



**2006 PPHR DOCUMENTATION CHECKLIST FOR LHDS
GOAL II—WORKFORCE COMPETENCY: MEASURES 3–6**

Before you use this checklist, please review the PPHR Application Instructions. Follow the steps in the Instructions. If you need help, please make use of the support described in Step 4 on page two of the Instructions. **Reminder:** You must address *all* criteria items.

Follow these guidelines:

1. If an item is missing, include a one-page description that explains why you have not addressed the item and your plan to address the item. Include a timeline and the steps you will take to address the item.
2. When a brief explanation of a missing item will suffice, use the “Explanation for Items Not Addressed” column in the checklist.
3. Each item of documentation that you reference and include in the application must have a page number. Handwritten page numbers are acceptable. Insert the page number for each item in the column in this checklist. If documentation appears in several locations, include all of the page numbers.

PPHR MEASURE #3: Training Needs Assessment

The LHD conducts an assessment of staff competency using the “Bioterrorism and Emergency Readiness Competencies for All Public Health Workers.”¹ The purpose of the assessment is to obtain information about staff training needs in a reliable and valid manner.

Each LHD must assess all, or a valid sample, of its public health agency staff. The scope of services of each LHD varies. Thus, it is up to the LHD to justify the validity of the number of staff that it assesses. PPHR expects that some agencies within a region will be able to assess 100% of staff and that larger health and human service agencies will only assess core public health staff. Therefore, the agency must provide justification for the sample size.

COMPONENTS OF REQUIRED REPORT	Page Number(s)	Explanation for Item(s) Not Addressed
A. Date of Training Needs Assessment: Report is clearly based on a training needs assessment completed in October 2004 or later.		
B. Rationale for Sample: Report describes whether all or a sample of staff (total number, percentage of staff) were assessed and provides a justification for the sampling decision.		
C. Assessment Process: Report details the assessment process (e.g., logic to completing the assessment tool, length of time).		
D. Staff Demographics: Report provides a demographic profile of the workforce including the number of managers and support staff and provides a description of staff that has functional roles in an emergency.		
E. Results and Implications: Report includes a description of who analyzed the data, how results will be or are being used, implications, tier training, and priority areas.		

¹These nine competencies are found in the Bioterrorism and Emergency Readiness Competencies developed by Columbia University.

<p>F. Training Plan: Report explains how the training plan will be or is based on the assessment results (e.g., training goals, objectives, activities, and identification of how core competencies will be addressed). Report describes how staff will be trained and which staff (e.g., all staff or only staff in priority roles).</p>		
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PPHR MEASURE #4: Training Plan

The LHD uses the training needs assessment results to create a training plan, identify priority trainings, staff to be trained and priority order. The LHD includes the following information in its plan:

- A description of the competency-based continuing education in emergency readiness that the LHD will provide through the duration of their PPHR recognition²
- The number of staff and the category of staff (e.g., epidemiologists, health educators, managers) that the LHD must train by the application deadline
 - The LHD uses the results of the training needs assessment to determine the number of staff it will train. Or, the LHD selects staff to train based on the functional roles that staff will fulfill during an emergency response.

In some cases, there may not be enough time for the LHD to train all staff by the application deadline. If this is the case, the LHD must clearly state the process or plan it will follow to ensure that training occurs, including a timeline.

COMPONENTS OF REQUIRED PLAN	Page Number(s)	Explanation for Item(s) Not Addressed
A. Date of Training Needs Assessment: Plan is clearly based on results from a training needs assessment completed in October 2004 or later.		
B. Training Topics: Plan identifies priority training topics.		
C. Training Delivery: Plan includes the following information: <ul style="list-style-type: none"> <input type="checkbox"/> i. Type of training to be provided. <input type="checkbox"/> ii. Description of participants in the training. <input type="checkbox"/> iii. Agency(ies) that will deliver the training. 		
D. Training Objectives: Plan provides the objectives of the training OR describes the competencies that the training plan will address.		
E. Rapid Training Curriculum: Plan includes the rapid training curriculum used to train staff and/or volunteers in the following areas: <ul style="list-style-type: none"> <input type="checkbox"/> i. Epidemiological investigation tasks. <input type="checkbox"/> ii. Mass prophylaxis. <input type="checkbox"/> iii. AND tasks relevant to your agency's response plan. 		

²Duration of PPHR recognition is for two years from date of recognition.

PPHR MEASURE #5: Staff Competence in Emergency Preparedness

LHD staff demonstrate competency in the nine “Emergency Preparedness: Core Competencies for All Public Health Workers.” All members of the public health workforce must prove their mastery of these competencies.

Based on the training needs assessment, the LHD establishes a priority list of staff that needs training to master these competencies. In some cases, the LHD may not have time to train all priority staff in the core competencies and obtain evidence that staff have demonstrated competence in these areas. If this is the case, the LHD’s training plan (Measure #4) must describe the process and timeline the LHD will follow to ensure training and mastery of competence occurs. The LHD may use multiple methods to address this goal (e.g., participation in class-room trainings, direct observation by an evaluator during a hands-on exercises).

COMPONENTS OF REQUIRED REPORT OR TABLE FROM ASSESSOR (a supervisor or observer)	Page Number(s)	Explanation for Item(s) Not Addressed
A. Demonstration of Competence: Report or table describes the method used to demonstrate staff competence (e.g., Columbia University on-line course, exercises, one-day activity, inclusion of curriculum).		
B. Assurance of Competence: Report or table provides a statement that individual staff or staff members have demonstrated competency—a list of all staff should be included.		
C. Number/Percent Trained: Report or table includes the total number of staff that met the measure and the number of staff that still need to meet the measure. Report or table also includes the percentage of staff that met—and still need to meet—the measure.		
D. Plan: If necessary, report or table includes the plan that the LHD will follow to ensure that remaining staff demonstrate competence.		

PPHR MEASURE #6: NIMS Compliance

By the end of FY06 (September 30, 2006), all jurisdictions that receive federal funding must be National Incident Management System (NIMS) compliant. All local governmental public health agency staff at the entry level must complete two courses:

- FEMA's IS-700 NIMS, An Introduction
- ICS-100, Introduction to ICS or equivalent

Staff that require a higher level of ICS/NIMS training must take the above courses, plus ICS-200, Basic or its equivalent. This includes staff who are first line supervisors, single resource leaders, field supervisors, and other emergency management/response personnel. And, local emergency managers or personnel whose primary responsibility is emergency management must complete IS-800 National Response Plan (NRP) training, in addition to the three courses listed above.

COMPONENTS OF REQUIRED REPORT OR TABLE FROM ASSESSOR (a supervisor or observer)	Page Number(s)	Explanation for Item(s) Not Addressed
<p>A. Identification of All Staff: Report identifies public health personnel, first line supervisors, middle management, and command and general staff (number of staff, roles) that have a functional role in emergency preparedness, incident management, or response (can refer to Goal I, Measure 1, K.k1).</p>		
<p>B. Identification of Staff that Must Complete Coursework: Report identifies all individuals that must complete:</p> <ul style="list-style-type: none"> <input type="checkbox"/> FEMA's IS-700 NIMS course <input type="checkbox"/> ICS-100: Intro to ICS or equivalent <input type="checkbox"/> ICS-200: Basic ICS or its equivalent <input type="checkbox"/> IS-800 NRP: An Introduction 		
<p>C. Rationale for Exemptions: If there are individuals in specific job categories that are not required to complete the aforementioned courses, due to local or state public health directive, the report identifies these categories and provides evidence and justification of the directive (e.g., the state health department has stated only positions funded through federal dollars are required to complete IS-100 but ALL public health staff must complete IS700).</p>		
<p>D. Demonstration of Training Completion: Report lists all personnel from Goal II, Measure 3 whom have completed the following trainings:</p> <ul style="list-style-type: none"> <input type="checkbox"/> IS-700 <input type="checkbox"/> ICS-100 or its equivalent <input type="checkbox"/> ICS-200 or its equivalent <input type="checkbox"/> IS-800 		