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About the NNSAHC Listserv

The NNSAHC listserv is a closed forum for designated State Adolescent Health Coordinators (SAHCs) and other key state adolescent health staff in MCH Programs. The listserv is a forum for individual SAHCs, NNSAHC leaders and AYAH NRC national partners to seek information and peer assistance and share resources and updates related to state level adolescent and young adult health topics and programs.

The National Network of State Adolescent Health Coordinators (NNSAHC) listserv connects State Adolescent Health Coordinators in almost every state and 3 territories, as well as key partners of the [Adolescent & Young Adult Health - National Resource Center \(AYAH NRC\)](#):

- [State Adolescent Health Resource Center](#)/University of Minnesota
- [National Adolescent Health Information Center](#) (NAHIC) University of California, San Francisco
- [Association of Maternal and Child Health Programs](#) (AMCHP)

Listserv Subscribers

SAHCs and other state level adolescent health staff designated as NNSAHC main contacts in their state can subscribe to and send messages on the listserv. States may subscribe two individuals to the listserv (SAHC plus one additional key staff AH person). In states with more than one than one designated AHC (co-AHCs), or states where SAHCs share substantial adolescent health responsibilities with staff teams, more than two subscribers may be approved. Additional state representatives must be from the state maternal and child health program or other state department of health division/program, have primary responsibility for adolescent health in their program, and work closely with the designated SAHC.

Non-Subscriber Sharing to Listserv

National, state and local partners and organizations interested in sharing information with state adolescent health coordinators through the listserv (newsletters, events, resources) may send information to the listserv address: nnsahc-l@lists.umn.edu. Submissions will be reviewed and approved by listserv moderators. Questions about information sharing to the listserv (or with NNSAHC or individual SAHCs) can also be directed to the [State Adolescent Health Resource Center](#).

Listserv Administration

The NNSAHC listserv is housed at the University of Minnesota, and maintained by the State Adolescent Health Resource center, a partner in the [Adolescent & Young Adult Health - National Resource Center \(AYAH NRC\)](#). AYAH NRC national organization partners who work closely with SAHCs and state maternal and child health programs are also subscribed to the listserv for logistics and technical assistance purposes. For a list of current subscribers, or subscription questions, please contact the [State Adolescent Health Resource Center](#).

Listserv Privacy

Please use care when forwarding/sharing listserv messages with colleagues and partners who are not subscribed to the list to protect the confidentiality of listserv subscribers. And, as with all electronic communications, please use caution when posting on the listserv as information posted on this list could

ultimately be accessible to non-subscribers. Do not post anything in a listserv message that you would not want the world to see or that you would not want anyone to know came from you.

Subscribers are welcome to share relevant resources from other partners who are not subscribed to the listserv – if you have questions about relevant/appropriate cross-sharing from other sources, please feel free to contact listserv moderators at the [State Adolescent Health Resource Center](#).

Sending/Receiving Messages

Upon being added to the listserv subscribers will receive an automated reply from the listserv system with instructions for sending and receiving messages, and programming digest options.

How do I send a message on the NNSAHC Listserv?

Approved listserv subscribers can send an email message to all the people currently subscribed to the list:

1. Type nnsahc-l@lists.umn.edu into the “To” line of your email.
2. Compose and send your email as usual – it will be sent to all listserv subscribers.

Please note that in “nnsahc-l” the final character is a lower case “l” not the numeral one (1).

How do I know that my message has been sent through the NNSAHC Listserv?

Most subscribers will receive a copy of the message they sent in their inbox (as a subscriber of the listserv). When you receive the message you sent as an email in your inbox addressed to nnsahc-l@lists.umn.edu, then you will know it has been successfully sent to all subscribers of the listserv.

- **Google exception:** The NNSAHC listserv is supported by a Google Platform used by the University of Minnesota. If your state or organization uses a Google Platform for email – you may not receive a copy of your own message. This is a Google default to prevent Inbox clutter. However, you should be able to see your message in your Sent folder.

How do I reply to a NNSAHC Listserv Message (a.k.a. Reply vs. Reply All Etiquette)

To reply to a NNSAHC Listserv message, simply hit REPLY and compose your message (keeping in mind that replies to messages you receive via the listserv go to ALL listserv subscribers). As such, please always consider whether your response is intended for an individual person or for EVERY subscriber to the listserv.

- **Replying to ALL members of the listserv:** Use “reply all” when your response contains information that benefits everyone. Sharing information on a state practice is relevant to the entire list as are replies that provide additional information on a state practice.
- **Replying to an individual:** If your response is relevant only to the individual sender (or one specific person), check the TO field of your message to ensure only your one intended recipient will receive the message. For example, messages such as “thanks for the information”, “me, too”, or “welcome!” should be sent to individuals, not to the entire list.
- **Confirm your intended recipient:** When you are replying to a listserv message, please check the TO address in your reply. Some email programs default to reply to the listserv address, not the message sender. If the TO: field is displaying the listserv address and you want to reply only to an individual, delete the NNSAHC listserv address and insert the individual's email address.

Questions?

For questions, or to request joining/adding another person to the listserv, contact:

Lynn Bretl muen0001@umn.edu

Rena Large large027@umn.edu

For all Add/Change requests, include name of individual and email address, and if individual is in addition to or replacing an existing subscriber.