STATEWIDE EPIDEMIOLOGY WORKGROUP (SEW) APPROVED MINUTES

DATE: November 30, 2011

TIME: 9:00 a.m. *Video-Conference*

LOCATION: Truckee Meadows College College of Southern Nevada

Redfield Campus Cheyenne Campus

18600 Wedge Parkway, Room 103 3200 E. Cheyenne Ave., Room 2647B

Reno, NV 89511 Las Vegas, NV 89030

Committee Members Present

Alicia Hansen * Bureau of Health Planning & Statistics

Brad Towle NSHD- Health Statistics, Planning, Epidemiology, & Response

Claudia Castaneda-Melendez, proxy for Angel Stachnik Staff Epidemiologist, Indian Health Board, Nevada

Cody Phinney MHDS Planning
Debbie Gant-Reed Crisis Call Center

Gregg Leiss proxy for Deborah McBride SAPTA Agency Director
Eric Ohlson proxy for Kevin Quint John Johansen SAPTA Agency Director
Join Together Northern Nevada
Nevada Office of Traffic Safety

Misty Alen DHRS-Office of Suicide Prevention

Pauline Salla * DCFS- JJPO

Sue Meuschke Nevada Network Against Domestic Violence

Tony Fredrick Southern Nevada Health District

Wei Yang Nevada Center for Health Statistics and Informatics

William Gazza – Committee Chair Clark Co. Coroner's Office

Committee Members Absent

Chris Pritsos UNR

Diane McCoy Boys and Girls Clubs of Western Nevada

Muriel Kronowitz Bureau of Child, Family and Community Wellness

Ron Pierini Douglas County Sheriff's Office Susanne Paulson Nevada State Health Division

SAPTA Staff Present

Bill Kirby
SAPTA Health Program Specialist
Charlene Herst
SAPTA Prevention Team Supervisor
Charlene Howard
SAPTA Health Program Specialist
Chuck Bailey
SAPTA Health Program Specialist
Kim Davis
SAPTA Administrative Assistant
Linda Kreeger
SAPTA Health Program Specialist
SAPTA Health Program Specialist
SAPTA Administrative Assistant
SAPTA Administrative Assistant

1. Welcome and Introductions

Chairman William Gazza opened the meeting in due form at 9:20 a.m. by announcing the locations where notifications of the open meeting were posted and welcoming the attendees. After introductions, a quorum was established.

2. Public Comment and Discussion

No members of the public were present.

^{*} Attended Telephonically

3. Approval of Statewide Epidemiology Workgroup Minutes of September 28, 2011 Corrections to attendance were made. It was moved and seconded to approve the minutes as corrected. Motion carried.

4. Discussion of Dr. Ira Chasnoff's November 15 Presentation

Charlene Herst presented a report on the presentation and the data on fetal alcohol spectrum disorder (FASD), as well as the screening process used to gather data. Ten thousand women in Nevada have been screened in a little more than three years. Questions designed to determine depression will be added soon. Dr. Chasnoff will be conducting a "Train the Trainers" program in Nevada. The coalitions who are trained can then train the providers in their communities to screen in their practices. The raw and finalized data for Nevada will be made available, which can be compared with the national data from the Children's Research Triangle, or tied to statewide data on infant mortality or other health outcomes.

5. Discussion and Approval of Special Report, Minorities and Substance Abuse in Nevada Action on the approval of the special report was tabled. Members were asked to read the report on the SAPTA website and be prepared to approve it at the next meeting: http://mhds.nv.gov/index.php?option=com_joomdoc&task=cat_view&gid=97&Itemid=81 Or, from the MHDS website click on Substance Abuse Prevention and Treatment Agency in the column on the left side of the page, then click on *Publications* > *Special Reports* > Minorities and Substance Abuse in Nevada. Charlene Herst asked the members to email any comments or questions to her or to Michael Coop. She added that she was working on finding grants to fund further surveys. A youth survey, more extensive than the Youth Risk Behavior Survey (YRBS) is needed. Surveys need to continue so that the data does not become obsolete.

6. Update of the Data Dissemination Database and Contract

Chuck Bailey reported that SAPTA received three bids in the Request For Proposals (RFP) process and the bids underwent an external review process. Bach Harrison LLC was the selected vendor. They had a strong application; their roster of employees not only included programmers, but also epidemiologists, statisticians, and knowledgeable staff that can go beyond the basic deliverable and assist in guiding the prevention process. Also to their credit, they have an existing infrastructure and a strong history of success in delivering similar data systems to other states. Negotiations were completed on November 8th, 2011; the next step is to take the contract to the Board of Examiners on January 10, 2012.

7. Discussion and Approval on Data Gathering

Chuck Bailey reported that topics discussed are:

- Enhanced current Nevada data systems to collect, analyze, and report data
- providing cost benefits; aggregating across levels vs. individual site reporting
- Address a potential for developing a new or enhanced electronic system for the collection and analysis of data in real-time
- New plans for quality improvement of technology that embodies an ongoing collaborative, proactive data to evaluate program service delivery, ensuring the program's achievement of desired results and maintain the highest standard of service
- Quality improvement of prevention programs

Structures have been identified which will be put in place to make the data gathering process more successful:

- a. MOU SAPTA will develop a Memorandum of Understanding to provide clarity for the individual data providers. Charlene Herst asked the members who have existing MOU's for their data collection to share the document with SAPTA to aid in the development of SAPTA's MOU template. We want to be sure to address all the various aspects of data collection and transmittal to ensure that the pieces mesh and nothing is omitted.
- b. Format for Receiving Data SAPTA will establish where and how the data from the data providers will be transferred, and where it will reside. Decisions will be made on data formats, data storage, effective links and easy retrieval. There is a plan to release bulletins containing snippets of data on a regular basis.
- c. SEW Generated Research Questions the data collected and analyzed is not only for use by SAPTA to report to the legislature, but also for use in the larger community, especially by local and statewide agencies and organizations represented by, or known to SEW members. SAPTA does not want to duplicate data collection, but seeks input to fill the gaps. SEW members are asked to generate further research questions that would prove valuable to their organizations and provide richer data. Wei Yang described the types of questions that would provide deeper research. He offered the work of students in need of a project to assist in the work, and requested that questions be forwarded to Charlene Herst for inclusion. Eric Ohlson commented that one of the most difficult types of data to obtain is emergency room data, particularly with regard to drug involvement and DUI. None of the data is stand-alone, hence the need for a data warehouse.

8. Discussion and Approval of State Prevention Enhancement Grant Deliverables

Capacity Building / Infrastructure Plan – Planning for gap analysis is a requirement of the SPE. The regional points of contact need to be identified. Native American oversampling and a Veterans' module are two other areas of focus. We are early in the process; the capacity building plan is due to CSAP the end of December, but it is not required to be implemented at that time.

There are four parts to the capacity building and infrastructure plan:

- Performance evaluation plan
- Data collection analysis
- Coordination of services plan
- Training and technical assistance plan

Nan Kreher and her team are working on the first two components, and Charlene Herst is working with the CAPT West Regional Expert Team (RET) and CASAT Training on the second two components. When the four plans are in place, Charlene will send them out to the members for comments or additional comments. The MPAC members are the oversight committee for the SPE Grant deliverables, but the SEW committee provides the input and data expertise. Suggestions on what members' agencies or partner agencies could use would be most helpful.

b. Strategic Plan – Michael Coop was awarded the contract to be the facilitator for the strategic planning process. He has begun developing the process for that plan, which is due the end of July, 2012. The first step in that process is the stakeholder interviews. The first tier interviews will be followed with town hall meetings, coalition membership and stakeholders meetings at three sites, which would incorporate northern, southern and eastern Nevada sites.

c. First Tier Stakeholder Interviews – the SEW and the MPAC are the first tier. Attendees were shown the survey of questions that Michael Coop would be asking them to answer. He wants SEW members' recommendations on others who should be included in the first tier. Michael is looking for high level additional information that needs to be included in the process. He is also looking for any noticeable omissions such as veterans and active military families, LGBQT communities, aging populations, risk factors, etc.

A request was made for a brief description of some of the terms in the survey. Another suggestion was to narrow down the questions so that the answer is not a "yes...but" and there is no need to interpret. Please send feedback on the survey to Charlene for inclusion in Michael's final version. Michael will be at the next meeting to discuss the surveys in further detail.

d. Data Warehouse and Reporting System – SAPTA has two goals, each one carrying similar themes: accountability, accessibility, quality of data and transparency. As we move from a cost-reimbursement model to a service-purchasing model, transparency in data becomes especially important.

The staff programmers, funded by the SPE Grant, will be specifically tasked to develop data warehouse feeds. They will develop multidimensional analytical queries and reporting at aggregated levels and develop a secured web port so data is accessible outside the state infrastructure.

Different levels of security need to be addressed. The epidemiological data available to the public is tied to incoming provider data and the portal needs to be secured with safety zones at aggregated levels.

9. Presentation of the Impaired Driving Assessment Report

Accidents involving distracted drivers have overtaken accidents caused by impaired driving. John Johansen presented the report highlights of the findings of Department of Public Safety Office of Traffic Safety as a result of an in-depth, week-long assessment process. The process resulted in fifteen priority recommendations and sixty-six total recommendations. Specific recommendations included providing current, Nevada specific information on impaired driving; providing drug impairment training for educational professionals (DITEP); including evidence-based strategies in comprehensive prevention programs; and sustaining and enhancing local prevention coalitions. Anyone interested in the full, 110-page report can contact Meg Matta for a copy.

10. Approval of SEW By-Laws

A correction was made on the current year on the disclosure statement. It was moved and seconded that the by-laws be approved as corrected and the motion carried.

11. Discussion and Approval of Meeting Dates for 2012 Calendar Year

It was proposed to make the third Wednesday of every other month the standing meeting schedule with the exception of November, where it will be moved to the fourth Wednesday because of the Thanksgiving holiday. It was moved and seconded to establish the days of January 18; March 21; May 16; July 18; September 19; and November 28 for the 2012 SEW meetings. Motion carried.

12. Discussion and Approval of Agenda Items for Next Meeting

- Approval of the Minorities Report
- Adaptation of MOU template provided by Brad Towle
- First Tier Survey questions
- Department of Traffic Safety grant to Statewide Coalition actionable
- SEOW Grant deliverables

13. Public Comment and Discussion

No members of the public were present.

14. Adjournment

The meeting was adjourned at 12:05 p.m.