



**2006 PPHR DOCUMENTATION CHECKLIST FOR REGIONAL SITES  
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 3 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 regional entity, or constituent LHD(s), conducts an assessment of staff competency in the “Bioterrorism and Emergency Readiness Competencies for All Public Health Workers.”<sup>1</sup> The purpose of the assessment is to obtain information about staff training needs in a reliable and valid manner.

Each regional entity, or its constituent LHD(s), must assess all, or a valid sample, of its public health agency staff. Agencies’ scope of services varies. Thus, it is up to the regional entity or its constituent LHD(s) to justify the validity of the number of staff assessed.

A Center for Public Health Preparedness, the State Health Department, or the PPHR Project Team could be a resource in developing a valid sampling strategy. We expect that, in some cases, sites and/or their constituent LHD(s) will assess 100% of staff. Others may only assess core public health staff in larger health and human service agencies.

COMPONENTS OF REQUIRED REPORT	Page Number(s)	Explanation for Item(s) Not Addressed
<b>A. Date of Training Needs Assessment:</b> Report is clearly based on the results of a composite or summary training needs assessment for the LHDs in the region completed in <b>October 2004</b> or later.		
<b>B. Rationale for Sample:</b> Report describes whether all or a sample of staff (total number, percentage of staff) were assessed and provides a justification for the sampling decision.		
<b>C. Assessment Process:</b> Report details the assessment process (e.g., logic to completing the assessment tool, length of time).		
<b>D. Staff Demographics:</b> Report provides a demographic profile of the workforce including the number of managers and support staff and provides a description of staff that have functional roles in an emergency.		

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

<p><b>E. Results and Implications:</b> Report includes identification of competencies that must be trained to at the regional level, who analyzed the data, how results will be or are being used, implications, tier training, and priority areas.</p>		
<p><b>F. Training Plan:</b> 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>		

## PPHR MEASURE #4: Training Plan

The regional site uses the results of the training needs assessment to create a training plan. The site includes the following information in its plan:

- A description of the competency-based continuing education in emergency readiness that the site will provide through the duration of its PPHR recognition<sup>2</sup>
- The number of staff and the category of staff (e.g., epidemiologists, health educators, managers) that the site must train by the application deadline

The regional site uses the results of the training needs assessment to determine the number of staff it will train. Or, the site 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 site to train all staff by the application deadline. If this is the case, the site must clearly state the process it will follow to ensure that training occurs.

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

<sup>2</sup>Duration of PPHR recognition is for two years from date of recognition.

**PPHR MEASURE #5: Staff Competence in Emergency Preparedness**

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

The regional site establishes a priority list of staff who need training to master these competencies. The site uses the results of the training needs assessment to create this list. In some cases, the site may not have time to train all priority staff in the core competencies by the application deadline. If this is the case, the site’s training plan (Measure #4) must describe the process the site will follow to ensure training occurs. The site may use multiple methods to address this goal (e.g., participation in class-room trainings, hands-on exercises).

COMPONENTS OF REQUIRED REPORT OR TABLE FROM ASSESSOR (a supervisor or observer)	Page Number(s)	Explanation for Item(s) Not Addressed
<p><b>A. Demonstration of Competence:</b> 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).</p>		
<p><b>B. Assurance of Competence:</b> Statement from each LHD in the region that individual staff or staff members have demonstrated competency—a list of all staff for each LHD should be included in the report.</p>		
<p><b>C. Number/Percent Trained:</b> Report or table includes the total number of regional staff that met the measure and the number remaining, as well in percentages.</p>		
<p><b>D. Plan:</b> If necessary, report or table includes the plan that the region will follow to ensure that remaining staff demonstrate competence.</p>		

## 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.

COMPONENTS OF REQUIRED REPORT OR TABLE FROM ASSESSOR (a supervisor or observer)	Page Number(s)	Explanation for Item(s) Not Addressed
<p><b>A. Identification of All Staff:</b> 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 (<b>can refer to Goal I, Measure 1, K.k1</b>).</p>		
<p><b>B. Identification of Staff that Must Complete Coursework:</b> Report identifies all individuals that must complete:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> FEMA's IS-700 NIMS course</li> <li><input type="checkbox"/> ICS-100: Intro to ICS or equivalent</li> <li><input type="checkbox"/> ICS-200: Basic ICS or its equivalent</li> <li><input type="checkbox"/> IS-800 NRP: An Introduction</li> </ul>		
<p><b>C. Rationale for Exemptions:</b> 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 <b>evidence and justification</b> 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><b>D. Demonstration of Training Completion:</b> Report lists all personnel from Goal II, Measure 3 whom have completed the following trainings:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> IS-700</li> <li><input type="checkbox"/> ICS-100 or its equivalent</li> <li><input type="checkbox"/> ICS-200 or its equivalent</li> <li><input type="checkbox"/> IS-800</li> </ul>		