

Example CSTE Products

Position Statements

CSTE position statements represent the documentation and analysis of policy issues affecting public health and can cover any issue of importance to CSTE members. Position statements are submitted each spring and then discussed and voted on by CSTE membership at the Annual Conference in June. Position statement authors must be active CSTE members, although associate members may be co-authors. The typical submission deadline for ordinary process position statements is 13 weeks before the June business meeting. There are two (2) types of position statements: policy and standardized surveillance for diseases or conditions.

- Policy position statements are intended for issues that would require a vote by the Council because they may result in the need to change state or local law, rules, or regulations. All other policy issues, resolutions, etc. that would not require legal changes at the state or local level should be addressed via the Briefs process (below).
- Standardized surveillance position statements recommend standardized surveillance case definitions and methods of surveillance for conditions or diseases (and may recommend conditions be added to the Nationally Notifiable Condition list)

Briefs

Briefs can either have a policy or issue focus. They are designed to address topics that would not affect state or local law, rule, or regulation. They would need to contain similar information as a policy position statement: background of the problem and why it's important to CSTE members/public health, what the position our members are taking/their opinion on the problem, and options for consideration and next steps. All authors of briefs must be CSTE members, and the primary author must be an Active CSTE member. There is no timeline for brief development, but they should be developed in conjunction with a subcommittee or Steering Committee to adequately represent interests of CSTE membership. Once submitted to CSTE, briefs go through two levels of review internally and with the Executive Board, then are posted to the CSTE website for a membership comment period of 3 weeks. After that comment period, authors will have a chance to adjust and resubmit. All briefs will be archived on the website.

Letters

Letters are not constrained by a timeline and should be developed in conjunction with a subcommittee or Steering Committee. Letters need to request a specific action or series of actions by an external agency, organization, and/or partner and must have an addressee (i.e., no "to whom it may concern" or "Dear colleague"). Letters are reviewed internally and by the Executive Board. Letters through this new process will be signed by our Executive Director and CSTE President, as opposed to the individuals or group that developed the letter – letters are also supposed to represent a broader view of membership. Despite that, authors of letters should be CSTE members (and CSTE will request a list of authors to

accompany a letter submission for our records). The National Office handles the mailing of all letters and will archive all letters also on the website.

Indicators

CSTE indicators are developed in efforts to create tools that are universally applicable, replicable, and reproducible regardless of a state's funding status through the Environmental Public Health Tracking (EPHT) Program. Indicators are reviewed internally, by subcommittee members, and by the Steering Committee chair. They are housed on the CSTE website.

Guidance Documents

CSTE Guidance Documents attempt to provide a standardized methodology to a topic that is currently lacking instruction. Guidance Documents are reviewed internally, by subcommittee members, and by the Steering Committee chair. If CDC authors are involved, these documents may also require CDC approval. They are also housed on the CSTE website.