**Reports to Area 3: Template and Guidelines**

[For AREA 3 DB, ECP, M/UR caucuses, RFM, ACROSS (Subspecialty and Sections) – Instructions: Starting with “Member Services,” which is the primary strategic goal of a member organization, the titles highlight strategic goals and major areas. Although there should be a statement about member services in every report, you might not report content for every topic in any given report. Also you are not expected to write about every statement or answer every question within the brackets. The statements and questions are only prompts for what might be covered under each topic. Limit your report to no more one page. You may use bullets or paragraphs for the content under the topics. Written reports are required for the regular Area 3 Council meetings in the fall and in winter/spring. Reports should cover new and/or updated information since the last report. There shall be no written reports for regular Area 3 Council meetings at the Fall and May Assembly.]

**[TITLE: (Name of DB or Allied Organization or Section) or M/UR caucus, Resident-Fellow Members or Early Career Psychiatrists or ACROSS (subspecialty of section)] Report to Area 3 - [Month – Day-Year]**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Report to Area 3 – \_\_\_\_\_ \_\_\_, \_\_\_\_\_\_\_**

**Member Services:** [What have you done for your members lately? – What is the status of ongoing programs for members? Are you engaged in any new initiatives? What has proven to be effective? What was not effective? What is the metric that you used to measure outcome? What is your entity doing to involve members? How has your entity advocated for its members within your DB, subspecialty organization, section or group and/or with the APA? Has there been any change in dues? What is the outcome of this change?]

**Diversity: [**How is you entity addressing and/or increasing diversity within the entity?]

**Advocacy:** [Note: Only for those entities that do extramural advocacy.] [What are you advocating for -state legislative bill(s)? regulatory rules? or other pertinent issues? (Please provide alphanumeric identification.) What is the position of your DB or Organization on this (these) matter (s)? What is the status of matter(s)? What is your progress on matter(s)? What advocacy have you done via the media? with other organizations? Have you done any marketing to advance psychiatry?]

**Education:** [Pertains to education for members, other psychiatrists, other physicians, health/mental health care professionals, patients, families and other loved-ones, and the public at large – What educational programs have you conducted? Was CME credit offered, and if so, number of hours?]

**Standards, Quality of Care, Healthcare and Health Economics**: [Matters pertaining to the standards, quality of care and delivery of healthcare. Scientific basis and evidence base for health/mental health care and the economics of health/mental health care to maintain standards and deliver quality care. What is being done about: – DSM and nosology? – Practice Guidelines? – Parity? – Healthcare disparities? – Access issues? – Collaborative integrative care? – Stigma? – Scope of Practice? – Metrics for treatment outcome? – Payment issues? (For example, have your reviewed APA Practice Guidelines? If so, which ones? Although your entity might not engage in basic or clinical research, has it advocated for any specific research? If so, what? Has it conducted any studies or surveys regarding standards and quality of care, finances of health/mental health care, access issues, etc? If so, what? Has it conducted any projects regarding collaborative integrative care? – healthcare disparity? – impact of insurance company and pharmacy benefit management on access to care? etc.?)]

**Strength of Organization/Group**: [Pertains to governance and other matters that sustain and/or grow the DB, subspecialty organization, section, or group. Who are your newly elected officers? What are your strategic goals? Does your entity have an agenda for the year? If so, what is it? Is your entity undergoing reorganization? If so, what is the reorganization? What is the reason for the reorganization? Are there matters of administration, finance and resources that would be helpful for the other entities of Area 3 to know? What is your entity doing to recruit and retain members and grow membership?]

Respectfully submitted, [Name(s) – Title(s)]