

ASPH/CDC Project
Examining Community Partnerships for Prevention Research
Conference Call #9
Monday, December 15, 2003 – 8:30am-9:30am Pacific
Call Notes

Partner Organizations & Primary Representatives*:

1. CDC Prevention Research Centers National Community Committee
Ella Greene-Moton and Yvonne Lewis
2. Community-Based Public Health Caucus of the American Public Health Association
Adele Amodeo and Renee Bayer
3. Community-Campus Partnerships for Health at the University of Washington School of Public Health and Community Medicine
Sarena Seifer, Jen Kauper-Brown and Annika Robbins
4. Community Health Scholars Program
Michael Reese and Diane Calleson
5. Detroit Community-Academic Urban Research Center
Barbara Israel and Robert McGranaghan
6. Harlem Health Promotion Center
Richard Mack, Jr. and Curtis Harris
7. New York Urban Research Center
Sarah Sisco and Sandro Galea
8. Seattle Partners for Healthy Communities—Urban Research Center
Kirsten Senturia, Alison Eisinger, and Gary Tang
9. Yale-Griffin Prevention Research Center
Kari Hartwig and Margot Zaharek

CDC Technical Advisor on this project – **Lynda Anderson**
CDC Staff Liaison on this project – **Sharrice White**

* The majority of the partner organizations above will have individuals participating on this project who will not necessarily be joining the calls, but who will be an integral part of the project work and dissemination & feedback. Additional partnership representatives can and will be named throughout this project.

Representatives on this call: Adele Amodeo, Lynda Anderson, Renee Bayer, Diane Calleson, Kari Hartwig, Jen Kauper-Brown, Robert McGranaghan, Sarena Seifer, Gary Tang, Sharrice White, Margot Zaharek

Notes: Please send any additions, questions, or corrections to these notes to Annika at:
AnnikaLR@u.washington.edu

Acronyms:

APHA = American Public Health Association
CBPR = Community-Based Participatory Research
CCPH = Community-Campus Partnerships for Health
CDC = Centers for Disease Control and Prevention
IRB = Institutional Review Board
IOM=Institute of Medicine
IWG = Interagency Working Group on CBPR
NCC= National Community Committee
NIH = National Institutes of Health
PRC = Prevention Research Center
URC = Urban Research Center

Goals for the call:

- Share announcements/updates
- Discuss the activities of the Policy Work Group

- Discuss the activities of the Training Curriculum Work Group
- Discuss the group's CDC Futures submission

Topic 1: Overview and Introductions, Updates and Announcements

Sarena stated that the final report from Year 1 is basically done and will be e-mailed as a word document to all of the partners. She noted that the report will need additional work before it is submitted as a journal article. Lynda suggested that the CDC's new E-journal be considered as a possibility for submission.

Sarena said that honorariums for all project partners will be sent by Annika early in 2004. Payments for work group members will be made later in the year.

Action: Sarena will e-mail the Year 1 report to all project partners.

Topic 2: Policy Work Group

Adele provided a brief summary of the activities of the policy work group. The group is focusing on cementing relationships with the Federal Interagency Work Group on CBPR (IWG). Work group members are preparing for their planned meeting with the IWG in D.C. on January 22nd. Work group members may also meet with other people/organizations while in D.C. Lynda noted that she has recommended to Eduardo (Director of the PRC program) that he join the IWG. Lynda noted that she has changed positions and is currently the Acting Branch Chief for the Health Care and Aging Studies Branch. Although she will stay involved with many of the research and evaluation activities, she is not involved in setting up the trainings for the PRC program announcement or peer review.

Note: Subsequent to the call, Lynda spoke with Eduardo and he has agreed to join the policy work group in DC for the IWG meeting.

Currently, Larry Green, Shawna Mercer, and Marilyn Metzler are the CDC representatives in the IWG. It was noted that neither the URCs nor the CHSP were represented by the work group members currently planning on attending. It was decided that Amy Schulz would be invited to attend in place of Barbara Israel, who if not on sabbatical would have been a member of the policy work group.

It was requested by the training curriculum work group that the policy work group discuss the possibility of training module for peer reviewers and collect any suggestions that IWG members have about the training content.

The work group is also reviewing the CDC application for peer reviewers for prevention research projects. Lynda cautioned that many people consider the CDC application to be already "too liberal" and that reviewers should meet the standards of NIH. The group agreed to provide feedback about the application that carefully acknowledges the CDC's efforts to broaden the community representation in this process. Lynda stressed that it is important for the work group's recommendations to convey how these changes can be beneficial for the CDC's consumer constituency.

Action: Robert will invite Amy Schulz to participate in the January meeting with the IWG. Lynda will invite Eduardo to attend the January IWG meeting.

Note: Subsequent to the call, Lynda spoke with Eduardo and he has agreed to join the policy work group in DC for the IWG meeting. Also subsequent to the call, Robert spoke with Amy, who is unable to attend the IWG meeting.

Topic 3: Training Curriculum Work Group

Robert gave a brief review of the training curriculum work group's progress on the 1st training curriculum module. This module will focus on the nuts and bolts of CBPR partnerships. The module's units and content areas are list below.

Content Areas for Curriculum Module 1

Unit 1: What is CBPR and why should we do it?

- Definition
- Key principles
- Rationale

Unit 2: Developing a CBPR partnership: Getting started

- Identifying and selecting partners
- Process for getting to know partners and establishing trust
- Addressing expectations/responsibilities/accountability/partnership roles
- Developing mission statement and CBPR principles
- Process for decision-making and communication
- Process for setting priorities
- Establishing organizational structure/infrastructure

Unit 3: Getting the work done

- Process for resource allocation
- Understanding partnership lifecycles
- Revisiting expectations/responsibilities/accountability/partnership roles
- Addressing fiscal concerns and management of staffing
- Addressing issues of ownership and dissemination

Unit 4: How to sustain a CBPR partnership

- Process for establishing ongoing evaluation
- Weathering the change process
 - Conflict resolution?
- Appreciation and celebration
- Timeline: How to negotiate short-term vs. long-term work

It was noted that some topics above may be jettisoned or be covered by referring to already available resources. The module format will emulate that of the Healthy People 2010 curriculum guide (shared by mail with all ASPH/CDC partners).

The focus for Module 2 was changed because of the existing resources discussing CBPR methods. Instead, this module will provide training on community-institutional partnerships for prevention research that is geared to funders and peer reviewers. The specific focus needs to be defined by the group, but may include topics like "how to assess community partnerships in prevention research proposals" and "how to recruit and prepare non-academics to be prevention research proposal peer reviewers." As discussed above, the policy work group members will discuss this module with IWG members during their January meeting.

The work group will be presenting a roundtable session at the February CDC Chronic Disease Conference in DC on a segment of the 1st module. In addition, the work group has submitted an abstract to the May Mid-Year SOPHE Conference for a workshop session to pilot test Module 1. Participants suggested the following additional venues for pilot testing: the CCPH conference in October and the APHA conference in November. The group also discussed the possibility of piloting the curriculum modules with the PRC audience. It was noted that PRCs usually have a meeting in conjunction with the APHA conference and that there will be upcoming site visits to the new PRCs.

Note: Subsequent to the conference call, a slot was reserved for a pre-conference workshop at the CCPH conference entitled "Essentials of Community-Based Participatory Research", presented by the Community-Institutional Partnerships for Prevention Research Group.

Topic 4: CDC Futures Submission

The year 1 report includes many recommendations which are relevant to the CDC and will be included in this project's CDC Futures submission. No specific comments were received from project partners about the content of the submission. Sarena and Jen will draft the submission and distribute this to project partners for comments.

Action: Sarena and Jen will draft a submission and send this to project partners for comments.

Topic 5: Reflection on process, additional follow-up and/or unanswered questions

There were no comments.

Action: Jen will send out a follow-up email reflection.

NEXT CALLS/MEETINGS:

***Full Group Conference Call: February, 2004 (Time and date TBD)**

***Training Curriculum Work Group Conference Call: January 8, 2004 at 2:30 PM Eastern**

***Policy Work Group Breakfast Meeting on January 22 in Washington DC prior to the IWG meeting
(Time and Location TBD)**