



Childhood Substance Use (CSU): Prevention and Early Intervention

Family Advisory Committee

Application Kit for Family Members

This packet includes:

- An overview of the opportunity to become part of creating a Center of Excellence for Childhood Substance Use
- An application form for interested family members
- Complete instructions for applying to become a Family Advisory Committee member.

February 2015

Childhood Substance Use: Prevention and Early Intervention - Mission

To create a Center of Excellence that is:

- A collaborative effort between behavioral health providers, pediatric primary care providers, families and research scientists
- Improves access to high-quality, empirically supported substance use screenings, assessments, and interventions
- That begins in the pediatrician's office as an integrated part of primary care
- Designed to decrease the toll associated with substance use and abuse
- That helps adolescents make better choices

The Center of Excellence for Childhood Substance Use – Overview

Substance use disorders (SUDs) remain a major public health concern and lead to more death and disability than any other preventable health condition creating consequences that often prove as devastating for family and friends as for the person who is affected. Youth are at higher risk for all forms of drug misuse and abuse.

Western Psychiatric Institute and Clinic of UPMC and Children's Hospital of UPMC are interested in developing a Center of Excellence for the prevention and early intervention of childhood substance use. This project will focus on the prevention, identification, and early intervention treatment for those individuals' ages 11+ who have shown risk factors or warning signs or behaviors that are indicative of a harmful use of substance including smoking cigarettes, alcohol, and drugs.

In order to develop and implement this Center of Excellence, we are creating a Family Advisory Committee. Input from the Advisory Committee will be a significant part of making the Center of Excellence successful. The Advisory Committee will provide input to program development and implementation by recommending priorities, monitoring progress and helping to communicate results to youth, families and professional groups as well as to the wider community.

The goal is to assure that the Advisory Committee reflects the diversity of Allegheny County. We are seeking members of different ages, gender, ethnicity, socioeconomic background and geographic location within Allegheny County. And the selected family members must have direct experience raising child/children with substance use issues.

If selected as a member of the Family Advisory Committee, there will be monthly meetings held at Children's Hospital in Lawrenceville. Childcare will be provided if needed and travel expenses (mileage and parking) will be reimbursed. All family member Advisory Committee members will be given a stipend for approved meetings. This stipend is a token of appreciation for your time and expertise. The amount of the stipend is based on the length of the meeting and is dependent on available funds.

Family Advisory Committee: Frequently Asked Questions

How do I become a committee member?

The first step to being considered as a member of the Family Advisory Committee is to fill out this application and send it to:

Laurie Jones
Corporate Office Part
4055 Monroeville Blvd.
Building 1, Suite 438
Monroeville, PA 15146

Joneslh@upmc.edu

All applications will be reviewed by a small selection committee (who will keep all information contained in the application confidential) and they will select the committee members based on pre-established criteria.

Who can become a committee member?

Anyone who is currently raising or has raised a child or children with substance use issues, and who lives in Allegheny County can apply to be on the Family Advisory Committee. First-hand experience as to what works and doesn't work for your child will provide important insight. In addition, the selection committee will be looking for a diverse and representative committee, so they will factor in things like age, gender, geographic area where you live, ethnicity and socio-economic background.

How many people will be selected to be on the Advisory Committee?

We are hoping to have 12 family members on the Family Advisory Committee.

How does the selection process work?

Family members that have NOT applied to be on the committee along with representatives from Children's Hospital of UPMC and Western Psychiatric Institute and Clinic of UPMC will review all applications and make the selection based on pre-established criteria. For those that are not selected initially, applications will be held on file and will be reconsidered as vacancies occur.

How often are Committee meetings held?

Family Advisory Committee meetings will be held once a month in the evening. Time and day will be determined by the Committee members. Family Advisory Committee members are expected to attend the meetings. If a situation arises that prevents attendance, there will be a phone number to call. Substitutes will not be permitted.

Where will the Family Advisory Committee meetings be held?

The Committee meetings will be held at Children's Hospital in Lawrenceville.

How much will I be paid?

You will receive a stipend for each approved meeting that you attend. This stipend will be a small way of showing how much we value your input into the discussions. The stipend amount is dependent on the length of the meeting. For a two hour meeting, you will receive \$25, as long as funding is available.

When are the applications due?

Applications are due by 5:00 pm on **Friday, March 20, 2015.**

When will I know if I have been selected as a Committee member?

You will be notified by **Friday, March 27, 2015**

If I am selected to be a Family Advisory Committee member, what will I have to do?

You will have to:

- Work with other family members and professionals
- Represent your views and the views of other family members who are raising a child or children with substance use issues to help shape the vision, goals and priorities of the Center of Excellence.
- Help set the priorities for the work of the Center.
- Assist in monitoring the ongoing implementation of the work plan.
- Assist in reporting on the success of the Center.
- Identify ways to continually improve the Center
- Attend and actively participate in the monthly meetings.

- c. **Ethnicity:**
____ African-American/Black
____ American Indian/Native Alaskan
____ Asian
____ Caucasian/White
____ Hispanic
____ Other, please describe _____
- d. **Gender**
____ Female ____ Male
- e. **Are you currently employed outside of the home? Yes ____ No ____**
- f. **If yes, where do you work and what do you do?**
- f. **Is there anything that will prevent you from attending or participating in the meetings? Please describe:**
- g. **How did you hear about this opportunity?**
- h. **Please provide one letter of reference. This letters should not come from a family member or from anyone who is related to you. The Reference Letter should be brief and should include:**
- **Name of the person and their contact information**
 - **How they know you and how long they have known you**
 - **Why they think you would be a good addition to our Advisory Committee.**

The selection committee may want to contact this person by phone. Be sure to include the person's daytime phone number.

Your reference may send their letter of reference directly to Laurie Jones (address listed above) or you can send them with your application.

Thank you again for your interest in Childhood Substance Use (CCSU): Prevention and Early Intervention.