



Working Together to Reduce Prescription Drug Abuse and Overdose Deaths

Safe Med LA

CHARTER

Version 1.1

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1. INTRODUCTION

1.1 PURPOSE OF SAFE MED LA CHARTER

The Safe Med LA charter is a blueprint for the coalition's plan to achieve its objective to organize and coordinate a comprehensive and multifaceted approach to address the opioid crisis and prescription drug abuse in Los Angeles (LA) County.

The charter clarifies member roles and responsibilities, outlines participants and stakeholders, and describes the process for coalition collaboration and decision-making.

2. COALITION OVERVIEW

Safe Med LA was established in 2015 as a broad, cross-sector coalition that takes a coordinated and multi-pronged approach to comprehensively address the opioid epidemic and prescription drug abuse in LA County.

Safe Med LA is led by the Los Angeles County Department of Public Health's Substance Abuse Prevention and Control (SAPC) and developed a five-year Strategic Plan that utilizes a "9-6-10" approach, with 9 Action Teams focusing on 6 priority areas with 10 key objectives, each tackling a specific component of the opioid epidemic. See the [Strategic Plan](#) on the [Safe Med LA Resources page](#) for additional details.

Safe Med LA is structured around the key drivers of the opioid epidemic through **9 Action Teams** organized around a central **Steering Committee**. The Steering Committee is comprised of the leads from each of the Action Teams and serves as an organizing entity within the coalition to ensure coordination and efficiencies. The Safe Med LA Steering Committee is also responsible for disseminating information back to their respective Action Team members. The frequency and focus of Action Team meetings are variable and dependent on its leadership and the needs of the group and areas of focus.



The coalition is comprised of members from the public and private sector across the County, including the Los Angeles County Health Agency (the Departments of Public Health, Mental Health, and Health Services), health plans, community-based organizations and providers, law enforcement entities, and other relevant stakeholders.

3. JUSTIFICATION

3.1 PUBLIC HEALTH NEED

The opioid epidemic is one of the fastest growing public health concerns in the United States, and a growing concern in LA County. Unsafe prescribing practices, lack of addiction treatment options and access to overdose prevention medication, limited safe drug disposal options, and other contributing factors have contributed to the opioid epidemic.

Given that the causes of the opioid crisis and prescription drug abuse are multifactorial, the solution to this problem must be similarly comprehensive.

Safe Med LA is one of LA County’s responses to the opioid epidemic, and is a broad, cross-sector coalition that is taking a coordinated and multi-pronged approach to comprehensively address the opioid epidemic and prescription drug abuse in LA County.

4. SCOPE

4.1 MISSION

The mission of Safe Med LA is to maximize the health and well-being of Los Angeles County residents by reducing the impact of the opioid crisis in communities across the County.

4.2 VISION

The vision of the Safe Med LA coalition is to organize and coordinate a multifaceted countywide strategy that addresses the key drivers of the opioid crisis in order to its impact on communities across the county. Through collaborative partnership across the public and private sectors, and involving a variety of stakeholders, Safe Med LA strives to address a communitywide issue with the community members that comprise it.

4.3 GOALS

The goal of Safe Med LA is to reduce the number of opioid-related overdose deaths in LA County by 20% by 2020.

Via the "9-6-10" approach mentioned above, the 9 action teams of Safe Med LA focus on 6 priority areas with 10 key objectives, each targeting a specific component of the opioid crisis. For details on these priority areas and objectives for each Action Team and their respective Specific, Measurable, Actionable/Achievable, Relevant, and Time-bound (SMART) goals, see the Safe Med LA [Action Team website](#).

4.4 HIGH-LEVEL REQUIREMENTS

The following table outlines a high-level roadmap of required focuses and activities in order for the Safe Med LA Action Teams to meet their objectives.

#	REQUIREMENT
1	Identify Action Team focus(es) and evidenced-based strategies to address selected focus areas
2	Identify and engage pertinent Action Team stakeholders
3	Establish Action Team meeting schedule and structure to ensure the lead, roles and responsibilities are clear to attendees
4	Develop SMART goals to measure interventions and progress
5	Develop strategies to ensure the sustainability of Action Team

5. COALITION ORGANIZATION

5.1 COALITION NORMS

Governing principles of the Safe Med LA coalition:

- Members are expected to be active participants.
- Members will operationalize ideas and encourage and support each other in project management and completion.
- Interact with respect and equity.
- Prioritize open communication, teamwork, inclusiveness and community engagement, effectiveness, accountability, sustainability, and efficiency.

- Members will respectfully voice those differences in perspective when these exist by asking questions and focusing on ideas, as opposed to personal attacks.
- Approach challenges with problem-solving mentality – open-minded, challenge status quo when appropriate, and embrace change.
- Consensus-driven orientation to decision-making.
- Coalition activities will encourage the ongoing education and deepening expertise of its membership.
- Coalition leadership are expected to delegate responsibility to members, as appropriate, to support engagement.
- Coalition leadership are expected to address members that do not abide by collaborative norms.

5.2 ROLES AND RESPONSIBILITIES

This section describes the key roles and responsibilities of Safe Med LA coalition members.

Role	Responsibilities
Chair	Safe Med LA lead that is responsible for the overall vision and direction of the coalition. While Action Team leads are responsible for focusing on the aims of their specific Action Team, the Safe Med LA Chair must have a high-level perspective on the work and membership of the entire coalition to ensure that the strategies applied are appropriately comprehensive, multipronged, and coordinated. The Chair is responsible for managing the coalition and achieving Safe Med LA’s aims within the approved constraints of scope, quality, time, and cost.
Project Coordinator	Person or persons who work with coalition leadership to perform the day-to-day logistical and operational management of the coalition, such scheduling meetings and calls, outreach and engagement of external stakeholders, etc.
Executive Committee	Core leadership group that works with the coalition Chair and Project Coordinator(s) to ensure high-level alignment in coalition decisions.
Steering Committee	Core coordinating group that is comprised of 1-2 lead members from each Action Team that meets during quarterly Steering Committee meetings and makes recommendations to the Executive Committee on the work and direction of the coalition.
Coalition Members	Coalition members that comprise the various Action Teams and work with their leads on the Steering Committee to focus on the aims of each Action Team.

6. STAKEHOLDERS

Safe Med LA stakeholders represent a broad group of entities that are positioned to address the various contributing factors of the opioid crisis. These stakeholders are highlighted in the Safe Med LA [About Us website](#), though it is recognized that coalition stakeholders are dynamic and will evolve based on need.

7. DECISION-MAKING

The Safe Med LA coalition will strive to make decisions via group consensus and, when consensus cannot be reached, by democratic vote.

Action Team leads are responsible for Action Team work and decisions and are encouraged to utilize a consensus-driven approach to decision-making. Action Team leads should share their Action Team decisions, initiatives, and progress with the other Action Team leads

within the Steering Committee to ensure coordination of interventions across different Action Teams within the coalition.

The Steering Committee then makes recommendations to the Executive Committee, which will be responsible for ensuring high-level alignment in coalition decisions. In instances in which a decision cannot be made via consensus or via majority vote within the Executive Committee, the coalition Chair will have the responsibility of making the definitive decision and acting in the best interests of the Safe Med LA coalition.