



POLICY AND POSITION STATEMENT PROCESS



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Council of State and Territorial Epidemiologists

Overview



POLICY AND POSITION STATEMENT PROCESS



POSITION STATEMENTS



BRIEFS



LETTERS



POSITION STATEMENTS





Purpose

To document and analyze policy and/or standardized surveillance issues affecting public health, that are of interest to CSTE members, and that could result in state/local law, rule, or regulation change(s).

Development

- Developed in Subcommittee, Steering Committee, or smaller group of SMEs
- Authors must be CSTE members
 - Submitting and Presenting Author(s) must be Active Members
 - Co-authors may be Associate Members
- Must adhere to correct and current template
- Must adhere to appropriate submission timeline



Templates

1. General policy
 - **NEW:** Intended for issues that would require a vote by Council because they may result in changes to state/local law, rule, or regulation
2. Standardized surveillance for diseases or conditions
 - **NEW:** NNC Recommendation Statement (if applicable)
 - **NEW:** Technical Supplement (required)

POSITION STATEMENTS



Policy Template

- I. Statement of the problem
- II. Statement of the desired action(s) to be taken
- III. Public health impact
- IV. Revision history
- V. References
- VI. Coordination
- VII. Author Information

Standardized Surveillance Template

- I. Statement of the problem
- II. Background and justification
- III. Statement of the desired action(s) to be taken
- IV. Goals of surveillance
- V. Methods for surveillance
- VI. Criteria for case ascertainment
- VII. Case definition for case classification
- VIII. Period of surveillance
- IX. Data sharing/release and print criteria
- X. Revision history
- XI. References
- XII. Coordination
- XIII. Author Information
- XIV. ****NEW**** NNC Recommendation Statement (if appropriate)
- XV. ****NEW**** Technical Supplement (required)

****NEW**** SME
Consultants





Submission Mechanisms

1. Ordinary Process

- Submission deadline: 13 weeks prior to Business Meeting

2. Expedited Handling

- Submission deadline: 3-13 weeks prior to Business Meeting

3. Presidential Review

- Submission deadline: 3 weeks to 48 hours prior to Business Meeting

4. Interim Position Statements

- No submission deadline

- Submission for all mechanisms to National Office: positionstatements@cste.org



Review Process for Ordinary Process PSs

1. First level: National Office Internal Review (2 weeks)
2. Second level: Steering Committee Chair Review and Approval (2 weeks)
 - Coincides with Technical SMEs Review
3. Third level: Membership Review and Approval (6 weeks)
 - Position Statement Discussion Webinars
 - Position Statement Discussion Roundtables (members only)
 - Position Statement Voting Sessions (members only)
4. Fourth level: Council Review and Approval
 - Annual Business Meeting



Review Processes Continued

1. Ordinary Process

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Dissemination

- Once approved at the Business Meeting, all position statements become CSTE policy
- Posted on CSTE website in Position Statement Archive in timely manner
- Shared with all agencies for either response or information
- Responses from those agencies are posted on CSTE website and shared with authors
- *Note: Authors are responsible for tracking their position statements during the year following adoption*

BRIEFS





Purpose

To provide opinions on any issue, topic, policy, or best practice that would not directly result in changes to state/local law, rule, or regulation

Types

1. Issue Briefs: identify, define, and explain issues
 - Examples: statement of facts about an issue, CSTE's opinion/perspective on an issue, results of an assessment with implications, state of a content area or condition, etc.
2. Policy Briefs: take positions on issues and may propose policy action by CSTE or by other agencies/organizations, but don't affect state/local law, rule, or regulation
 - Examples: CSTE's position on policy issue of concern, guidance for best practices, statement of support for specific policy or guideline from external source, endorsement of positions taken by other organizations, etc.



Example outline, to be used as guide only:

- Title of Brief
- Type of Brief (Issue or Policy)
- Program Area
- Content:
 - I. Description of problem to be addressed
 - II. Justification of importance to CSTE membership
 - III. Position on policy or issue
 - IV. Options for consideration and next steps
 - V. Authors



Development and Submission

- Developed within Subcommittee or Steering Committee
- Authors must be CSTE members
 - Primary authors must be Active Members
 - Co-authors may be Associate Members
- No submission timeline constraints
- Submission mechanism to National Office: briefs@cste.org



Review Process

1. First level: Subcommittee chair and CSTE Program Manager
2. Second level: Steering Committee chair, CSTE President (or designee), and Executive Director in consultation with full EB
3. Third level: Membership comment period on website for 3 weeks
4. Fourth level: final review if changes made by Steering Committee Chair in consultation with Executive Director and President (or designee)



Review Process

- Membership comment period
 - Via forums on CSTE website, so members-only
 - All comments exported and shared with authors
 - Sign-up list for email notifications when briefs are available for comment
 - Sign up here: <http://eepurl.com/dpOU2D>

Dissemination

- Approved briefs will be posted on CSTE website in Brief Archive within 10 business days after approval

LETTERS





Purpose

To document specific action or series of actions requested by CSTE membership of external individual, agency, or organization

Note: Letters may accompany CSTE briefs if action is needed on brief's topic

Guidance

- Organization of content dependent on topic and author preference
- Must have at least one addressee
- Signatories: Executive Director and CSTE President (or EO designee)
- Must comply with Policy for Obtaining Official CSTE Signature for Letters of Advocacy (from CSTE Policies & Procedures)
- Once approved, will be formatted on CSTE Letterhead



Development and submission

- Developed within Subcommittee or Steering Committee
- All authors must be CSTE members (a list of authors must accompany letter submission for our records)
- No submission timeline constraints
- Submission mechanism to National Office: letters@cste.org



Review Process

1. First level: Subcommittee chair, Steering Committee chair, and CSTE Program Manager
2. Second level: CSTE President (or designee) and Executive Director in consultation with Executive Officers
 - Note: Executive Director can share with full EB and/or Washington Liaison at his/her discretion

Dissemination

- Approved letters will be sent to individual(s)/agency(ies) and posted on CSTE website in Letter Archive within 10 business days after approval.
- Letter responses will be shared with primary author and EB and posted in Letter Archive upon receipt.

NEXT STEPS



Next Steps - Education



- General membership education
 - Website redesign – visit <http://www.cste.org/page/PPSP>
 - FAQs – coming soon
 - Membership-wide announcement, reminders
 - Membership-wide webinar – will be archived
 - Training materials – coming soon
 - Brief posting announcements (for first few posted)
- Leadership education
 - Webinar for Steering Committee and Subcommittee chairs
- Partner education
 - Will target specific CDC groups: programmatic, NNDSS, policy, CSTLTS (*previously OSTLTS*)

Next Steps - Feedback



- Seeking feedback from:
 - 2018 Position Statement Authors
 - Authors of Briefs
 - Authors of Letters
 - Membership
 - Communications and resources
 - Education efforts
 - Functionality of member comment forums for briefs
 - Process in general
- Email positionstatements@cste.org

Questions?





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