

# Toolkit User Instructions: Cheat Sheet for Facilitators



This document briefly lists the steps involved in using the CIFOR *Guidelines* Toolkit. For a more in-depth discussion, please see “**Toolkit User Instructions**” (Document B).

### Prepare for using the CIFOR Toolkit

1. Review the “**Preliminaries Worksheet**” (Document D).
2. Identify the program, agency, or jurisdiction for which decisions will be made using the CIFOR Toolkit.
3. Brief decision-makers about using the CIFOR Toolkit. Ask decision-makers to read the “**Toolkit Overview**” (Document A).
4. Select individuals to participate in the workgroup.
5. Identify a facilitator and a recorder for the workgroup.
  - a. The facilitator should review all Toolkit documents focusing on the “**Toolkit User Instructions**” (Document B) and “**Toolkit Tips for Facilitators**” (Document I).
  - b. The recorder should study the “**Sample Focus Area Worksheet**” (Document G) and make arrangements to have a laptop and LCD projector, if desired, for use during workgroup meetings.
6. Have the workgroup members review at least Chapter 1 of the CIFOR *Guidelines*.
7. Assemble the necessary supporting materials including written protocols, after-action reports from recent foodborne disease outbreaks, and information on other quality improvement initiatives.
8. Decide on a time frame for going through the CIFOR Toolkit components.

### Select Focus Areas to work on

1. Assemble the workgroup (or subset of the workgroup) and review the “**Selecting Focus Areas Worksheet**” (Document E).
2. Read the goals and “keys to success” for each Focus Area.
3. Determine which keys to success are relevant to your program, agency, or jurisdiction and which are fully or partially in place.
4. Consider ongoing work in other capacity development or quality assurance efforts and the priorities of those efforts.
5. Review past foodborne outbreak response experiences to identify areas in need of improvement.
6. Select the Toolkit Focus Areas that are a high priority for your program, agency, or jurisdiction to work on.

### Identify CIFOR recommendations appropriate for your program, agency, or jurisdiction and make plans for implementation

1. Obtain copies of the **Worksheets for the Focus Areas** (Documents F1-F11) you plan to work on.
2. Starting with the first Focus Area, review the “keys to success” listed on the worksheet with the workgroup (or subset) and discuss your program’s, agency’s, or jurisdiction’s current activities and procedures, making notes on the worksheet.
3. As you list current activities and procedures, identify those that might need work to improve your program’s, agency’s, or jurisdiction’s response to foodborne disease outbreaks.
4. Read through the CIFOR recommendations related to the Focus Area as listed on the worksheet. If desired, review the relevant sections of the CIFOR *Guidelines* listed after each recommendation.
5. For each recommendation, rate the priority for implementation (or improvement) in your program, agency, or jurisdiction using a scale of 1 to 5 (1=Low priority and 5=High priority). If a recommendation is already in place, check the appropriate box. If a recommendation is not relevant to your program, agency, or jurisdiction, select N/A.
6. For each CIFOR recommendation rated as a high priority for implementation, identify who will take the lead and the timeframe for implementation. Record that information on the worksheet.
7. Identify factors that could positively or negatively influence implementation of a recommendation.

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8. Repeat steps 2-7 for each Toolkit Focus Area selected as a high priority for your program, agency, or jurisdiction to work on.

### **Provide feedback on Toolkit**

1. Ask all workgroup participants to complete the **“Participant Evaluation Form”** (Document J).
2. Forward all evaluation forms and other feedback to the following address:

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