

## Charter for the Non-Communicable Disease Analysis Working Group

Revision year: 2022

- A. **Official Designation** The panel's official designation is the Non-Communicable Disease Analysis Working Group (nCAWG).
- B. **Objective and Scope of Activity** nCAWG will review summarized data in response to concerns raised by citizens of Idaho regarding cancer and time-sensitive emergencies. nCAWG will also conduct or support disease cluster investigations, in particular cancer clusters, should the concern relate to a disease managed by the programs of the Idaho Hospital Association. Results of any such investigations shall be made available to the citizen who initiated the cluster concern and the general public as needed. Requests for confidential Cancer Data Registry of Idaho (CDRI) or Time-Sensitive Emergency (TSE) Registry data for research and other purposes will also be reviewed by the group.
- C. **Period of Time Required** Ongoing working group
- D. **Official or Sponsoring Proponent to Whom the Panel Reports** nCAWG members report to the state Medical Director and the Director of the Idaho Hospital Association (IHA).
- E. **Support Agency** nCAWG will receive administrative support from the Idaho Department of Health and Welfare (IDHW) as needed. Staff and administrative costs will be shared by the IHA, IDHW, and Idaho Department of Environmental Quality.
- F. **Duties and Responsibilities**  
nCAWG will:
  - 1. Receive and review complaints or concerns about clusters of non-infectious disease in Idaho, specifically cancer and time-sensitive emergencies.
  - 2. Determine whether further investigation into the concern is warranted based on statistical analysis, number of cases, and likelihood of an identifiable source or the need to inform the general public or public health agencies.
  - 3. If further study is determined to be warranted, coordinate the investigation into the cluster, seeking federal assistance if needed.
  - 4. Report findings to the state Medical Director and the concerned parties, including the general public.
  - 5. Review and approve requests for confidential CDRI or TSE data for research or other uses.
- G. **Structure** The working group shall consist of the following members: the Cancer Data Registry of Idaho Registry Manager, the Time-Sensitive Emergency Registry Manager, epidemiologist(s) for the Cancer Data Registry of Idaho and Time-Sensitive Emergency Registry, the State Toxicologist/Health Assessor for the Bureau of Community and Environmental Health, the State Epidemiologist and Medical Director, the Chair of the Division of Public Health Institutional Review Board, a data analyst from the Bureau of Vital Records and Health Statistics, the Toxicologist/Risk Assessor from the Idaho Department of Environmental Quality, and a Health Program Manager from the Idaho Comprehensive Cancer Control Program. More members may be added if desired, by a majority vote of the working group. The Chair shall be selected by majority vote of the working group on an annual basis.
- H. **Meetings** The working group will meet on an ad hoc basis. Two meetings per fiscal year are anticipated. The Chair will call the meeting.

I. **Date Charter Is Filed** August 25, 2022

J. **Signatures**

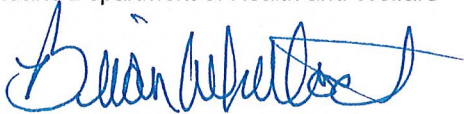
**Elke Shaw-Tulloch**

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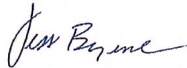
**Elke Shaw-Tulloch, Administrator**  
Division of Public Health  
Idaho Department of Health and Welfare

\_\_\_\_\_  
**Date**



**Brian Whitlock, President & CEO**  
Idaho Hospital Association

**August 26, 2022**  
\_\_\_\_\_  
**Date**



**Jess Byrne, Director**  
Idaho Department of Environmental Quality

**August 25, 2022**  
\_\_\_\_\_  
**Date**

**Amendment to “Charter for the Non-Communicable Disease Analysis Working Group”  
filed August 25, 2022.**

1. This charter is to be reviewed for revision every five (5) years. The next review shall occur in August 2027.
2. As of July 2023, the State Toxicologist/Health Assessor is seated with the Bureau of Environmental Health and Communicable Diseases.

**Amendment dated: August 18, 2023**