



STATE TECHNICAL ASSESSMENT TEAM (STAT) PROGRAM

2019 Team Member Application and Information Form

BACKGROUND

Safe States' State Technical Assessment Team (STAT) Program is designed to assist state health departments in developing and enhancing injury and violence prevention (IVP) programs. Now in its nineteenth year, the STAT program brings an expert team of IVP professionals into states to assess the current status of the state health department's IVP program and to make constructive recommendations for improvement based on STAT Standards and Indicators.

Safe States is currently soliciting applications for Team Members to participate on a STAT visit to Portland, Oregon from July 29, 2019 – August 2, 2019

STAT OVERVIEW

Throughout the course of the assessment, the STAT team looks critically at three core components of a successful state health department IVP program, including:

- 1) Infrastructure;
- 2) Data and surveillance; and
- 3) Policy and program strategies.

Participating states provide comprehensive briefing materials to assist teams in conducting their assessment, and the team will have the opportunity to engage with the state virtually prior to the on-site visit. The assessment takes place during a four-day on-site visit during which the state's partners (internal and external) and staff acquaint the team with the state IVP program. While on site, the team produces a report providing feedback and recommendations to the state, and these recommendations are presented on the final day of the visit.

The assessment often serves to refocus the state by requiring participating states to reflect on their strengths, weaknesses and opportunities. STAT brings different members of the IVP community together and allows individuals to share ideas for program development. It also provides an outside perspective with important information and recommendations for action, which is often critical to moving a state agenda forward. In addition, the STAT experience provides team participants with the opportunity to learn about another state's program and ultimately to share barriers encountered and successful strategies among state programs.

Typically, **each team will consist of five members:** one team leader, three additional team members, and one logistics coordinator. In addition to the team, a guest observer may participate with the approval of Safe States, the team leader, and the selected state. Teams may be adjusted due to particular expertise required by the state or due to state or IVP program size. Alternate team members will be added and/or replaced as needed.

Several factors are considered in selecting team members including: completed team member application, experience working in or with state health departments, expertise in one or more core component areas, prior STAT experience, demonstrated communication skills (verbal and written), and availability. Preference for team

participation will be given to Safe States members and members of partner organizations and agencies. Preference is also given to those individuals with strong familiarity of state health department IVP programs.

Team members must be able to synthesize information while writing quickly and concisely. Travel and per diem expenses for team members are covered by Safe States unless your organization is willing to cover these costs.

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TEAM ROLES & RESPONSIBILITIES

TEAM LEADER

The **team leader** is responsible for the overall guidance of the assessment. The team leader serves as the primary facilitator for both interviews and team deliberations, and, if necessary, as arbitrator during those deliberations to reach consensus.

The Team Leader will serve as a coach to the state for one year following the STAT visit to support the state as they implement the recommendations using the guidance in the technical assistance workplan. To honor this commitment, **the team leader will be compensated with a one-time \$3,000 stipend.**

Specific duties of the team leader include:

Prior to the visit:

- Read all information provided by Safe States and the state
- Communicate regularly with Safe States and host state staff
- Lead conference calls of the STAT and host state staff
- Work with the host state staff to determine the visit agenda schedule, including who will provide testimony during interview sessions and the overall timing and flow of the visit

During the Visit:

- Direct team schedule for interviews, team meetings, report writing and team deliberations
- Facilitate interviews and consensus-building during team deliberations
- Serve as editor-in-chief for the entire report
- Write the Executive Summary for the report
- Assist/provide support to other team members on individual sections as needed
- Facilitate final read-out of the report

After the Visit:

- Work with Safe States staff to correct any factual errors found in the final report
- Participate in process evaluation with Safe States staff
- Participate in post-visit conference call with state (if requested by state staff)
- Participate and lead the Technical Assistance Workgroup in identifying state goals that will be implemented in the TA Workplan
- Serve as a coach to oversee the state's TA Workplan for up to 12 months following the STAT visit

TEAM MEMBERS

Team Members have crucial roles during the STAT visit. Team members must assimilate a large amount of information (both from what they read and what they hear) and come to a conclusion and consensus about it in a short time. Specific duties include:

Prior to Visit:

- Read all information provided by Safe States
- Read entire STAT Briefing Book from the State Health Department and identify additional information needed to complete assigned section
- Participate in pre-visit conference calls
- Provide feedback on the draft agenda and interviewee list
- Begin to draft assigned section of report per the timeline outlined by the Team Leader
- Prepare short list of interview questions, paying particular attention to their assigned section

During Visit:

- Attend and actively participate in every session
- Take notes during interviews
- Write drafts of assigned section including draft recommendations
- Complete duties as assigned by team leader or deputy team leader
- Come to consensus on recommendations and overall report
- Sign off on final report

After Visit:

- Participate in process evaluation interview with Safe States staff
- Participate in post-visit conference call with state (if requested by state staff)
- Participate in post-visit technical assistance (if requested by team leader)

While most team members will be dedicated to assessing one specific core component, teams may also have a ***Floater***. Floaters participate in the interviews and consensus process like all other team members, but they are not responsible for writing any designated sections of the report. Their role is to work with the other team members to provide content and writing support, as needed.

LOGISTICS COORDINATOR

The ***Logistics Coordinator (LC)*** serves as the liaison to the state for on-site logistics, provides support to team members, and compiles the final report. The LC may participate in team discussions but does not vote in achieving consensus for the report and recommendations. Specific duties include:

Prior to Visit:

- Read all information provided by Safe States
- Read entire STAT Briefing Materials from the State Health Department
- Participate in pre-visit conference calls
- Familiarize themselves with the report template and standards

During Visit:

- Act as the liaison to Safe States and the state IVP about logistics
- Attend and actively participate in every session (but does not ask questions during the interviews)
- Provide administrative support in merging all report sections into one document, editing and distributing copies of report drafts to the team
- Prepare PowerPoint for report briefing
- Compile questions used during STAT visit for question bank for future STAT visits and potential areas for technical assistance following the STAT visit
- Coordinate team's working lunches/dinners

- Coordinate and collect team signatures for final report and FedEx the report with original signatures to Safe States on Friday morning

After Visit:

- Participate in process evaluation interview with Safe States staff
- Participate in post-visit conference call with state (if requested by state staff)

Prior to the visit, the LC will receive a detailed guide from Safe States with specific site visit information including contact information for the hotel, state, and Safe States staff; times, locations and transportation options for the interviews and report read out; information about the business center and team meeting room at the hotel; the final report template and instructions regarding the signature page; and instructions for team member reimbursement. The state will provide information regarding local restaurants and other hospitality information.

OBSERVER

The role of **Observer** is a passive one: to watch and learn about the STAT process. Observers are expected to attend every interview session and team activity during the visit. Observers do not directly participate in the asking of questions during the interview portions of the visit, and are not responsible for the development of the final STAT report and recommendations. However, observers should participate in team discussions and may assist team members with assigned sections as deemed appropriate by the team leader. *A guest observer may participate with the approval of Safe States. The selected observer participant is responsible for his or her own expenses.*

OPTIONAL DEPUTY TEAM LEADER

Occasionally, one team member will also be assigned to serve as the deputy team leader. This position is designed to provide support and back-up to the team leader, when needed. Like other team members, the deputy team leader will be assigned to draft the content and recommendations for one section of the report.

The deputy team leader should have participated in a previous STAT visit, have demonstrated leadership experience (particularly within state health department IVPPs), and have management experience. In addition to regular Team Member duties (see below), specific duties of the deputy team leader include:

Prior to the visit:

- Read all information provided by Safe States and the state
- Communicate regularly with the team leader
- Participate in initial planning calls with the Safe States Office, team leader and state to determine agenda, interviewees, etc.

During the Visit:

- Assist the team leader as requested in:
 - directing the schedule for interviews, team meetings, report writing and team deliberations
 - facilitating interviews and team deliberations
- Other duties as assigned by the team leader

After the Visit:

- Work with the team leader and Safe States staff to correct any factual errors in the final report
- Participate in process evaluation interview with Safe States staff
- Participate in post-visit conference call with state (if requested by state staff)
- Participate in post-visit technical assistance (if requested by team leader)



STATE TECHNICAL ASSESSMENT TEAM (STAT) PROGRAM
2019 Team Member Application Form

If you are interested in participating in a 2018 STAT visit, please provide the requested information below, and return this form by **APRIL 12, 2019** by email to eva.bland@safestates.org.

CONTACT INFORMATION

Full Name	_____	Degrees	_____
Title	_____	Organization	_____
Address	_____		
City	_____	State	_____ Zip Code _____
Email	_____	Telephone	_____

Are you a member of the Safe States Alliance? Yes ☐ No ☐

TEAM PREFERENCES AND PROFESSIONAL EXPERIENCE

Have you previously participated on or been a part of a STAT Review? Yes ☐ No ☐

Did your state apply for a STAT Review in 2019 or plan to apply in 2020? Yes ☐ No ☐ N/A ☐

In what role would you like to serve on the STAT? *(Please check all that apply)*

☐ Team Leader ☐ Deputy Team Leader ☐ Team Member ☐ Observer

Please rank the following main components in the order you feel most competent to lead. (1=most competent, and 3=least competent).

___ Infrastructure

___ Data and surveillance

___ Policy and program strategies

Please also rate your experience/expertise in the following cross-cutting component areas. (1=limited experience/expertise, and 3=most experience/expertise).

Training and technical assistance

Partnerships

Communications

As part of a STAT visit, team members must read briefing materials, conduct interviews, write a comprehensive report, and develop recommendations for the program's development.

On a scale of 1-5 (1 = very low and 5 = very high), please rate the following:

- ___ Written communication skills
- ___ Oral communication skills
- ___ Ability to conduct interviews
- ___ Ability to work within a team (i.e., interpersonal skills, ability to divide labor, etc.)
- ___ Ability to quickly synthesize information
- ___ Ability to develop recommendations for improvement

1. Please include a resume with your application. *Sent as separate document.*
2. Please answer the following question in **300 words or less**: **Why would you like to be a member of the 2019 STAT team?** Include experience you have that may qualify you to participate on a STAT visit, such as experience with state health department injury and violence prevention programs, educational background, professional experience, organizational memberships or affiliations, etc.

AVAILABILITY

Please confirm that you are available for five days of travel (Sunday – Thursday). The scheduled dates for the STAT visit are provided below.

STATE	DATES	AVAILABLE?	ADDITIONAL COMMENTS
Oregon	July 29, 2019 – August 2, 2019	Yes <input type="checkbox"/> No <input type="checkbox"/>	

If selected, would your organization be willing to pay for any of your travel expenses?

Yes ☐ No ☐

QUESTIONS & ADDITIONAL INFORMATION

If you have any questions or would like additional information, please contact the Safe States Alliance at (770) 690-9000 or info@safestates.org.