

# 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/jurisdictions will decisions be made? Be specific.

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

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

Agriculture	Environmental health	Laboratory
Communications	Food regulation	Public health nursing
Epidemiology	Health education	Other (specify) _____

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

4. The CIFOR *Guidelines*, 3rd Ed. 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 or 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

Other (specify) \_\_\_\_\_

*If you have checked any of the above initiatives, consider including staff familiar with those initiatives in 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 team. The facilitator should be familiar with the CIFOR Guidelines and the Toolkit components. The facilitator should have extensive knowledge of the agency or jurisdiction for which decisions are being made and a good working knowledge of surveillance and outbreak detection, investigation, and control.

6. Team facilitator: \_\_\_\_\_

Select a person to record notes from team discussions, especially conclusions about agency or jurisdiction performance and decisions on actions to improve performance. The recorder should review the Toolkit worksheets before the workgroup assemblies.

7. Team 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 team members need hard copies?

Projector available

Hard copies will be needed

Participants will be using electronic copies on their own devices (tablets, laptops, etc.)

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

CIFOR *Guidelines for Foodborne Disease Outbreak Response*, 3rd Ed.

Written copies of your agency's or 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, team 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." You may wish to involve the entire team in selecting the priority Focus Areas or use a smaller group of decision-makers before assembling the entire team.