



Topic-Specific Core Data Advisory Collaborative Terms of Reference Addendum

Substance Use Core Data Advisory Collaborative

Purpose

In addition to the purposes outlined in the [APHEO Core Data Advisory Collaborative Terms of Reference](#), the Substance Use Core Data Advisory Collaborative (CDAC) will also:

- promote shared standard reports (e.g., IntelliHealth) and analytics standards in addition to indicator definitions (e.g., standardized metadata, analytic conventions and reproducible methods, approaches for dealing with small numbers, suppression, comparisons)
- maintain existing core indicators (e.g., updated definitions, issue tracking, deprecation/replacement) in addition to developing new ones
- coordinate with other CDACs and APHEO structures to share information, ideas and work on cross-cutting issues / methods and reduce duplication of effort
- advise on the “translation” of local public health agency (LPHA)-developed resources for broader implementation (e.g., promoting documentation, templates, assumptions, adaptation guidance)
- promote equity-informed and ethically responsible analytic practices (e.g., appropriate stratification, respectful interpretation, privacy-conscious reporting)
- advocate for more frequent/improved data to meet needs of local public health units

Decision-Making Process

Where required, decisions will be made by consensus amongst group members.

Members or sub-groups may contribute best-practice resources, tools, or methodological approaches for group consideration. These contributions do not require full committee consensus and may be shared at the discretion of the contributing member

Sub-group decision making: Sub-group are responsible for decision making as applicable, with consultation with co-chairs



Mentorship approach

Co-chairs will reach out to the Substance Use CDAC membership to identify any volunteers to provide mentorship if there is interest from members. Mentorship also will be fostered by encouraging the membership to engage during meetings and within the Substance Use CDAC listserv.

Approval

This version of the terms of reference has been approved by consensus among the Substance Use CDAC membership on 2026-06-18.