

# Preliminaries Worksheet

**The CIFOR Toolkit has been developed to help public health, environmental health, and food regulatory agencies and laboratories use the CIFOR Guidelines to improve their foodborne disease outbreak response activities. To prepare for the CIFOR Toolkit process and make the best use of staff time, complete this worksheet before starting the process.**

1. During the CIFOR Toolkit process, for what programs, agencies, or jurisdictions will decisions be made? Be specific.

*The term “agency/jurisdiction” will be used to refer to this entity on all Toolkit worksheets.*

2. The CIFOR Toolkit has been developed for use by interdisciplinary workgroups, including persons with practical expertise in epidemiology, environmental health, food regulation, laboratory science, and communication. To make decisions for the agency/jurisdiction identified above, which of the following program areas should participate in the Workgroup?

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Agriculture    | <input type="checkbox"/> Environmental health | <input type="checkbox"/> Laboratory            |
| <input type="checkbox"/> Communications | <input type="checkbox"/> Food regulation      | <input type="checkbox"/> Public health nursing |
| <input type="checkbox"/> Epidemiology   | <input type="checkbox"/> Health education     | <input type="checkbox"/> Other (specify)       |

3. What additional programs or agencies might inform or enrich Workgroup discussions?

4. The CIFOR *Guidelines* offer concrete ways to achieve compliance with other ongoing efforts related to capacity development or program performance. What other initiatives are currently underway in your agency/jurisdiction? (*Check all that apply.*)

- FDA Retail and Manufactured Food Regulatory Program Standards
- State or Local Public Health Accreditation Board Standards
- State or Local Public Health Performance Standards
- Epidemiology and Laboratory Capacity Grants
- FDA Rapid Response Team
- OutbreakNet Sentinel Sites Grant
- Public Health Emergency Preparedness Grants
- Other (specify) \_\_\_\_\_

*If you have checked any of the above initiatives, consider including staff familiar with those initiatives on the Workgroup.*

5. List the persons who have been invited to participate in the CIFOR Toolkit process and their affiliations.

*To ensure success, identify a person to facilitate use of the CIFOR Toolkit by the Workgroup. The facilitator should be familiar with the CIFOR Guidelines and the Toolkit components. He or she should have extensive knowledge of the agency/jurisdiction for which decisions are being made and a good working knowledge of surveillance and outbreak detection, investigation, and control so he or she can guide the group appropriately.*

6. Workgroup Facilitator: \_\_\_\_\_

*Select a person to record notes from Workgroup discussions, especially conclusions about agency/jurisdiction performance and decisions on actions to improve performance. The recorder should review the Toolkit worksheets before the Workgroup assembles.*

7. Workgroup Recorder: \_\_\_\_\_

8. Will the recorder use hard copies or electronic versions of the CIFOR Toolkit documents?

- Hard copies                       Electronic versions

9. Is an LCD or other type of projector available to display CIFOR Toolkit documents or will Workgroup members need hard copies?

- Projector available                       Hard copies will be needed

10. Which of the following materials are available to your Workgroup?

- CIFOR *Guidelines for Foodborne Disease Outbreak Response, Second Edition*
- Written copies of your agency's/jurisdiction's outbreak response protocol(s)
- Summaries of pathogen-specific surveillance data
- Summaries of data from foodborne disease complaint systems
- After-action reports from recent foodborne disease outbreaks
- Information or documents from other capacity development or quality improvement initiatives in which your agency is involved

*Before starting the CIFOR Toolkit process, Workgroup members should skim the CIFOR Guidelines and read Chapter 1 which provides a summary of the key chapters. (An electronic version of the Guidelines is available at [www.CIFOR.us](http://www.CIFOR.us).)*

**DATE WORKSHEET COMPLETED:** \_\_\_\_\_

**When you have finished the “Preliminaries Worksheet,” go to the “Selecting Focus Areas Worksheet” (Document E). You may wish to involve the entire Workgroup in selecting the priority Focus Areas or a smaller group of decision-makers before assembling the entire Workgroup.**