

**Agenda
Facilitator's Workshop
CSTE Conference
June, 2007**

- 8:00 Welcome, NPT Facilitators
- 8:10 Introduction/Workshop Goals
- 8:15 Charge to Facilitators
- 8:20 *Epi-X* System Improvements – An Update
- 8:35 Training Exercise - User Management
- o Why is user management important?
 - o Process for new user authorization
 - o Process for quarterly state-based user reauthorization
- 8:45 Customizing Your State-Based NPT (Training Server Exercise)
- o Performing a Notification Self Test
 - o *Epi-X* Directory and Email functionality
 - o Posting an *Epi-X* alert and integration with state alerting process
 - o Responding to an *Epi-X* alert
- 10:00 Morning Break
- 10:30 NPT - The State Perspective
- o Importance of NPT – (Panel Discussion)
 - o Information collected during an NPT – how is it used?
 - o Defining key users for NPT–mapping to own organization
 - o Define NPT measures of success - (Panel Discussion)
 - o What information do facilitators need from an NPT? – Open Discussion
 - o 2008 NPT – Process & Recommendations – Open Discussion
- 11:20 Summary of Facilitator Perspectives
- 11:25 Information Collected During an NPT: How is it used?
- 11:30 *Epi-X* and Risk Communication
- o Risk Communication Plan review
 - o How can state Risk Communication Plans integrate with *Epi-X* functionalities?
- 11:35 Discussion (Action Items and Questions)
- 11:45 Facilitators/Contributors – Recognition Awards
- 11:55 Evaluation and Closing Comments
- 12:00 Adjourn