



Needs Assessment Team Charter

BACKGROUND

In line with the program goal and the concept of [stakeholder involvement](#), the [California Environmental Health Tracking Program](#) (CEHTP) has convened a [Planning Consortium](#) (PC) to address issues and provide guidance regarding planning for an environmental health tracking network in California. The Needs Assessment Team is one of four teams (workgroups) of the PC that are being formed to address and inform specific aspects/components of the program. It should be noted that the needs assessment activities will be tied to and coordinated with other program components (partners, teams, and activities). The roles and relationships of the various program partners and teams are described in the DRAFT Needs Assessment Plan.

MISSION

The mission of the CEHTP Needs Assessment Team is to assist in the development and implementation of a strategy to identify and prioritize stakeholder needs for environmental health tracking. The team will also report progress, challenges, recommendations, and lessons learned to the Planning Consortium and the Centers for Disease Control and Prevention (CDC) as well as disseminate the needs assessment findings/report to stakeholder groups.

Purpose the Needs Assessment

To facilitate the development of a comprehensive plan for a coordinated and integrated Environmental Health Tracking Network in California as well as inform the development of a CEHTP Outreach/Education Strategy and Training Strategy by assessing and prioritizing stakeholder needs.

Objectives of the Needs Assessment

Identify, describe, and prioritize (within NGOs, Tribal Organizations, and Local Health and Environmental Departments in California):

- Priority concerns and issues related to environmental health tracking.
- Needs related to collecting, reporting, accessing, analyzing, and interpreting data.
- Needs related to utilizing data for public health actions.
- Capacity building and training issues related to environmental health tracking.

TEAM FUNCTIONS/TASKS

<i>The Needs Assessment Team will advise CEHTP staff in the following activities:</i>	<i>Timeline</i>
■ Develop a Needs Assessment Plan (deliverable/product);	July – Oct 2003
■ Determine information needs based on needs assessment objectives	July
■ Identify and explore existing information (secondary data)	July – Aug
■ Develop tools for acquiring primary data for Phase 1 (survey questionnaires)	July – Sept
■ Identify various distribution channels (for surveys) and strategies for implementing Phase 1	July – Sept
■ Develop Phase 2 data collection tools (focus group scripts)	Nov – Dec
■ Identify various strategies and partners for implementing Phase 2	Nov – Dec
■ Collect and analyze Phase 1 (survey) data	Oct – Nov
■ Collect and analyze Phase 2 (focus group) data	Dec – Jan 2004
■ Characterize (create profiles of) issues relating to environmental health tracking in California	Jan – Feb
■ Complete the Needs Assessment report and report challenges, recommendations, and lessons learned to the Planning Consortium and the Centers for Disease Control and Prevention (CDC)	March 2004
■ Disseminate the needs assessment findings/report (deliverable/product) to stakeholder groups	March 2004

TIME COMMITMENT & MEETING SCHEDULE

The Needs Assessment Team will meet (or conference call) on the first Tuesday of each month for approximately 2 hours. This may be revised as needed.

MEMBERSHIP AND ORGANIZATION

The Needs Assessment Team is comprised of Planning Consortium members, CEHTP staff, and other key stakeholders in the EHTN planning process. The team will report to the Planning Consortium as well as communicate with other teams. CEHTP may solicit other resources such as consultants and representatives from stakeholder groups to bring expertise and knowledge to team discussions as needed. The team members' names and respective organizations are listed on the next page.

CEHTP Needs Assessment Team Membership

NAME	ORGANIZATION
■ David Harrington	Occupational Health Branch – CDHS
■ Dee Lewis	Concerned Residents Initiative
■ Diana Lee	Environmental Health Investigations Branch – CDHS
■ Eddie Oh	California Environmental Health Tracking Program
■ Fred Cagle	Sierra Club
■ Holly Brown-Williams	California Policy Research Center – University of California
■ Lisa Wanzor	Breast Cancer Action
■ Martha Arguello	Physicians for Social Responsibility - Los Angeles
■ Mee Ling Tung	Alameda County Health Agency, Department of Environmental Health (also representing CCDEH)
■ Meena Palaniappan	Pacific Institute
■ Michelle Wong	California Environmental Health Tracking Program
■ Mimi Johnson	California Environmental Health Tracking Program
■ Nobuko Mizoguchi	Silicon Valley Toxics Coalition
■ Yana Kucher & Teri Olle	Environment California - CALPIRG
■ Thu Quach	Environmental Health Investigations Branch – CDHS
■ Winona Victory	US EPA, Policy and Management Division
■	UC Berkeley Center for Environmental Public Health Tracking