

# **CEHTP Tracking Implementation Advisory Group (TIAG) Charter**

## *Overview*

In August of 2006, the California Environmental Health Tracking Program (CEHTP) was awarded a five-year grant from the Centers for Disease Control and Prevention (CDC) to implement the statewide Environmental Public Health Tracking Network (EPHTN). Our vision is to establish a statewide network that will integrate environmental and health data to produce and make available information that will drive action to improve the health of communities. To accomplish this, CEHTP has three core program goals: 1) Advancement of technology infrastructure; 2) Improving the availability and utility of environmental public health data and information; and 3) Informing policies, practices, and other public health actions.

Key components to our past success have been the CEHTP Planning Consortium and Demonstration Project Advisory Groups that have provided essential input toward CEHTP's vision, direction, methodologies, analysis, communication and outreach activities. We have also established partnerships with essential stakeholders in the public, private, and non-governmental sectors.

## *CEHTP Core Values*

In pursuing our program vision, we will incorporate tenets of meaningful community involvement, environmental justice, and the precautionary principle. We will foster partnerships through our statewide Tracking Implementation Advisory Group (TIAG) and our topic-specific Work Groups (WG). We will collaborate with stakeholders to identify common needs, promote resource and information sharing, and facilitate the use and advancement of state and national EPHTNs.

## *TIAG Role*

The Tracking Implementation Advisory Group (TIAG) will be convened during the implementation phase to provide CEHTP with guidance, recommendations, and support for the development and implementation of a state EPHTN.

## ***TIAG Functions***

To ensure successful implementation of a state EPHTN, the TIAG will engage with CEHTP in the following ways. The TIAG will:

- Provide guidance on specific issues related to data access, analysis, and visualization
- Advise on policies related to network implementation
- Promote and sustain the relationships needed for network implementation and tracking
- Act as an intermediary between CEHTP and the member's respective agency, organization, or community to develop an awareness of EPHTN
- Provide guidance on CEHTP products and services and their statewide distribution
- Facilitate public health action based on the environmental public health data generated through CEHTP
- Support efforts to sustain CEHTP and a statewide EPHTN

## ***TIAG Chair, Co-chair and Membership***

The TIAG will consist of a Chair (Paul English, PI) and Co-Chair (Linda Kite, Healthy Homes Collaborative) and a membership comprised of CEHTP co-investigators and two members at - large. A listing of TIAG members is attached. Membership includes both (1) individuals who have contributed to the success of CEHTP, and (2) key organizations or agencies that have a central role in implementing a statewide EPHTN. The membership fulfills CDC requirements and includes epidemiologists, informatics/information technology specialists, environmental professionals, communications specialists, laboratorians, community organizers, environmental health advocates, and public health program officials.

## ***Duration of TIAG***

The TIAG will be an official advising body to CEHTP through July 31, 2011—the end date for the CDC-funded project period. In an effort to sustain Environmental Public Health Tracking (EPHT) in California, CEHTP hopes to obtain permanent funding and placement within California State Government.

## *TIAG Responsibilities*

TIAG members are expected to participate in two full-day meetings per year for all five years. Consistency in membership on the TIAG is important, and CEHTP requests that the same agency, organization or group representative attend all meetings. This will ensure that members have the same knowledge and exposure to program activities and concepts when providing advice. If a TIAG member must end their term early, then the departing member will identify a replacement and CEHTP will assist in a genuine transfer of knowledge and information to best prepare the new TIAG member. TIAG members are encouraged to represent CEHTP to their agency counterparts and represent their agency or group's perspective, as appropriate, at the TIAG meetings.

To facilitate member participation, CEHTP will reimburse travel costs for all members. Stipends will be provided upon request to participants that do not represent governmental or academic organizations. The stipends are explicitly not incentives for participation but are offered in recognition that representatives of non-governmental organizations often take on additional financial burden to attend the meetings.

Topic-specific workgroups (WGs) will be formed on an as-needed basis in response to program needs identified by the TIAG, CEHTP staff, the CDC, national EPHT workgroups, and other stakeholders. These workgroups will be led by CEHTP staff and will work on specific program components or activities. TIAG members with appropriate expertise will be requested to participate on these WGs along with other interested stakeholders.