



## PROJECT PUBLIC HEALTH READY (PPHR) LOCAL HEALTH DEPARTMENT (LHD) APPLICATION INSTRUCTIONS

The Project Public Health Ready (PPHR) application deadline for round three individual local health departments (LHDs) is **September 15, 2006**. Please follow these four steps as you prepare your application.

### **Step One: Review PPHR Criteria and Forms**

In addition to these application instructions, this packet contains a briefing, three checklists, and a form that will help you prepare your application. Below is a description of each, please carefully review all three items before you begin.

1. **2006 PPHR Documentation Checklists for LHDs** (submit with application)  
Three checklists—one for each of the three PPHR goals—are enclosed. Each checklist details the goal- and measure-related documents and evidence that you must include in your application. To be identified as Public Health Ready, **your LHD must meet ALL of the PPHR criteria**.
2. **2006 PPHR Application Review Form** (submit with application)  
You will complete the Review Form to provide reviewers with a self-assessment of your application, noting the strengths and weaknesses of your application materials.

### **Step Two: Assemble the Application**

As you implement PPHR, use the checklists to help you assemble the required documentation and stay on track. We suggest you make copies of the checklists, record your progress, and highlight gaps in documentation that you need to address as you move forward with the project. As you work, keep the following requirement in mind:

1. You must address **all** criteria items. We understand that you may still be working on a measure at the time of the application deadline. However, you **must** provide explanations for missing items. PPHR reviewers will reference this information for re-recognition purposes.
  - For each item you have not completed, provide a description in the “Explanation for Items Not Addressed” column, OR within your documentation, that explains why this specific item has not been addressed. Include your plan to address the item, a timeline, and the steps that will be taken to complete it.
  - For items the LHD is not responsible for, identify the responsible agency and how the LHD supports, accesses or requests the assistance of the aforementioned agency within the “Explanation for Items Not Addressed” column, OR within your documentation. If available, provide an example of any agreements you have with the agency(s) (e.g., MOU/MOA, meeting minutes, etc.).

### **Step Three: Access Answers and Support**

Many LHDs have questions or need help in completing their applications. If you have questions regarding the criteria, the checklists, or any part of the process, you can easily receive support:

1. Call NACCHO staff for assistance: 202-783-5550, ext. 240 or 201.
2. You may send documents to NACCHO staff for review prior to submission. Please allow **at least 10 working days** for staff to review the documents and provide comments.
3. Visit the PPHR Web site, <http://www.naccho.org/topics/emergency/pphr.cfm>, for updates and related documents.
4. Visit the EQUIPh Web site, <http://www.naccho.org/EQUIPh/>. EQUIPh is NACCHO's online exchange offering public health preparedness resources developed by local public health departments, academic institutions, and governmental agencies.
5. Visit The Centers for Public Health Preparedness Resource Center's Web site, <http://www.asph.org/acphp/phprc.cfm>. This is a free online repository of terrorism and emergency response training and educational resources developed by the CDC-funded Centers for Public Health Preparedness.

### **Step Four: Finalize the Application**

Finalize the documentation and compare to the checklists to ensure everything is in order. Create final versions of the three documentation checklists, noting with page numbers where evidence for each Measure can be found in the application. These checklists are crucial to reviewers because they show what documentation in your application addresses which criteria and where it is located.

As noted above, when an item has not been completed or the LHD is not responsible for a particular item, you must provide an explanation (including why and how the item will be addressed). You can include this explanation *either* in a one-page description in the binder *or* in the last checklist column titled "Explanation for Items Not Addressed."

Once you are certain that your application is complete, make three (3) copies of each checklist and its documentation. Use notebook binders to organize these copies.

In the past, a few LHDs have had a small amount of documentation to submit and were able to submit one binder for each copy of the application. If, however, you have a large amount of documentation, use a series of binders to submit your application and appropriately label the outside of each binder (e.g., Goal 1-Binder 1 of 3, Goal 1-Binder 2 of 3).

To ease reviewing, all applications must follow the same format. Please use the format described below to assemble the copies of your application:

1. **Executive Summary**

Insert a 5–10 page Executive Summary as the first item in each copy of your application. The Executive Summary must briefly describe how your LHD addressed the criteria for each of the three PPHR goals. Include the following sections: Organize the executive summary in the following order.

- Introduction**

- Organizational Structure of the LHD** (e.g., divisions, services provided, number of offices, etc.).
- Employee Demographic Information:** Description of the LHD preparedness staff (e.g., number of staff, roles, FTE, etc.); total number of FTEs; general professional categories such as nurses, administrators, environmental staff, etc.
- Jurisdictional Area Description:** Percentage of population served; geography; LHD governance structure (e.g., city, board of health, county commissioners, etc.); regional context; unique challenges to your area.
- Connection/Coordination:** Discussion of the LHD connection to and coordination with local, regional, and state emergency preparedness.
- Assessment:** Summary description of the workforce assessment process, results, training plan, etc.
- Exercises/Events:** Summarize the exercises completed and/or events responded to since October 2004.

2. **Self-Review Form**

Insert a completed PPHR Application Review Form as the second item in each copy of your application.

3. **Tables of Contents, Checklists, and Documentation**

Insert a Table of Contents in front of each checklist and its documentation.

- Each checklist's Table of Contents must list all required documentation
- Each item of documentation referenced and included in the application must list the location with accurate page numbers. Handwritten page numbers are acceptable.
- If documents appear in several locations, include all of the page numbers in the spaces provided in the checklists.

***By close of business on Friday, September 15, 2006, mail your completed application packet to:***

PPHR  
National Association of County and City Health Officials  
1100 17<sup>th</sup> Street, NW, Second Floor  
Washington, DC 20036  
(202) 783-5000, Ext. 240