

ISDS Group Document

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INTERNATIONAL SOCIETY FOR DISEASE SURVEILLANCE

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Overview

The International Society for Disease Surveillance (ISDS) currently maintains over 20 groups on www.healthsurveillance.org spanning various topics and interests in public health surveillance. Each group has its own Chair(s) who directs the group's activities while adhering to the group's mission and vision. With over 300 members participating in group activities, it is essential to have a guiding document that outlines the structure, organization and potential activities of an ISDS group. The Group Document was created to serve as this resource to Group Chairs and other Group Officers. The document is a living document that may be reviewed and updated annually with new information as determined by ISDS staff.

The following document provides an overview of the ISDS group structure. The document first describes the various group types established on www.healthsurveillance.org and details the process for starting any one of these groups. The document then discusses the various group officer roles and responsibilities associated with maintaining groups. The Group Document also provides information for filling in roles and voting on group activities. Following, the process for dissolving a group is discussed. Lastly, the document closes with a few resources, including a list of group mentors and contacts who can share their experiences leading groups on www.healthsurveillance.org. Useful links and a section on frequently asked questions (FAQs) are also provided at the end.

Version Remarks

This manuscript is the first version of the International Society for Disease Surveillance (ISDS) Group Document and was released August 8, 2018. The first version of the Group Document contains information about ISDS' current group organization, the various group types, information on how to start a new group, the group officers' roles and responsibilities, as well as information on procedures to fill in group roles. The document also provides a few resources, including a list of current group contacts (as of April 2018) and useful links for group leaders.

The document reflects comments received from ISDS members, the National Syndromic Surveillance Program Community of Practice Steering Committee (NSSP CoP), and ISDS staff. It was prepared by Victoria Dorsey from Indiana State University, who was a student intern for the duration of the project.

Contributing Members

ISDS Members

- ❖ Howard Burkom, PhD - Principal Professional Staff, Johns Hopkins University Applied Physics Laboratory

NSSP CoP Steering Committee Members

- ❖ Krystal Collier, BA - Health Program Manager I, Electronic Disease Surveillance Program, Arizona Department of Health Services
- ❖ Teresa Hamby, MSPH - Analyst, Research & Evaluation, Communicable Disease Service, New Jersey Department of Health
- ❖ Marija Borjan, PhD, MPH - Research Scientist II, Occupational Health Surveillance Unit, New Jersey Department of Health

ISDS Staff

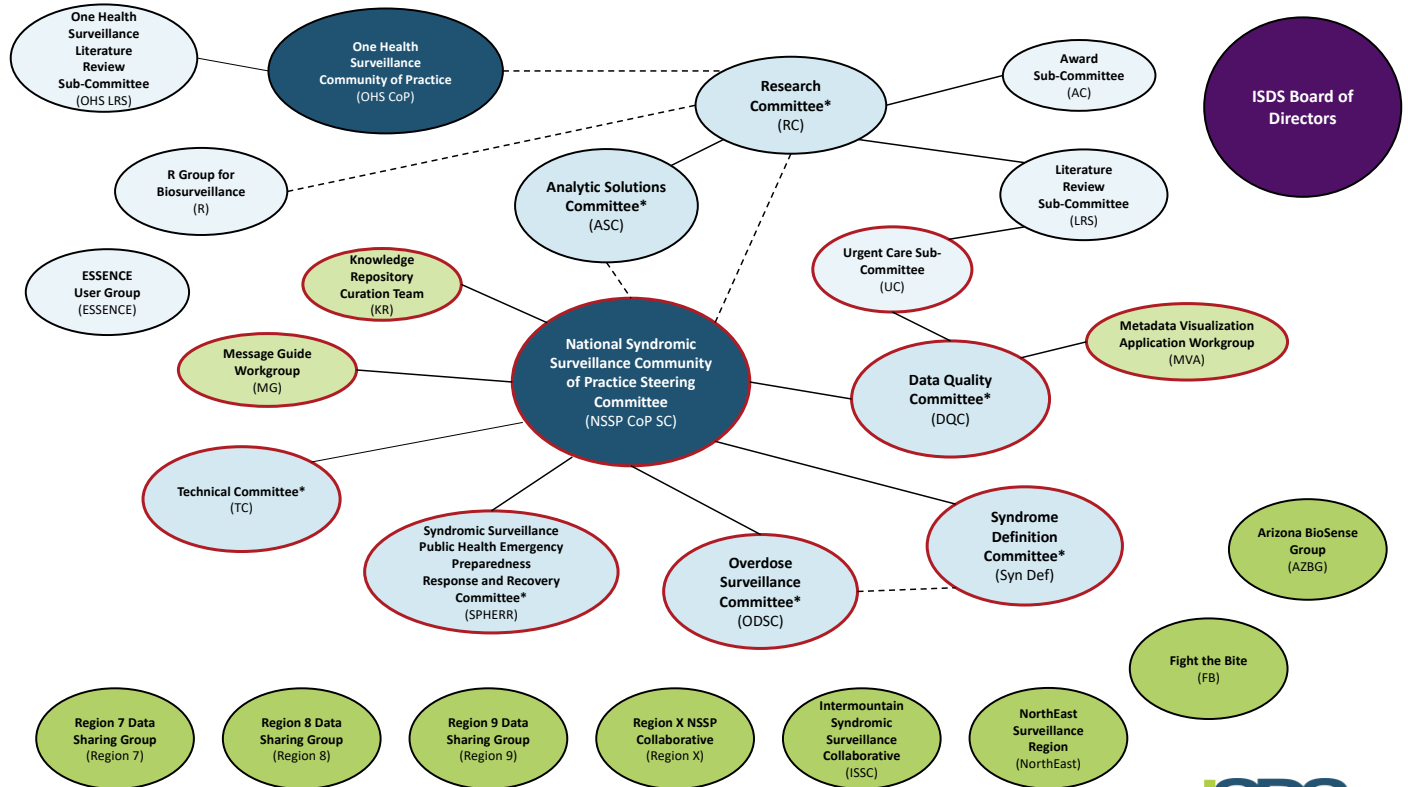
- ❖ Catherine Tong, MPH - Program Coordinator, International Society for Disease Surveillance
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Visualization of ISDS Groups

International Society for Disease Surveillance Group Organization



Updated 27 July 2018



Updated 5 April 2018



ISDS Group Structure

The following is an outline of all groups maintained by ISDS. As illustrated in the graphic on the previous page, there is often communication and collaboration between groups to accomplish certain tasks and share relevant information.

ISDS Supported Groups

ISDS Board of Directors

Analytic Solutions Committee (ASC)

Chapters

- Arizona BioSense Group (AZBG)

- Fight the Bite (FB)

- Intermountain Syndromic Surveillance Collaborative (ISSC)

- Northeast Surveillance Region (Northeast)

- Region 7 Data Sharing Group (Region 7)

- Region 8 Data Sharing Group (Region 8)

- Region 9 Data Sharing Group (Region 9)

- Region X NSSP Collaborative (Region X)

ESSENCE User Group (ESSENCE)

One Health Surveillance Community of Practice (OHS CoP)

- OHS Literature Review Sub-Committee (OHS LRS)

R Group for Biosurveillance (R)

Research Committee (RC)

- Awards Sub-Committee (AC)

- RC Literature Review Sub-Committee (RC LRS)

National Syndromic Surveillance Program Community of Practice (NSSP CoP)

The National Syndromic Surveillance Program Community of Practice (NSSP CoP) is maintained by ISDS thru a cooperative agreement (#5 NU50OE000098-02-00) with the Centers for Disease Control and Prevention (CDC). Below are groups that are specific to the NSSP CoP.

National Syndromic Surveillance Program Community of Practice (NSSP CoP)

- NSSP CoP Steering Committee (NSSP CoP SC)

- Data Quality Committee (DQC)

 - Metadata Visualization Application Workgroup (MVA)

 - Urgent Care Justification Sub-Committee (UC)

- Knowledge Repository Curation Workgroup (KR)

Message Guide Workgroup (MG)
Overdose Surveillance Committee (ODSC)
Syndrome Definition Committee (SynDef)
Syndromic Surveillance Public Health Emergency Preparedness Response and Recovery
Committee (SPHERR)
Technical Committee (TC)

Group Types

Chapters

Chapters are groups that have a primary geographic focus or orientation, i.e. [Intermountain Syndromic Surveillance Collaborative](#), [Region 7 Data Sharing Group](#), etc. They are formed when concentration and interest in the discussion within the group relates to specific regions of a city, state or country. Chapters serve as regional networks for members to discuss common issues and share practices with each other.

Committees

Committees are smaller, structured groups of participants organized around a specific functional area, i.e. data quality issues related to EHR implementation; promoting research in advanced disease surveillance; creating, evaluating, and refining syndrome definitions, etc. Committees include the [NSSP CoP Steering Committee](#), [Research Committee](#), [Data Quality Committee](#), etc. These groups are generally not open for community-wide input and discussion.

Community Groups

Community Groups are ongoing groups of members organized around a broad area of common interest, i.e. R programming; discussion of literature of interest to the larger community; ESSENCE best practices, etc. Community groups include the [R Group for Biosurveillance](#), [Literature Review Sub-Committee](#), [NSSP Community of Practice](#), etc. Community Groups are less structured. For example, some might include a monthly call with planned content and open discussion that will include practice presentations and updates from related workgroups, while another might simply utilize the forums to facilitate discussion among group members, i.e. [ESSENCE User Group](#).

Workgroups

Workgroups are smaller groups specifically task-oriented with a start date and an end date. These are generally not open for community-wide input and discussion, i.e. [KR Curation Workgroup](#), [Messaging Guide Workgroup](#), etc. The Workgroups at various times may approach the community for feedback through different methods, which include, but are not limited to, the NSSP CoP calls or surveys sent out on to the ISDS listserv. Workgroups have set deliverables and a timeline for achieving those goals. They include a point-person who is responsible for following up on specific deliverables.

Starting a New Group

How to Determine Need for a Group

A new group requires a critical mass of people with a common interest in a topic or methodology deemed of relevance and benefit to the surveillance community. While there is no technical minimum number of individuals to start a group, each group must have at least a designated chair or point of contact and one other active individual to execute group activities. Any specific roles, including the chair and any other officer positions, should have explicitly defined duties with fixed duration of responsibility (e.g. 6 months or a year) that may be renewable. Groups are networking opportunities and do not necessarily have to be productive groups that have defined projects with deliverables and timelines. The scope of activities, however, will vary between group types.

Groups with broad, ongoing support may continue indefinitely, while those with fixed goals or transient interest should terminate with accessible documentation of their activities and contact information of main participants. See [Dissolving a Group](#) for more information on terminating a group.

Prior to creating a new group, determine if there is an existing group(s) that has similar goals. Contact the committee chairs of the existing group(s) and work in conjunction with their committee. If such a group does not presently exist, proceed to take steps outlined in the next section to create a new group.

Procedure for Starting New Group

New groups within the National Syndromic Surveillance Program Community of Practice (NSSP CoP) must first seek approval from the NSSP CoP's Steering Committee (SC) and ISDS Staff. Groups outside of the NSSP CoP, such as the One Health Surveillance Community of Practice (OHS CoP) must seek approval by ISDS staff and the ISDS Board of Directors.

Suggest a Group – NSSP CoP

1. Suggest a new group within the NSSP CoP by emailing the Steering Committee Chair and ISDS staff the following information:
 - Suggested name and who is the point of contact for the group
 - Group type (i.e. Chapter, Committee, Community Group, or Workgroup)

- Group Chair(s)
 - Justification/community need
 - Possible project ideas/deliverables
2. Once the request is confirmed by the Steering Committee Chair and ISDS staff, schedule a time to attend and present a proposal on a monthly Steering Committee meeting.
 3. Develop a documented group proposal for approval
 - Description
 - Include the purpose of the group, potential benefits, and potential limitations of the proposed group
 - How is it unique?
 - Group design
 - Including strategic intent, scope of the organization (what it is doing and where it will extend its influence for groups; where applicable and is not necessary for every chapter), boundaries (what qualifies to be a topic of interest for the group), and common knowledge needs and relevant mind map
 - What is the target audience?
 - Other optional information to include in the proposal
 - Coalescence plan
 - What are the group goals for the first 6 months?
 - Are there any primary traits that the group ought to adhere to (i.e. easy to engage, clear knowledge/problem focus, accessible, relationship building, etc.)?
 - Maturation strategy
 - What are long term goals for the group?
 - Will there be a product that would be a result of grant deliverables?
 - Stewardship issues
 - What sort of events should the group be prepared for in the future? For example, change in group leaders, maintaining clarity in the group goals, events that will promote networking, connection to other committees and groups, etc.
 4. Submit the group proposal to the Steering Committee Chair and ISDS staff two weeks prior to the scheduled Steering Committee meeting

5. Present the group proposal on the schedule Steering Committee meeting for voting.

Suggest a Group - Other

Link: <http://www.healthsurveillance.org/general/default.asp?type=groupidea>

1. Submit a suggestion for a new group via the form referenced above and include the following information:
 - Suggested name and who is the point of contact for the group
 - Group type (i.e. Chapter, Committee, Community Group, or Workgroup)
 - Group Chair(s)
 - Justification/community need
 - Possible project ideas/deliverables
2. Develop a documented group proposal for approval and email to ISDS staff
 - Description
 - Include the purpose of the group, potential benefits, and potential limitations of the proposed group
 - How is it unique?
 - Group design
 - Including strategic intent, scope of the organization (what it is doing and where it will extend its influence for groups; where applicable and is not necessary for every chapter), boundaries (what qualifies to be a topic of interest for the group), and common knowledge needs and relevant mind map
 - What is the target audience?
 - Other optional information to include in the proposal
 - Coalescence plan
 - What are the group goals for the first 6 months?
 - Are there any primary traits that the group ought to adhere to (i.e. easy to engage, clear knowledge/problem focus, accessible, relationship building, etc.)?
 - Maturation strategy
 - What are long term goals for the group?
 - Will there be a product that would be a result of grant deliverables?
 - Stewardship issues

- What sort of events should the group be prepared for in the future? For example, change in group leaders, maintaining clarity in the group goals, events that will promote networking, connection to other committees and groups, etc.

Checklist of Initial Tasks

- Identify name, focus/idea, and possible chairs/co-chairs
- Develop a group proposal for approval
 - For Groups wishing to form under the NSSP CoP SC, the proposal should be submitted to the NSSP CoP Steering Committee Chair at least two weeks prior to the next NSSP CoP SC meeting (every second Monday of the month) so that it can be shared with NSSP CoP SC members and added to the call agenda. The Group Chairs might be asked to join the NSSP CoP SC meeting to address any questions the NSSP CoP SC members have prior to voting to approve the group.
- Schedule a call with ISDS staff to set up the group on www.healthsurveillance.org
 - Indicate preference for group settings and accessibility (See [Creating a Webpage](#) section)
 - Determine whether to allow members to sign up for weekly group newsletters
- Populate a welcome message on the group homepage
 - Develop and post the group mission statement and short description
- Promote the group within the community to gain membership
 - Ask ISDS staff liaison to post announcement about new group on the website, forums, social media posts, and in email communications
 - Include announcements about the group on other group calls with similar audiences
 - Approve members to join the group, if needed
- Identify a time for an initial call
 - Coordinate with ISDS staff liaison to set up a time, call-in information and announcement about the initial call
 - Group Chair can send messages via Group site to announce initial call to members
- Host a planning call with any already identified group leadership and at least one ISDS staff member prior to the initial call
- During the initial call
 - Identify members to serve in the roles/offices the group requires
 - Identify a meeting plan, e.g., frequency/date and time
 - Share the group's mission and define possible activities

How to Create a Webpage for the New Group on the ISDS Website

Once a group is created and approved, ISDS staff will set up a group space in the back end of the ISDS website (www.healthsurveillance.org). The group chair(s) will need to determine their preference for Group Accessibility and Membership and share those with ISDS prior to the set up the website of a new group on the ISDS website.

Group Accessibility

Identify who can see the group page:

1. **Private:** You must be a member to view group content
2. **Open:** All ISDS community members have access to view the group
3. **Public:** All web visitors have access to view group content

Group Membership

Identify who can join the group page:

1. **Open to members:** Any community member (signed into healthsurveillance.org) may join this group
2. **Request membership:** Members may request to join this group (will depend upon approval by Group Administrator or Chair)
3. **Private group:** Only group and site administrators may add members to this group.

Group Administrative Controls

Groups Administrators are given additional controls over their Group webpages where they can create welcome messages, upcoming events, and customize the group description.

Required elements for the Group webpage when it first goes live, include the following:

- Mission statement
- Upcoming events and activities
- Welcome messages

Refer to the Group Administrator's Document in the [Useful Links](#) section of this document for more information about how to set up a Group webpage within the www.healthsurveillance.org website.

Group Officer Roles and Responsibilities

Below are suggested Officer Roles that might improve the organization and structure of the group to better enable the group to meet its goals and mission. Not every group will need to fill every role/office.

Chairs and Co-Chairs

The Group Chair acts as the liaison between the members of the group as well as ISDS staff in order to portray the needs of the group. Some groups will have a co-chair, dependent on the needs and size of the group. The role of the co-chair varies but generally supports the lead Chair of the group. ISDS will provide a staff liaison for each group who will be available for the Group Chair(s) to ask questions and seek assistance from.

Responsibilities Include:

- Schedule and facilitate group calls and presentations
 - Doodle Poll (www.doodle.com) is a free resource that can be used to assist in call scheduling
 - Set up the agenda for the call and get it to the ISDS liaison to disperse the information to the group prior to calls
 - Ensure the group is on track for completing their deliverables
- Assist in the sharing of content beyond the group with the broader community
 - NSSP Updates/ISDS Newsletters
 - Community Calls (NSSP CoP Call, OHS Calls)
- Moderate the group forums (if used)
- Post on group blogs (if used)

Group Administrator

The Group Administrator is primarily responsible for maintaining the front-end of the Group webpage on the ISDS website and serves as a voluntary point of contact for other committees and workgroups.

Note: In many cases, the Group Chair is also the group administrator, but not always.

Responsibilities Include:

- Overseeing and updating the group's content on the website, including its homepage and description, file libraries and custom pages
- Managing group membership, including approving pending members or inviting contacts
- Fostering activity on the group page by starting and engaging in forum discussions or blog postings
- Updating the group's calendar as needed
- Reviewing the resources and tools produced by the group for inclusion in the Surveillance Knowledge Repository every 6 months
- Reporting to ISDS staff occasionally about suggestions for site improvements

Secretary

Primarily responsible for taking notes and/or creating the agenda for group meetings.

Note: most groups do not have a designated secretary and the position falls on the co-chair. Groups can choose to rotate note taking responsibilities among its members.

Election Procedures for Filling in Group Roles

There are three primary ways that are used in order to elect members into specific roles within a group:

Option 1 - Work with ISDS to send out a SurveyMonkey for voting. The current chair identifies the need for a replacement or for a co-chair or other official role (i.e. Secretary). Additionally, the current chair notifies the ISDS liaison of the need(s) and provides description(s) of the roles that need to be filled.

- The current chair coordinates with the ISDS liaison to set up a timeline to send out a call for nominations, sends out a voting survey, collects votes, and onboards the new leader
- The ISDS staff liaison sends out a call for nominations to the group via email. The Group Chair and co-chair also make posts on the group page about this call for nominations announcement.
- Once nominations are collected, the staff liaison sets up a survey on SurveyMonkey and sends a draft to the Group Chair for editing. The ISDS liaison sends out the final ballot to the group via email. The Group Chair and co-chair make posts on the group page about the release of the voting survey.
- Once the voting is closed, the staff liaison sends the results to the Group Chair and the Group Chair confirms the new leader(s). The ISDS liaison sends out a notice to the group of new leader(s) and updates the website with the new Group Representatives.

Option 2 - To be used when there are no or not enough nominations to vote or hold elections.

- The Group Chair identifies a dedicated, consistent member of the group and approaches the member about a potential interest in taking a role with the group informally (i.e. calling or emailing). During this time, the Group Chair provides a description of anticipated activities, including the amount of time required and a summary of the role.
- The new leader confirms an interest with the Group Chair and the Chair notifies the ISDS staff liaison of the change. The ISDS staff liaison confirms, changes, and updates the website with the new Group Representative(s).

Dissolving a Group

Groups, upon completion of a project (i.e. Workgroups) or determination of lack of need or interest to continue, may choose to dissolve at any point. Group Officers must first determine this need with their group members either through vote during a group meeting or confirmation from a virtual poll/survey. Officers must then communicate this motion to their ISDS staff liaison, who will then confirm this action with ISDS staff and the ISDS Board of Directors. Groups under the NSSP CoP must also receive confirmation from the NSSP CoP Steering Committee before dissolving. Depending on the group and its content scope, the overseeing bodies may choose to, instead, integrate the dissolving group into a larger Committee or Community Group to retain its available network. Regardless of the decision, once confirmed, the Group Officers shall communicate the changes to the group to its members by email. The ISDS staff liaison will then make the appropriate changes to the ISDS website to reflect the decision.

Group Contacts

Mentors

Below is a list of individuals (current or past group chairs) who may serve as “mentors” to address questions about creating a group/taking on a role within a group. Names are hyperlinked to the individual’s profile on www.healthsurveillance.org.

Mentor	Group(s)
Krystal Collier	Arizona BioSense Group, Fight the Bite, NSSP Community of Practice
Sophia Crossen	Data Quality Committee
Emilie Lamb	KR Curation Workgroup, Messaging Guide Workgroup
Howard Burkom	Literature Review Subcommittee, Research Committee
Jill Baber	Metadata Application Workgroup, Region 8 Data Sharing Group
Harold Gil	Metadata Application Workgroup
Rosa Ergas	NorthEast Surveillance Region
Teresa Hamby	NorthEast Surveillance Region
Sandra Gonzalez	Overdose Surveillance Committee
Yushiuan Chen	Overdose Surveillance Committee
Eric Bakota	R Group for Biosurveillance
Rasneet Kumar	Syndrome Definition Committee
Zach Stein	Syndrome Definition Committee
William Smith	Syndromic Surveillance Public Health Emergency Preparedness Response & Recovery Committee
Charlie Ishikawa	Syndromic Surveillance Public Health Emergency Preparedness Response & Recovery Committee

Group Chairs

Below is a list of current Group Chairs for the various ISDS groups. Names are hyperlinked to the individual's profile on www.healthsurveillance.org.

Group	Group Chair
Analytic Solutions Committee	Ian Painter
Arizona BioSense Group	Krystal Collier , Sara Imholte Johnston
Awards Sub-Committee	Eric Lau
Data Quality Committee	Sophia Crossen , Elyse Kadokura
ESSENCE User Group	Wayne Loschen
Fight the Bite	Krystal Collier
Intermountain Syndromic Surveillance Collaborative	Wei Hou , Kris Carter , Brian Parrish
KR Curation Workgroup	Emilie Lamb
RC Literature Review Sub-Committee	Howard Burkom
Messaging Guide Workgroup	Emilie Lamb , David Trepanier
Metadata Application Workgroup	Jill Baber , Harold Gil
NorthEast Surveillance Region	Rosa Ergas , Teresa Hamby , David Swenson
One Health Surveillance Community of Practice	Karen Meidenbauer
OHS Literature Review Sub-Committee	Judy Akkina
Overdose Surveillance Committee	Sandra Gonzalez , Yushiuan Chen , Peter Rock
R Group for Biosurveillance	Eric Bakota
Region 7 Data Sharing Group	Greg Crawford
Region 8 Data Sharing Group	Jill Baber
Region 9 Data Sharing Group	Jessica White
Region X NSSP Collaborative	Natasha Close , Anna Frick
Research Committee	Howard Burkom
NSSP Community of Practice	Krystal Collier
Syndrome Definition Committee	Rasneet Kumar , Zach Stein
Syndromic Surveillance Public Health Emergency Preparedness Response & Recovery Committee	William Smith , Charlie Ishikawa
Technical Committee	Natasha Close , Stacey Hoferka
Urgent Care Sub-Committee	David Swenson

Useful Links

[Group Administrator Document](#) – outlines the general responsibilities of a group administrator and how to format the front end of the group's website on healthsurveillance.org

[Group Administrator Forums](#) – forums to report issues and ask questions regarding the group sites

[20 Simple Ways to Improve Virtual Meetings](#) – tips on how to facilitate conversation and participation within conference calls

[Board Meeting Guidelines - Roberts Rule of Order](#) – basic meeting procedures and a brief overview of the Roberts Rule of Order

[Group One Pager Template](#) – synopsis of the group

[ISDS Meeting Agenda Template](#) – official document for meeting agenda that plans out what will be talked about during the meeting

[ISDS Meeting Slides Template](#) – visual for meeting announcements and the agenda. To be utilized when sharing screens in conference calls

[ISDS Group Meeting Notes Template](#) – official document for meeting notes taken by the Secretary or Group Co-chair that goes over what was actually said during a meeting

Frequently Asked Questions

“Is there a way to get group member metrics (like forum activity, website activity, webinar activity)? And as a follow up, is there a way to get the data onto a dashboard for tracking purposes?”

There is a feature on the group pages called “Available Reports” that has not yet been made available as of the release of this document. In the future, we plan to give Group Chairs and Admins the ability to download reports of group metrics, such as forum activity and website activity on their own through their group sites. At the moment, metrics on webinar attendance and attentiveness must be requested by emailing syndromic@syndromic.org.

At the moment, we do not provide a dashboard display of group activities. However, we can provide a simple graph of activity upon request via email.

“How do I make sure that I’m including all relevant representatives?”

When a group is conceived, it is helpful to have a clear picture of the individuals you would like to see involved in the group’s activities. Once your group is established and has its first couple of meetings, review the group membership list to determine the range of professions and expertise. Determine the professional gaps and share this finding with your group members as feedback to the group. Discussing this issue with the group helps make your members more aware of what additional voices, if any, are needed to push group activities along or make them more representative of the group’s mission and vision. In the discussions, we encourage you to ask your group members for thoughts on additional relevant representatives to recruit.

Most times, upon checking out your group and attending a few group calls, other members of the ISDS community may provide suggestions for other representatives to reach out to. In these cases, we encourage groups to take this networking opportunity to reach out to new members to join their groups.

“How do I get better representation from across the region?” (Chapter-specific)

If your group members lack contacts from jurisdictions that are not represented in your Chapter, we suggest first searching in the [Member Directory](#) and narrowing your search by location. If you find members in these missing jurisdictions, try contacting them by checking out their profiles and sending them a message on our website. If searching through the Member

Directory yields no results, or the persons you contact are unresponsive, please send your member search request to syndromic@syndromic.org with information about what type of individual you are looking for and from what region. The staff will reach out to members of the ISDS Board, the NSSP CoP Steering Committee and the more active ISDS members to help you with your request.

“What (if any) of the group’s activities/deliverables are tied to an ISDS grant deliverable?”

There are generally no group deliverables tied to an ISDS grant deliverable. Groups do not need to submit materials for the purposes of fulfilling ISDS grant requirements. The exception is that if there is a deliverable that requires group input and participation, ISDS will generally form a workgroup specific to the deliverable (e.g. Message Guide Workgroup).

Additional Questions

For additional questions about groups and group leader roles and responsibilities, please email any of the following ISDS staff:

Shandy Dearth – sdearth@syndromic.org

Emilie Lamb – elamb@syndromic.org

Catherine Tong – ctong@syndromic.org