### Recruitment Letter Worksheet Instructions

The following sample recruitment letter is intended to be a starting place for your professional recruitment needs. Your team should review the content areas provided and choose what information would be most valuable to soliciting participation in your team. Included you will find background information about multidisciplinary teams (MDTs), why they are considered a best practice, benefits of participation in an MDT, and draft expectations for potential partners. Please modify as needed, and best of luck in your recruitment efforts.

# Invitation to Become a Member of [Name] Elder Abuse Case Review Multidisciplinary Team (Sample)

Date

Dear [Name]  
Title  
Organization  
Contact information

## Background

Elder abuse is gaining recognition. National prevalence studies indicate that over 10% of Americans age 60 and older experience some form of elder abuse in a given year. Elder abuse typically is a term used to refer to five types of elder abuse: financial exploitation, caregiver neglect, physical abuse, psychological abuse, and sexual abuse. The consequences for those who experience elder abuse include diminished health, finances, social connections, independence, and may even hasten death.

With this increased recognition and understanding comes more sophisticated responses. One best practice being promoted is the use of multidisciplinary teams (MDTs) so prolific in the field of child abuse. In our community, [name] Elder Abuse Case Review MDT has existed for XX years [or is being developed]. As an important member of our community, we are inviting someone to represent your organization/agency on the MDT.

## Join Us!

Our objective is to set up our new MDT venture for success. Your organization has been identified as a potential strong partner and crucial MDT member. We cordially request your participation as we move forward with MDT planning and development. Your input into the development of our team is highly valuable and we believe that together, we can have a positive impact in the lives of our mutual client, our community, and in our respective organizations/agencies. Below, you can learn more about what MDTs are, why they are considered a best practice, and what expectations can be anticipated if you choose to participate in our MDT.

## CHARACTERISTICS OF AN ELDER ABUSE CASE REVIEW MDT

An *Elder Abuse Case Review MDT* is a group composed of members who know each other, each with varied but complementary experience, qualifications, and skills, bound by a common purpose, working collaboratively to achieve a shared goal. Case review MDTs are characterized by five elements:

1. **Shared Decision-Making**

The entire team participates in the decision-making process, sharing information, and sharing successes through case review.

1. **Partnership**

A formal Memorandum of Understanding (MOU) or an Interagency Agreement (IAA) is signed by all participating organizations/agencies.

1. **Interdependency**

Group and individual outcomes are influenced by the group, that is, the actions of one member impact important outcomes of other members and the team.

1. **Balanced Power**

All members of the MDT have equal input and discourage a single member from dominating the group.

1. **Process**

The development and use of protocols to introduce predictability and accountability into the case review process, including protocols for conflict resolution.

BENEFITS OF ELDER ABUSE CASE REVIEW MDTs

Reasons why Elder Abuse Case Review MDTs are considered “best practice” [[1]](#endnote-1) when responding to elder abuse cases:

**Successful partnerships can benefit *professionals/organizations* in the following ways:**

* MDTs result in a greater number of cases being referred for prosecution.[[2]](#endnote-2)
* MDTs can increase confidence[[3]](#endnote-3) and enhance job satisfaction by promoting collegiality.[[4]](#endnote-4)
* MDTs extend and leverage interagency resources in part by reducing the financial and staff burden on individual agencies.
* MDTs can instill confidence that the case is being handled the best way possible by obtaining validation from other team members.

**Successful partnerships can benefit *older victims* in the following ways:**

* Coordination of multiple services may reduce the number of systems with which victims have to navigate.[[5]](#endnote-5)
* Coordination creates an integrated array of services tailored to the victim’s multifaceted needs that can build upon the family’s strengths.
* Collaboration produces creative solutions that no one agency could produce on its own.[[6]](#endnote-6)
* Collaboration results in more desirable case outcomes for victims by enhancing the probability that no matter where a victim enters the system, they have access to coordinated services.

**Successful partnerships can benefit *communities* in the following ways:**

* By creating community responsibility for victim safety.[[7]](#endnote-7)
* By enhancing relationships among public and private service providers.
* By strengthening families, which strengthens communities.
* By extending the reach of limited resources within a community.[[8]](#endnote-8)

As more communities recognize the relevance and value of case review MDTs, the number of elder abuse victims benefiting from services will increase, and communities will become safer for older Americans. To learn more, visit <https://www.justice.gov/elderjustice/mdt-toolkit>.

MANAGING EXPECTATIONS

Expectations foryour organization’s representative on the MDT include:

* A memorandum of understanding that outlines procedures and legal and ethical issues will be signed by your organization’s authorized representative.
* Your organization’s representative on the MDT will:
  + attend an MDT orientation meeting;
  + attend and actively participate in case review meetings; and
  + be available to consult with other team members (by phone or email) outside of case review meetings.

What **y**ou can expect from us:

* A recurring and predictable meeting schedule in which the team meets [monthly/weekly] at [location] for approximately [1.5 hrs].
* The case review meeting agenda that will be faxed to members the Friday before the scheduled meeting to ensure members come prepared to discuss cases.
* A semi-formal case review meeting led by [name].

In closing, we would like to thank you for taking the time to learn about our elder abuse case review MDT. We hope we have provided you with adequate background material to evaluate the pros and cons of becoming a member of our team. Please feel free to reach out with additional thoughts or questions, as we intend for this process to be as collaborative as possible.

We look forward to hearing your thoughts.

Sincerely,

Name  
Title  
Organization  
Contact information

# End Notes

1. Anetzberger, G. J. (2017). Elder abuse multidisciplinary teams. In *Elder Abuse* (pp. 417-432). Springer International Publishing. [↑](#endnote-ref-1)
2. Navarro, A. E., Gassoumis, Z. D., & Wilber, K. H. (2012). Holding abusers accountable: An elder abuse forensic center increases criminal prosecution of financial exploitation. *The Gerontologist*, 53(2), 303-312. [↑](#endnote-ref-2)
3. Alon, S., & Berg-Warman, A. (20143). Treatment and prevention of elder abuse and neglect: Where knowledge and practice meet—A model for intervention to prevent and treat elder abuse in Israel. *Journal of Elder Abuse & Neglect*, 26(2), 150-171. doi:10.1080/08946566.2013.784087 [↑](#endnote-ref-3)
4. Kistin, C., Tien, I., Bauchner, H., Parker, V., & Leventhal, J. M. (2010). Factors that influence the effectiveness of child protection teams. *Pediatrics, 126*, 94-100. (1), 94-100. doi:1[0.1542/peds.2009-3446](https://doi.org/10.1542/peds.2009-3446) [↑](#endnote-ref-4)
5. Conroy, C., & D. E. Logan (2014). Pediatric multidisciplinary and interdisciplinary teams and interventions. In M. C. Roberts, B. S. Aylward, & Y. P. Wu (Eds.), *Clinical practice of pediatric psychology* (pp. 93-108). New York, NY: Guilford.; Quinn, M. J., & Heisler, C. J. (2002). The legal response to elder abuse and neglect. *Journal of Elder Abuse & Neglect. 14*(1), 61-77. doi:10.1300/J084v14n01\_04 [↑](#endnote-ref-5)
6. Nack, J. R., Dessin, C. L., & Swift, T. (2012). Creating and sustaining interdisciplinary guardianship committees. *Utah Law Review,* 3, 1667-1690. [↑](#endnote-ref-6)
7. Roberto, K. A., Teaster, P. B., McPherson, M. C., Mancini, J. A. & Savla, J., (2013). A community capacity framework for enhancing a criminal justice response to elder abuse. *Journal of Crime and Delinquency,* *38*(1), 9-26. doi:10.1080/0735648X.2013.804286 [↑](#endnote-ref-7)
8. U.S. Department of Health and Human Services (2010). *Community partnerships: Improving the response to child maltreatment*. Washington, DC: U.S. Department of Health and Human Services, Administration for Children and Families, Administration on Children, Youth and Families Children's Bureau, Office on Child Abuse and Neglect. [↑](#endnote-ref-8)