIV-infected women.

We are asking members of the Case Review Team for a 12-month commitment, from **[month/year –month/year]**, with the following expectations:

* Actively participate in monthly meetings at dates/times to be determined by the group. The first meeting will be scheduled for **[month/year]**, and to
* Provide input and assist with formulating recommendations to improve systems to the Community Action Team

Please confirm your intent to serve on the Case Review Team by contacting **[designated staff person]**, at **[email]** or **[phone]**. Questions regarding the FIMR/HIV Prevention Methodology can be directed to **[designated staff person]**.

Sincerely,

**[Site co-leads]**