

2004-2005 CPHP Exemplar Group Charter

Mental Health and Psychosocial Preparedness

Draft as of December 9, 2004

PURPOSE

The purpose of the Centers for Public Health Preparedness (CPHP) Mental Health and Psychosocial Preparedness Exemplar Group is to produce a toolkit, which compares and contrasts the existing CPHP network materials related to mental health and psychosocial preparedness. The toolkit will be a national resource helping national, state and local partners successfully navigate CPHP network products and courses to determine which option best meets their needs.

MEMBERSHIP

General Membership

The membership of the mental health/psychosocial preparedness exemplar group is comprised of subject matter experts and other designated representatives the CPHP network, CDC and ASPH. These members are responsible for disseminating information from workgroup session to others within their Centers and include:

Randal Beaton, University of Washington

Laura Biesiadecki, ASPH Program Manager

Prabhu David, Ohio State University

George Everly, Johns Hopkins University

Yael Hoffman, University of Michigan

Melanie Livet, University of South Carolina

Paula Madrid, Columbia University

Nadine Mescia, University of South Florida

Cindy Parker, Johns Hopkins University

Beth Rada, ASPH Program Coordinator

Dori Reissman, Centers for Disease Control and Prevention, Subject Matter Liaison

Jim Shultz, University of Miami Medical School

Danilea Werner, Saint Louis University

Leadership

As designated by the membership of the exemplar group, the following members will serve as the primary points of contact and core leadership for the exemplar group.

Randal Beaton, University of Washington

Yael Hoffman, University of Michigan

George Everly, Johns Hopkins University

Jim Shultz, University of Miami Medical Center

The exemplar group leadership members will be responsible for finalizing the group's charter, drafting objective review criteria and other core activities necessary to keep the group on task and deadline.

STANDARD OPERATING PROCEDURES

Communications

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Meetings will be held biweekly on Friday at 10:30 a.m. EST. The ASPH coordinator will be responsible for distributing conference call information.

The exemplar group leadership will may meet more frequently via conference call based project needs. ASPH will be responsible for supporting the calls.

ASPH will support and Intranet and workgroup to facilitate the sharing of written communication between group members. Group members will be responsible for posting materials to the exemplar group site.

A meeting will be held in Atlanta on March 14-15, 2005. The purpose of the meeting will be to conduct an objective review of existing CPHP network resources related to mental health and psychosocial preparedness.

Agenda

Exemplar group meetings will be executed according to a pre-established agenda set by the exemplar group leadership and ASPH program coordinator.

Voting

The group will vote to resolve any differences of opinions. Majority will rule. Votes will be facilitate by the ASPH program coordinator.

KEY ACTIVITIES

The mental health and psychosocial preparedness exemplar group shall perform several functions to provide coordination of objectivities and educational activities among Centers within the designated strategic imperative. Specific key activities include:

Development and adoption of an exemplar group charter including workplan timeline.

Completion of a user assessment/decision analysis among practice partners inquiring about how they critically assess and make decisions regarding the use of specific training materials. The assessment will guide development of objective review criteria.

Development of criteria to conduct an objective review of existing CPHP network resources. The group leadership will develop the criteria based on results of user assessment/decision analysis. Results will be shared with the larger group for review and comment.

Completion of an objective peer review of existing network products based on developed evaluative criteria. The review will take place during a face to face meeting of exemplar group participants in March of 2005.

Production of a mental health/psychosocial preparedness toolkit including a peer-review of existing CPHP resources. The toolkit will be designed to help end users "shop" for network courses and materials related to mental health and psychosocial preparedness. The audience for the toolkit will be broad and incorporate both public health and health care sectors. Specific groups include:

State and local public health department personnel

Mental health workers

Hospitals/clinics

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Emergency Medical Service Providers
First Responders (i.e. Police, Fire)

Assessing Network Resources

Exemplar Groups will provide a brief description of existing network resources relevant to exemplar group topic identifying gaps where appropriate against both descriptive and evaluative criteria. Exemplar group participants will be responsible for making their coursework, CD-ROMS, reference lists, etc. available to the broad CPHP audience for use and inclusion in the toolkit.

Timeline

Each Exemplar Group will submit a proposed timeline for completing the key activities and developing the proposed toolkit.

Group leadership will meet to finalize charter	December 9, 2004
Comments on charter from exemplar group due to ASPH	December 28, 2004
Edits on descriptive criteria due	December 9, 2004
Conference call	December 15, 2004
Conference call	January 7, 2005
Criteria for objective review process finalized	January 20, 2005
Materials and objective review criteria distributed to group members.	February 14, 2005
Objective review in Atlanta, GA	March 14-15, 2005