



STATEWIDE EVALUATION EXPERTS TEAM (SEE TEAM)

CHARTER

WORKING DRAFT 1-28-12

I. General Function

The function of the members of the Statewide Evaluation Experts Team (“the SEE Team”) shall be to provide research and evaluation guidance and consultation to CalMHSAs programs and RAND, CalMHSAs’s statewide evaluation contractor.

The CalMHSAs SEE Team is dedicated to ensuring the success of the MHSAs-funded California Statewide Prevention and Early Intervention (PEI) programs, campaign and the Statewide PEI Framework by reviewing evaluation processes and publications and assessing the impact and effectiveness of CalMHSAs programs to promote student mental health, to reduce stigma and discrimination and to prevent suicides. The CalMHSAs SEE Team seeks the following in the evaluation of the programs funded:

- Evaluation methods should be appropriate to the intervention model being used in respect to scope and data collection
- Each evaluation should include measures of both process outcomes (implementation) and behavioral/health status outcomes (changes in participants) relevant to the goals of the intervention
- Evaluation is seen as a vehicle for program improvement (internal use) and program accountability (external use) and should provide information for the purposes of potential replication of the project
- Evaluation findings from CALMHSAs-funded programs will contribute to the existing knowledge base on what works in the field of minority health
- Evaluation practices will be aligned with identified best and promising practices that are promoted nationally and federally through SAMHSA, NIMH and/or CDC

To help ensure consistent and ongoing internal efficiency and compliance with service delivery standards, the CalMHSAs SEE Team may:

- Provide guidance (advice) to RAND as needed, in their efforts to assess the intended and actual outcomes at the system, community and consumer levels across the three initiatives: Suicide Prevention, Stigma and Discrimination Reduction and Student Mental Health
- Provide consultation to help determine training and technical assistance needs for CalMHSAs providers regarding the development of measurable performance standards, data collection, quality monitoring/management of data and research design
- Coordinate with the MHSOAC and its evaluation committee, complementing their evaluation efforts as appropriate

II. Membership

To ensure a culturally competent statewide evaluation, a diverse team of stakeholders will include CalMHSA partners and community members; behavioral health/social scientists; decision makers who have experience in guiding evaluation structure and direction and who have practical experience in community, county and large-scale evaluation efforts; and consumer and family members who have been on the receiving end of mental health services. The SEE Team may have up to 20 members, representative of diverse expertise, such as the following:

1. Board Member, Large County Representative
2. Board Member, Medium County Representative
3. Board Member, Small County Representative
4. California Mental Health Directors Association (CMHDA) Indicators, Data, Evaluation and Accountability (IDEA) Workgroup
5. Mental Health Services Oversight and Accountability Commission (MHSOAC)
6. California Institute for Mental Health (CiMH)
7. CA Mental Health Planning Council
8. CA State Department of Mental Health or designee
9. CA Senate Office of Oversight and Outcomes
10. Organization Member – Expertise in Multiculturalism/Cultural Diversity
11. California Foundation
12. Non-CA or national perspective for large scale evaluation such as CDC, SAMHSA, Department of Defense, etc.
13. Individuals with lived experience

III. Mode of Operation

The SEE Team may meet monthly for the first six months after the first start-up meeting and then twice a year after that. The first meeting shall be a face-to-face meeting. In this meeting SEE Team members will determine whether following meetings will be held in-person, by phone conference, webinar, etc. Meeting dates will also be confirmed during this first meeting. The SEE Team will provide written evaluation status reports or briefs to the CalMHSA Board, CalMHSA committees and the MHSOAC on a quarterly basis. Reports will be posted on the CalMHSA website each quarter.

IV. Compensation and Expense Reimbursements

If individuals are unable to participate without provision of compensation for travel and time, stipends will be made available on a case by case basis to cover these costs. Travel related stipends to cover additional expenses are available to those whose participation requires this financial support.



V. Non-Disclosure and Confidentiality

SEE Team members shall sign a non-disclosure and non-competition agreement.

VI. Advisory Chair

Appointment

The SEE Team Chair will be appointed for the duration of the CalMHSA Statewide Evaluation program or until resignation.

Position

The SEE Team Chair will serve as Chair/Facilitator of meetings of the SEE Team and act on behalf of and represent the SEE Team as necessary and in coordination with the CALMHSA Board meetings.

VII. Point of Contact

The CalMHSA Statewide Evaluation Liaison, Dorthy Lebron, Ph.D. will act as Point of Contact for the SEE Team members. Responsibilities of the Point of Contact will include but not be limited to: Attending SEE Team meetings, taking notes and providing previous meeting minutes at the beginning of each SEE Team meeting; keeping SEE members informed of upcoming meetings and latest developments, issues and activities of the statewide evaluation via website, meetings, email and phone. Oversee logistics for meeting planning, implementation and follow-up.

Terms & Conditions of SEE Team Membership:

Membership on the SEE Team is through the duration of the CalMHSA Statewide Evaluation program

During the period of February 1, 2012 through September 30, 2012, SEE Team members will be required to participate in at least 3 in-person meetings and teleconferences as needed.

SEE Team members may not send surrogates on their behalf if they are unable to attend the in person meetings or participate in teleconferences.

CalMHSA reserves the right to identify replacements for SEE Team Members who miss two or more meetings.

I (Print Name) _____ have read, understand and agree to the terms and conditions as described above.

Signature _____

Date _____