

Colorado State Epidemiological Outcomes Workgroup (SEOW) Charter

October 2016

Mission Statement:

The mission of the State Epidemiology Outcomes Workgroup (SEOW) is to provide communities, policymakers, Federal, State, Local, and Tribal Officials with comprehensive data on the patterns, context, and impact of substance use to inform interventions at the Federal, State, Local and Tribal level.

Purpose:

The Colorado SEOW is a multidisciplinary working group with the goal of promotion, collection, analysis, and clear communication of data to support improved health in Colorado. To accomplish this, the SEOW is tasked with increasing access to data and data products that address substance use and health issues to inform promotion, prevention, intervention, treatment, recovery, enforcement, and broader policy.

Specifically, the Goals for years 1-3 the Colorado SEOW are:

Goal 1: Catalog Existing Efforts: Identify existing groups/organizations across the state focusing on current primary prevention efforts around substance use, and data sources on substance use patterns, health risks and protective factors to inform those primary prevention efforts.

Goal 2: Characterize the Problem: Characterize substance abuse, specifically alcohol, marijuana, and prescription drug (opioid) misuse, illicit drug use and related health risks and protective factors across the state.

Goal 3: Identify and Address Data and Knowledge Gaps: Identify gaps in substance use data and knowledge and begin to address these gaps.

Goal 4: Call to Action: Publish and disseminate findings and primary prevention priorities to stakeholders and the general public in a meaningful and timely manner.

Goal 5: Connect Data: Connecting existing data sources through the creation of a web-based platform that stakeholders and the general public can access.

Goal 6: Sustainability of the SEOW: Develop objectives and update goals annually including the deliverables and functions of the group.

Principles

- Establish a clear purpose and set of goals and objectives;
- Establish work plans that identify specific workgroup products, schedules, and milestones;
- Establish and maintain regular contacts with appropriate State advisory group(s) and key State decision-makers;
- Ensure an ongoing and meaningful exchange of data and information between the SEOW, State, Federal, Local and Tribal leaders;

Functions

The SEOW functions as a work group of key stakeholders in substance abuse primary prevention and data monitoring in Colorado to inform the state and stakeholders about substance abuse promotion, prevention, intervention, treatment, recovery, enforcement, and broader policies. This group, for the next three years, is linked to the Strategic Prevention Framework, Partnership For Success (SPF-PFS) federal grant (SAMHSA, include grant number), in which the initial focus will be on alcohol, marijuana, and prescription drug (opioid) misuse.

The SEOW core tasks include:

- Identify, organize, analyze and share key data on substance use patterns, contexts, health risks and protective factors;
- Create data-guided products that inform substance abuse promotion, prevention, intervention, treatment, recovery, and enforcement planning/policies;
- Emphasize outcomes and support data-driven decision making at the Federal, State, Local, and Tribal levels;
- Provide community-oriented data for use in community planning, monitoring, and evaluation purposes;
- Build state and local level monitoring and surveillance systems;
- Build community capacity in understanding, using and presenting data in an effective manner;
- Promote continual improvements in data gathering for assessments;

The state and stakeholders may utilize the data and analyses provided by the SEOW to devise strategies and solutions to guide decisions about the allocation of resources, including the funding of primary prevention, treatment, recovery, and enforcement efforts, and to inform the public about the prevalence of substance use and associated consequences. To that end, the SEOW will look to partner with the Substance Abuse Trend and Response Task Force (SATF).

DETAILED STEPS TO ACHIEVE GOALS

Goal 1: Catalog Existing Efforts:

- **Objective 1.1** Identify existing groups/organizations across the state focusing on current primary prevention efforts.
- **Objective 1.2** Starting at the table, identify data collected by current partners/participants on current and emerging substance abuse trends in Colorado.
- **Objective 1.3** Reach out to communities and other stakeholders to identify additional existing data sources on current and emerging substance abuse trends in Colorado.

Goal 2: Characterize the Problem:

- **Objective 2.1** Understand and interpret existing data on trends in alcohol, marijuana, and prescription drug (opioid) use and abuse, related health risks and protective factors in Colorado
- **Objective 2.2** Describe and summarize these trends clearly and accurately, using appropriate statistical principles
- **Objective 2.3** Include description and summary of data on other illicit drugs when possible

Goal 3: Identify and Address Data and Knowledge Gaps:

- **Objective 3.1** Identify gaps in current and emerging substance abuse data and knowledge on use trends, health risks, and protective factors in Colorado.
- **Objective 3.2** Leverage resources to respond to identified data, knowledge gaps, and evaluate data produced by other groups.

Goal 4: Call to Action:

- **Objective 4.1** Determine appropriate deliverables through collaborations with key stakeholders, including, but not limited to, CDPHE, CDPS, SATF, service providers, local public health, and law enforcement.
- **Objective 4.2** Publish and disseminate findings to stakeholders in a meaningful and timely manner.
- **Objective 4.3** Establish primary prevention priorities based on data and statewide needs assessment.

Goal 5: Connect Data:

- **Objective 5.1** Create a data dashboard sharing information on current and emerging substance abuse trends, health risks, and protective factors in Colorado.
- **Objective 5.2** Present data findings to SATF and other policy groups.
- **Objective 5.3** Present data in community forums to universities and emerging professionals.

Goal 6: Develop Sustainability:

- **Objective 6.1** Manage change and maintain optimal group performance so that activities supporting outcomes-based prevention planning can continue (e.g., gathering and analyzing epidemiological data, setting substance abuse prevention priorities based on data, addressing gaps in data).
- **Objective 6.2** Realign, restructure, or expand the role of the Colorado SEOW to strengthen the position within the state substance abuse prevention infrastructure.
- **Objective 6.3** Clarify and promote the added value of data products and processes into the work of the individuals and organizations that use the products.
- **Objective 6.4** Ensure that financial sustainability is sought through a variety of resources.

Leadership:

The lead agency for the Colorado SEOW is the Colorado Department of Human Services, Office of Behavioral Health. The SEOW is chaired by Rebecca Helfand – SEOW Chair, who is the Director of Data and Evaluation. The CO-Chair is Daniel Vigil, who is Manager of the Marijuana Health Monitoring and Research Program at the Colorado Department of Public Health and Environment.

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Rebecca and Daniel are supported in their leadership roles by the SPF-PFS Project Director, SPF-PFS Program Assistant, and OBH prevention staff along with the University of Colorado Denver, The Evaluation Center.

SEOW Leadership Responsibilities:

The SEOW Chair and Co-Chair is responsible for submitting progress reports according to the reporting schedule.

The SEOW Project Managers are responsible for organizing and facilitating the SEOW meetings. The Program Managers are responsible for the timely production of all SPF-PFS grant deliverables related to SEOW activities, in collaboration with the Chair and Co-Chair.

SEOW Membership:

The members of the SEOW represent a broad array of stakeholders including Federal, State, and Local Agencies and Organizations. Each group will have one seat on the SEOW. This seat can be filled by any identified member of the Organization. Each Organization shall designate a member to attend meetings regularly. A proxy can be sent if the designated member cannot attend (this is meant as a safeguard, please limit use of proxies). The SEOW Co-Chairs need to be notified of any changes to the Organization designee.

New member organizations may be added at the discretion of a simple majority of quorum of the existing members.

Organization	SEOW Representative	Title	Specialty
OBH Prevention	Jenny Corvalan-Wood	Director, Community Prevention and Early Intervention Programs	Prevention
OBH Data and Evaluation	Rebecca Helfand	Director, Data and Evaluation	Statistical Analyst
CDPHE Monitoring and Research	Daniel Vigil	Program Manager	Marijuana Health Monitoring and Research Program
CDPHE	Barbara Gabella	Senior Scientist in Injury Epidemiology	Violence and Injury Prevention - Mental

Prevention Services			Health Promotion Branch
CDPHE HKCS Coordinator	Leonardo Kattari	Healthy Kids Colorado Survey Coordinator	Children, Youth, and Families
Drug Enforcement Administration	Darren Schwindt	Group Supervisor - Intelligence Unit	DEA Denver
Office of the Attorney General	José Esquibel	Director, Office of Community Engagement	Prevention
CDPS Criminal Justice	Jack Reed	Statistical Analyst, Office of Research & Statistics	Statistical Analyst
Department of Human Services, City and County of Denver	Regina Huerter	Executive Director, Office of Behavioral Health Strategies	Policy
Denver Public Health	Theresa Mickiewicz		
Rise Above	Kent MacLennan	Executive Director, Rise Above Colorado	Prevention
Arapahoe House Research and Evaluation	Nicole Burrell	Senior Analyst	Statistical Analyst

Boulder County Public Health	Talia Brown		
Rocky Mountain Poison Center	Shireen Banerji	Managing Clinical Toxicologist	
Aurora Mental Health Center			
OMNI Institute	Sara Douglass Bayless	Senior Researcher	Research and Evaluation

SEOW Member Responsibilities:

The responsibilities of the SEOW members include:

- Attending scheduled meetings of the SEOW on the third Thursday every month;
- Providing and sharing updates from existing reports with relevant data on current and emerging substance abuse and its consequences in Colorado;
- Providing input into the development of SEOW deliverables, including the analysis and interpretation of data, dissemination of data products, and development and implementation of a state/community monitoring system;

- Providing input into Colorado’s substance abuse prevention, treatment, recovery, and enforcement priorities.
- Willingness to assist SEOW by conducting desired analyses and/or working to developing data sharing with SEOW member organizations and providing guidance on methodologies

SEOW Deliverables:

The Table below presents the deliverables and timelines for the SEOW through state fiscal year 16/17.

Deliverable	Deadline
*SEOW Meetings	Third Thursday of each month
SEOW Product Plan - TBD	December 2016
Progress Report - Daniel and Becky	quarterly
State Epidemiological Profile -	June 30, 2017
State Community Monitoring System Update - Examples from Evaluation Center - Discuss in future meetings	June 30, 2017
Epidemiological Profile by Region (county level)	June 30, 2017
Submit SEOW Product	June 30, 2017

*Required minimum.

Quorum, Voting Rights and Proxies:

1. A quorum for the Epi Work Group shall consist of one-half of the membership plus one.
2. Only members (or proxy) in attendance in person or telephonically may vote on designated agenda items (i.e., those noted as requiring a vote or an action).
3. Each member organization has one vote.

Working Groups:

1. Permanent working groups may be established by majority vote of the SEOW
2. Ad-hoc working groups may be established by the SEOW Chairs, as needed, to assist the SEOW in the performance of its duties and/or to carry out specific tasks.
3. Working group members shall be members of the SEOW whose major interests and expertise fall within the role and scope of the designated working group.

4. Nominations may be made by the SEOW membership for non-SEOW members to serve on a particular working group. Invitations for participation of non-SEOW members shall be rendered by the SEOW Chairs.

Outcome Monitoring Process:

1. The SEOW Co-Chairs will oversee all activities related to data collection, including
2. assigning work, developing reports, and tracking the budget.
3. The Co-Chairs of the SEOW will inform the Colorado Behavioral Health Policy and Advisory Council (BHPAC) – and other key stakeholders regarding SEOW activities and products in order to guide and establish policy direction.
4. In addition, regular SEOW updates are provided to the BHPAC to ensure that the work is consistent with the needs of the member agencies and organizations and to make certain that changes are made to the goals and outcomes as necessary.
5. The group's progress is tracked, including the completion of action items, using a project
6. management tool.

Meeting Schedule:

The SEOW meets on a monthly basis. The membership may elect to change its meeting dates, times, and/or frequency as needed by a quorum.