

## MINUTE RECORD

<b>MICHIGAN DEPARTMENT OF COMMUNITY HEALTH/OFFICE OF DRUG CONTROL POLICY (MDCH/ODCP) STRATEGIC PREVENTION FRAMEWORK/STATE INCENTIVE GRANT (SPF/SIG)</b>	
WORKGROUP NAME:	State Epidemiology Workgroup (SEW)
CLUSTER NUMBER:	N/A
DATE:	Friday, October 17, 2008
TIME:	9:00 – 9:50 a.m.
LOCATION:	GOB; Dimondale, MI
CO-LEADERS:	Brenda Stoneburner
RECORDER:	Brenda Stoneburner, Lorri Cameron

### INTENDED MEETING OUTCOME

1. Updates on items, including Logic Model Expansion Workgroup and MiPHY Marketing Group

### KEY POINTS – DRAFT SUMMARY (NOT REVIEWED BY WORK GROUP)

THIS SECTION IS THE NARRATIVE OF YOUR MEETING. PLEASE DESCRIBE IN DETAIL WHAT HAPPENED DURING THE MEETING AND THE KEY POINTS ADDRESSED. REMEMBER, THESE NOTES ARE A COMMUNICATION TOOL. PLEASE MAKE SURE OTHERS NOT AT THE MEETING CAN GET A CLEAR SENSE OF WHAT OCCURRED.

Welcome and distribution of revised agenda and correction of 9/19/08 minutes to add Achilles to the Logic Model Expansion workgroup list. Revised minutes of the 9/19/08 meeting were moved to be approved by Kori; seconded by Joel. Accepted by group, as well as agenda for this meeting.

#### Items New/Continuing:

- MiPHY Marketing:

Kim was unable to attend today's meeting but sent an update to Brenda to present to the group. The MiPHY Marketing group had another productive meeting on October 9 and came away with a deeper understanding of the needs and issues that need to be addressed. Kim and Byron will present this information to a marketing firm they are working with, and expect to come back with proposals from them to bring to the next Marketing group meeting scheduled for Dec 11 from 11 a.m. to 1:00 p.m. Marketing group members commented appreciatively on the meeting facilities at the state site on Saginaw Road.

- Logic Model Expansion:

Joel summarized the latest changes to the Logic Model based on comments from the SEW members. He thanked everyone for their input. The model is still in draft form and although Achilles and others have tested it with their Regions, it still needs further testing and feedback. Joel stated that although he did not have time to evaluate all the web links that had been suggested, he did add them to the Talking Points section. This was done in order to keep the model itself simple and relatively easy to visualize. Viewing the Model in color also helps as the links stand out. Similarly, resources were

added to the Consequences section of the Talking Points. A link will be added to the “Companion Piece” as soon as it goes live on the ODCP website. The Evaluation Measures section and the Talking Points still need additional questions/statements relating to the model Output.

Achilles summarized how his Region successfully used the Logic Model Expansion, adding three new items to address evaluation measures. The first was Proposed Measurable Outcome. This section came with directions on how to describe this outcome’s relationship to the consequence of interest, and that it must be linked to a specific data source. The second item was the Actual Outcome Achieved, and the third was an Outcome-Based Evaluation Analysis, e.g. comparing the proposed vs. actual outcome and how the outcome influenced the consequence with an explanation of why it turned out this way. These comparisons could also be used for subsequent program planning. The group thought Achilles’ regional modification would be a great example of one way to do the evaluation component, especially for those at the program level. This example might be included in the Talking Points, leaving the actual Model in a relatively simple form for use with community groups.

Kori proposed another Logic Model workgroup meeting be held to flesh out these final ideas. It was agreed the Logic Model Workgroup would meet November 7<sup>th</sup>, 9:00-10:00 a.m. prior to the next Prevention Coordinators meeting. The goal is to quickly finish work on the Logic Model Expansion at the SEW level so it can be finalized/approved at the next SEW and presented to the SAC for approval at their November meeting. Once approved, it can be distributed to the regions and can easily be expanded to fit their particular needs, as Achilles demonstrated. It will also be passed along to Dianne Perukel, CUAD Chair, to use as a template on that workgroups similar endeavor on expanding the Underage Drinking Logic Model. Several members noted that, although most regions have already completed their plans, this template is useful for training new staff, for maintaining focus for the current priority need, and for developing an approach for the next issue to be addressed. It will be useful for the CEWs as they develop community plans whether regional or local. Additionally, Kori noted that the Model is a great tool for regions to use when they develop other funding proposals, as had been done in her region. A local group in her region has gotten some very competitive funding by using the Model in their proposal, which was singled out for praise by the funding agency.

On a personal note, Joel noted the birth of his son Nicholas on October 1.

- Crash Data Update:

Pietro provided a brief update of some recent changes and additions to the web site. First of all, “Crash Facts ‘07” is now done and on the front page of the website. There will be no new additions to the site for another six months. The query tool has been made a bit easier to use, but you still need to have a copy of the data form for reference in order to understand what the variables are. Second, the Federal FARS data website is also being updated and changed, although the detailed data from ‘07 is not yet available. There is a link to a presentation of some of the ‘07 data on the FARS website. There has also been a definition change in FARS. Instead of “Alcohol-involved crash” there is a new variable “Alcohol-impaired crash” which is defined as a crash involving a driver with 0.08 or higher BAC. This level of detail is only available for fatal crashes, and so the state data will continue to use the older definition. There is a paper at the FARS site that describes how this change in definition will affect fatality numbers.

Pietro also noted that it appears that all motor vehicle fatalities are down about 10% from '07, so changes in alcohol-related crashes need to be adjusted to account for this. This can be done by calculating the proportion (that is the number of alcohol-related crashes divided by number of all crashes.) Some CAs may need an example of how to do this, which could be placed on the ODCP data repository site. This suggestion will be forwarded to the group developing the ODCP site. They are scheduled to meet again in the near future.

Additional Items/Next Steps:

Brenda distributed forms to the SEW members to update their contact information and will compile the results.

Some SEW members have seen the ODCP Strategic Plan 2009-2014 that was recently sent out to CA Directors. The information in this Plan would be very useful to SEW members as it lays out the models and approaches that will be used in the next five years for both substance abuse and mental health activities on the state, regional and local level. Brenda will forward that request and see if she can distribute the Strategic Plan to the SEW for the next meeting.

<b>ACTION</b>			
<ul style="list-style-type: none"> <li>■ THE ACTION ITEMS ARE SIMILAR TO YOUR TASKS. ALL ACTION ITEMS MUST BE IN LINE WITH THE TPCI MODEL.</li> <li>■ IN THE FIELD "ACTION ITEM" PLEASE DESCRIBE FROM YOUR MEETING WHAT ACTION WILL BE TAKEN. IN THE FIELD "RESPONSIBLE," PLEASE INDICATE WHO IS RESPONSIBLE FOR THAT ACTION. IN THE "DEADLINE" FIELD, PLEASE LIST THE DEADLINE FOR THE ACTION TO BE COMPLETED. IN THE "PROGRESS AND FOLLOW-UP ACTIONS" COLUMN, PLEASE TRACK THESE ACTION ITEMS OVER TIME.</li> <li>■ FOR EACH ITEM YOU LIST, YOU SHOULD DESCRIBE WHAT SHOULD HAPPEN (IN THE "ACTION ITEM" FIELD), &amp; WHAT ACTUALLY HAPPENED, (IN THE "PROGRESS AND FOLLOW-UP" FIELD). ALSO, INDICATE WHEN YOU COMPLETE THE ACTION ITEM.</li> </ul>			
<b>ACTION ITEM</b>	<b>RESPONSIBLE</b>	<b>DEADLINE</b>	<b>PROGRESS AND FOLLOW-UP ACTIONS</b>
1. CW/SEW Workgroup on MiPHY collaboration	Kim, Jill, Kori and Joel will represent SEW on this workgroup	On-going	Next meeting 12/11/08 11:00 a.m.
2. Logic Model Expansion Workgroup. Final fleshing out of evaluation components and Talking Points	Joel will continue to facilitate this workgroup (with Lisa, Kori, and Achilles)	Present final proposed template at next SEW meeting; if approved, send to SAC on 11/21/08	Workgroup meeting 11/7/08 9:00 a.m.
3. Contact Dianne P. for next Logic Model Expansion Workgroup mtg. so she can attend	Brenda	10/21/08	

4. Update SEW contact information spreadsheet	Brenda	10/23/08	
5. Distribute draft ODCP Strategic Plan to SEW group members for next meeting	Brenda	11/21/08	
6. Continue to work with group developing web based data repository; keep SEW informed of progress	Brenda	On-going	
7. Useful documents to re-distribute: send to CAs and have on ODCP website once final format of homepage completed	Brenda	11/1/08/ redistribute; on-going for website inclusion	

<b>WORKGROUP OVERLAP</b>		
<ul style="list-style-type: none"> <li>■ PLEASE LIST ANY ACTION ITEM, KEY POINT, OR MEETING OUTCOME (FROM ABOVE TABLES) THAT WILL AFFECT ANY OTHER WORKGROUP OR CLUSTER.</li> <li>■ LIST ANY DECISION, INFORMATION, POSITION, ETC., THAT YOU NEED FROM OTHER WORKGROUPS OR CLUSTERS.</li> <li>■ RECORDS OVERLAP AMONG WORKGROUPS EVEN IF THE WORKGROUPS ARE IN THE SAME CLUSTER.</li> </ul>		
<b>OVERLAPPING GROUPS</b> (PLEASE LIST ALL GROUPS)	<b>OVERLAPPING ISSUE</b>	<b>COMMUNICATION STRATEGY AND OTHER ACTIONS TAKEN TO RESOLVE OVERLAP</b>
<b>I.G.</b>	Need for Interdepartmental meeting with DOE, LPHA, and ODCP on how to better facilitate connections with CEW activity	Brenda will re-identify need to Carolyn and Larry
<b>CUAD</b>	Logic Model expansion	Joel and Dianne will communicate directly regarding meetings, cc'ing Brenda, Tine and Carolyn on correspondence
<b>CW</b>	MiPHY Marketing / PR Plan workgroup	Byron Doty, DOE will be asked to cc Carolyn and Brenda on correspondence

### **RESEARCH & TECHNICAL ASSISTANCE REQUESTS**

- PLEASE LIST EVERY REQUEST FOR RESEARCH, TRAINING, OR TECHNICAL ASSISTANCE HERE. PLEASE ALSO RECORD ALL ACTIONS TAKEN TO MEET THIS REQUEST. FOR EXAMPLE, YOUR REQUEST FOR RESEARCH MAY BE “NEED RESEARCH ON THE USE OF RISK ASSESSMENTS AT FIA.” THE ACTION ITEM WOULD BE “GATHERING RESEARCH ON RISK ASSESSMENT FROM FIA.” ANOTHER ACTION ITEMS MAY BE “JIM NYE GAVE A PRESENTATION ON THE RISK ASSESSMENTS USED BY FIA.”
- NOTE THE REQUEST FOR RESEARCH IN THE “REQUEST FIELD.” NOTE WHO YOU ARE CONTACTING TO MEET THIS NEED IN THE “TO WHOM” FIELD. NOTE ANY FOLLOW UP ACTION TAKEN IN THE “ACTION TAKEN” FIELD.
- PLEASE BE VERY CLEAR ABOUT WHAT IS NEEDED AND WHAT WAS DONE TO MEET THAT NEED.

<b>REQUEST</b>	<b>TO WHOM</b>	<b>ACTION TAKEN</b>

### **NEXT MEETING**

<b>DATE:</b>	NOVEMBER 21, 2008
<b>TIME:</b>	9:00 A.M.
<b>LOCATION:</b>	GOB; DIMONDALE, MI

**ANY ADDITIONAL COMMENTS?**

--

## ATTENDANCE

PLEASE LIST EVERY MEMBER FOR EVERY MEETING REGARDLESS OF ATTENDANCE. PLEASE PUT "YES" IF THE PERSON ATTENDED THE MEETING AND "NO" IF THE PERSON WAS ABSENT. LIST EACH GUEST THAT ATTENDED THE MEETING.

MEMBERS' AND GUESTS' NAMES	ORGANIZATION	WORKGROUP AFFILIATION	HERE? Yes/No
Amy Murawski/Kristy Bitterman/ <b>Jean Wagerly/</b>	Saginaw Co. Dept. of Public Health (P.H.)	Member	Yes
Phil Chvojka	ODCP	Member	No
Jill Worden	Riverhaven CA	Member	Yes
Garry Goza	MDCH-HIV/STD EPI	Member	No
	Prevention Network	Member	No
Merrilee Keller	Pathways	Member	No
Achilles Malta	Kalamazoo CMH	Member	Yes
Corinne Miller	MDCH- EPI	Member- Chair	No
Marci Scalera	Livingston-Washtenaw CA	Member	No
Larry Scott	ODCP	Member- Co-Chair	No
Joel Hoepfner	Mid South	Member	Yes
Brenda Stoneburner	ODCP	Member-ODCP Staff Liaison	Yes
Theresa Webster	SEMCA	Member	No
Herb Winfrey	Connexion, Inc	Member	No
Kori White-Bissot	Lakeshore CA	Member	Yes
Eva Petosky/Linda Woods	Inter Tribal Council	Member	No
Kim Kovalchick	Dept. of Ed.	Member	No
Jim O'Neil	Madonna College MDOE	Member	No
Lisa Faulkner	Oakland County Health Div.	Member	Yes
Tine Laux	Prevention Fellow	Member	No
Pietro Semifero	OHSP	Member	Yes
Lisa Coleman	Genesee	Guest	Yes
Lori Cameron	DCH EPI	Guest	Yes
Denise Herbert	Network 180	Guest	Yes
Donald Allen	ODCP	Director	Yes