

Model Practices Program: User's Guide how to Submit an Application



Public Health
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NACCHO

National Association of County & City Health Officials

The National Connection for Local Public Health

Model Practices Background Information

NACCHO's Model Practices Program honors and recognizes outstanding local health practices from across the nation and shares and promotes these practice among local health departments (LHDs). Model and promising practices cut across all areas of local public health, including, but not limited to, community health, environmental health, emergency preparedness, infrastructure, governmental public health, and chronic disease.

Practices that are designated as model or promising are stored in the Model Practices Database so all LHDs can benefit from them. Since NACCHO began accepting Model Practices submissions in 2003, all winning practices have been placed in the searchable online Model Practices Database.

A practice must meet all of the following criteria in order to be designated as a model practice: LHD role/collaboration, innovation, responsiveness, and evaluation.

A practice will be designated as a promising practice if it meets the following criteria: LHD role/collaboration, innovation and responsiveness, and some qualitative and quantitative evidence, that practice improves health outcomes.

If you have any questions or would like to know more about NACCHO's Model Practices Program, please contact the Model Practices team at practices@naccho.org or at (202) 783-5550.



Application Login Process

To begin the login process, please go to www.naccho.org.

The screenshot shows the NACCHO website interface. At the top, there is a navigation bar with links: Log In, Event Calendar, Careers, About NACCHO, Contact Us, and Site Map. The 'Log In' link is highlighted with a blue arrow pointing from the text 'Click "Log In"' on the right. Below the navigation bar is the NACCHO logo and a search bar. A main menu includes: Programs, Communications, Toolbox, Public Health Advocacy, Press Room, and Membership. The main content area features a large banner for the '2010 Public Health Preparedness Summit'. Below this are several sections: 'In the Spotlight' with articles on 'Support the Prevention and Public Health Fund', 'Jan. 10-16 is National Influenza Vaccination Week', and 'Job Losses and Program Cuts in LHDs Continue'; 'You Need to Know' with articles on 'Webinar: Implementing Guidelines for Foodborne Disease Outbreak Response', 'Prepare for February 17 Release of the County Health Rankings', 'Submit Your 2010 Model Practice Application Online Now!', 'NACCHO Annual 2010 Registration Now Open!', and 'NACCHO Annual 2010 Call for Sharing Session Proposals'. On the right side, there are sections for 'Featured Events' (Public Health Preparedness Summit 2010, NACCHO Annual 2010), 'Featured Publications' (Public Health Dispatch: January 2010, Food Safety Demonstration Sites Project Report, Building Healthy Communities: Lessons Learned from CDC's Steps Program, APC Resource Catalog), and 'Featured Tools' (Student Interview Guide). The browser's taskbar at the bottom shows several open applications including 'National Connection for...', 'Inbox - Microsoft Outlook', and 'Model Practice Reviewer...'. The system clock shows 3:51 PM.

Click "Log In"



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Application Login

login
e-mail address
password
Go
 remember me forgot your password?
Please click the "Go" Button. Do not use the Enter key.

If you **do not** have a NACCHO login, please register here by clicking on "New Visitor Registration."

If you **do** have a login, please follow the next steps:

1. Enter your e-mail address.
2. Enter your password.
3. Click on the "Go" button.
Note: do not hit the enter key.

For technical assistance please contact the Database team at db@naccho.org or 202-507-4252.

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Application Process

The screenshot shows the NACCHO website interface in Internet Explorer. The browser title is "My NACCHO - Windows Internet Explorer" and the address bar shows "http://64.211.221.157/netFORUMNACCHOstaging/eweb/StartPage.aspx?Site=naccho". The website header includes the NACCHO logo, the tagline "The National Connection for Local Public Health", and a search bar. A navigation menu contains links for "Log In", "Event Calendar", "Careers", "About NACCHO", "Contact Us", and "Site Map". Below the navigation is a secondary menu with "Programs", "Communications", "Toolbox", "Public Health Advocacy", "Press Room", and "Membership". A personalized welcome message reads "Welcome Back, Carolyn!". The main content area is divided into several sections: "View and Edit Your Info" with a list of links including "NACCHO Applications" (highlighted by a blue arrow); "My Information" for Carolyn Small, including contact details and "interests & expertise" and "demographics" buttons; "My Groups" with a "join" link; "My Subscriptions" with a "more" link; "My Transactions" with a "view" link; and "My Events" with a "view" link. A "nacchoalerts" section at the bottom left contains a message about the secure user interface and a reminder to update profile information.

Click on "NACCHO Applications."



Application Process

Applications Home - Windows Internet Explorer

http://64.211.221.157/netFORUMNACCHOstaging/eweb/DynamicPage.aspx?Site=NACCHO&WebKey=b06c74aa-7c95-4390-808d-c66f9200267e

File Edit View Favorites Tools Help

Mrs. Carolyn Small Applications Home

Log Out Event Calendar Careers About NACCHO Contact Us Site Map

NACCHO

National Association of County & City Health Officials

The National Connection for Local Public Health

Search NACCHO

Programs Communications Toolbox Public Health Advocacy Press Room Membership

> Home
> Join Advisory Group
> NACCHO Applications
> My Events
> My Information
> My Membership
> My Subscriptions
> My Transactions
> Publications
> Toolbox
> Log Out

Please review, modify or print your Applications. You can also submit a new Application using links from below:

Available Applications

Below is a list of available Applications (submission deadline has not passed yet). Click on the "Apply" link to submit a new application.

- > **Apply** **Radiation Training Conference ATL**
Starts: 9/20/2010 10:00 am
Ends: 10/28/2010 1:00 pm
- > **Apply** **2011 Model Practice Application**
Starts: 9/30/2010
Ends: 11/12/2010
- > **Apply** **Survive and Thrive 2010-2011**
Starts: 9/28/2010 8:00 am
Ends: 10/15/2010 5:00 PM
- > **Apply** **MRC Competitive Awards for States**
Starts: 1/30/2010
Ends: 10/29/2010

Active Applications

Below is a list of active Applications (submission deadline has not passed yet). Click on Submission Name to

Done

Start | Inboxes - Microsoft Ou... | P:\Weekly Task Lists | G:\CommitteesTeam... | S:\MEnglish\Model Pr... | Microsoft Excel | Applications Hom... | Welcome to Tabbed ... | Microsoft PowerPoint... | 1:41 PM

Click "Apply" to 2012 Model Practices Application.



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Instructions Page

The screenshot shows a web browser window with the URL <http://64.211.221.157/netFORUMNACCHOSTaging/eweb/DynamicPage.aspx?WebCode=NACCHOAMTWizard2&am2...>. The page title is "2011 Model Practice Application". The navigation menu includes: Home, Join Advisory Group, NACCHO Applications, My Events, My Information, My Membership, My Subscriptions, My Transactions, Publications, Toolbox, and Log Out.

2011 Model Practice Application

Application Instructions

All six sections of the application need to be fully completed. Please read all the instructions and criteria carefully before beginning to fill out the application. Applications will be scored based on the information provided. The six sections of the application are as follows:

1. Contact Information
2. Overview
3. Responsiveness
4. Innovation
5. Collaboration/agency and community roles
6. Evaluation

Answer each section separately; do not combine sections. Please make sure to answer all questions in complete sentences. Also be mindful of typos and grammatical errors; poorly written applications may not be forwarded for review. Practices that are designated model or promising will be published online for the public.

All Model Practice applications must be submitted through NACCHO's online application process. NACCHO will not accept any application sent via e-mail, fax, or conventional mail. It is recommended that applicants complete applications on a separate document before beginning to fill out the online version so that there is a backup copy.

While filling out the Model Practice application, keep in mind the goal of the Model Practice Program is twofold: (1) to nationally honor and recognize outstanding local public health practice and (2) to promote sharing of these outstanding practices among local health departments (LHDs).

Eligibility

All LHDs and NACCHO affiliate members are eligible to submit practices, however, only active (dues-paying) NACCHO members will be eligible to receive a stipend to the NACCHO Annual Conference. Deadlines

To be eligible for the 2011 Model Practice Awards, online submissions must be received by **11:00 PM EST on Friday, Nov. 14, 2010**. We strongly encourage early submissions.

Contact Us

For general information about the Model Practice Program, please visit the Model Practice homepage at www.naccho.org/topics/modelpractices. If you have any other questions please contact Maggie English at menglish@naccho.org or (202)463-8174 for need technical assistance contact Jeffery Dove at jdove@naccho.org or (202)507-4287.

Please be sure to read through **all** the instructions **carefully**. Applications that are not complete or have several grammatical and spelling errors will not be passed on for judging.

It is recommended that you create your application in a Word document then cut and paste in Notepad (to get rid of HTML formatting) then cut and paste into the online application.

Once you have finished, click continue and the end of the page to proceed.



Application Process

The screenshot shows a web browser window displaying the NACCHO website. The page title is "2011 Model Practice Application". The form is titled "Contact Information" and contains the following fields:

- name: Mrs. Carolyn Small
- address line 1: 10945 Sutter Hills Ave
- address line 2: [empty]
- address line 3: [empty]
- city: Las Vegas
- state: NV
- zip code: 89144-4003
- title: BSRC, RRT-NPS
- phone number: 702-807-9311
- e-mail address: conkerdoodle@nacshotest.org
- license number: RC686
- license state: NV

Below the form, there is a "Continue" button. The page also features a navigation menu with links like "Home", "Join Advisory Group", "NACCHO Applications", "My Events", "My Information", "My Membership", "My Subscriptions", "My Transactions", "Publications", "Toolbox", and "Log Out".

Double check your contact information to make sure it is correct. If not, you can update it here.

Once your you have checked your contact information please click "Continue."



Application Process

The screenshot shows a web browser window with the URL <http://64.211.221.157/netFORUMNACCHOSTaging/eweb/DynamicPage.aspx?Webcode=NACCHOAppPage&uploadd>. The page title is "2011 Model Practice Application". A progress bar at the top shows five steps: 1. Contact Information (cont.), 2. Overview, 3. Responsivness, 4. Innovation, and 5. Local Department. Steps 1-4 are pink with "Status: In Progress", while step 5 is green with "Status: Complete". Below the progress bar, the "2. Overview" section is active. It includes a "Print Application" link and a text area for providing a brief summary of the practice. A list of requirements is provided, with a red asterisk next to the first item. A text input field is shown at the bottom of the section, with a word count of "0 words (750 max)".

2011 Model Practice Application

1. Contact Information (cont.) Status: In Progress

2. Overview Status: In Progress

3. Responsivness Status: In Progress

4. Innovation Status: In Progress

5. Local Department Status: Complete

Current Page: 2 / 9

2. Overview

[Print Application](#)

Provide a brief summary of the practice in this section. This overview will be used to introduce the model or promising practice in the Model Practice Database. Although this section is not judged, the judges will use it to get an overall idea about your practice. You must include answers to the following questions in your response:

- * Target population/audience, if applicable:
- The number or percentage of the target population/audience reached, if applicable
- Public health issue addressed:
- List the goal (if there is more than one goal, list only the primary goal) and objective(s) (at least one and up to three) of the practice and clearly link them to the problem or issue the practice is addressing and briefly indicate what the practice intends to accomplish overall:
- When (month and year) the practice was implemented:
- Briefly describe how the practice was implemented and any start-up and in-kind costs. List funding source(s).
- Outcomes of practice
 - Were all of the objectives met?
 - What specific factors led to the success of this practice?

0 words (750 max)

You can track your progress with these boxes. Pink indicates incomplete, and green indicates complete.

If a question has a red asterisk (*), it is required.

Be sure to consider the word limits for certain text fields. If you are over the word count will turn **red**.



Application Process

http://64.211.221.157/netFORUMNACCHOSTaging/eweb/DynamicPage.aspx?Webcode=NACCHOAppPage&upload - Windows Internet Explorer

http://64.211.221.157/netFORUMNACCHOSTaging/eweb/DynamicPage.aspx?Webcode=NACCHOAppPage&uploadocs=0&CustomerKey=fe50c068-00e6-4f38-af71-f533af805367&am1_key=33bb5b6d-8f7d-475f

File Edit View Favorites Tools Help

Mrs. Carolyn Small

My Information
My Membership
My Subscriptions
My Transactions
Publications
Toolbox
Log Out

Status: In Progress Status: In Progress Status: In Progress Status: In Progress Com Status:

Current Page: 2 / 9

2. Overview

[Print Application](#)

Provide a brief summary of the practice in this section. This overview will be used to introduce the model or promising practice in the Model Practice Database. Although this section is not judged, the judges use it to get an overall idea about your practice. You must include answers to the following questions in your response:

- Target population/audience, if applicable:
 - The number or percentage of the target population/audience reached, if applicable
- Public health issue addressed:
- List the goal (if there is more than one goal, list only the primary goal) and objective(s) (at least one and up to three) of the practice and clearly link them to the problem or issue the practice is addressing and briefly indicate what the practice intends to accomplish overall:
- When (month and year) the practice was implemented:
- Briefly describe how the practice was implemented and any start-up and in-kind costs.
- List funding source(s).
- Outcomes of practice
 - Were all of the objectives met?
 - What specific factors led to the success of this practice?

0 words (750 max)

[Back](#) [Save & Continue](#)

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Done

Start | Inbox - Microsoft Ou... | P:\Weekly Task Lists | G:\CommitteesTeam... | S:\(English)\Model Pr... | Microsoft Excel | http://64.211.221... | Welcome to Tabbed ... | Microsoft PowerPoint... | 1:55 PM

If you would like to make a change on a previous page you have already worked on, click the “Back” button.

Once you have filled out required fields, click “Save & Continue” to move to the next page.

If you exit out of the application, your progress will be saved.



Reviewing Your Application

The screenshot shows a web browser window displaying the '2011 Model Practice Application' progress page. The page title is '2011 Model Practice Application'. On the left, there is a navigation menu with links like Home, Join Advisory Group, NACCHO Applications, My Events, My Information, My Membership, My Subscriptions, My Transactions, Publications, Toolbox, and Log Out. The main content area shows three status boxes: 'Practice Category' (Status: Completed), 'How Did You Learn About the Model Practic...' (Status: Completed), and 'Submit Application' (Status: In Progress). Below these is a progress bar and a 'Print Application' button. A list of steps is shown with green checkmarks, indicating completion: 1. Contact Information (cont.), 2. Overview, 3. Responsivness, 4. Innovation, 5. Local Health Department and Community Collaboration, 6. Evaluation, Practice Category, and How Did You Learn About the Model Practice Program?. At the bottom, there is a confirmation message: 'A confirmation for this application will be sent to your existing email address. If you wish to send additional confirmations, please enter email addresses below. Example: email1@naccho.org; email2@naccho.org'. Below this is a text input field. At the very bottom, it says '100% Completed' and '*Submit Application* button enables when completed successfully'. The browser's address bar shows the URL: http://64.211.221.157/netFORUMNACCHOSTaging/eweb/DynamicPage.aspx?Webcode=NACCHOAppPage&upload=...

If you would like to go back to a section, click on the name of the section you would like to go to.

Enter your e-mail address to receive your confirmation.

Once you have finished, a message will inform you that the application is 100 percent complete.



Submitting Your Application

Current Page: 9 / 9

Print Application

- ✓ 1. Contact Information (cont.)
- ✓ 2. Overview
- ✓ 3. Responsiveness
- ✓ 4. Innovation
- ✓ 5. Local Health Department and Community Collaboration
- ✓ 6. Evaluation
- ✓ Practice Category
- ✓ How Did You Learn About the Model Practice Program?

A confirmation for this application will be sent to your existing email address. If you wish to send additional confirmations please enter email addresses below.
Example: email1@naccho.org; email2@naccho.org

100% Completed
"Submit Application" button enables when completed successfully

Submit Application

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Once you have reviewed your application and are finished, click the "Submit Application" button.

Note: Once you click here your submission will be considered final.

Note: Applications that are incomplete, fail to follow the instructions, or have significant mistakes will not be forwarded for judging.



Confirmation Page

2011 Model Practice Application - Windows Internet Explorer

http://64.211.221.157/netFORUMNACCHOStaging/eweb/DynamicPage.aspx?WebCode=NACCHOAMTWizard2&WizardStep=233aa1fc-414b-4e4e-b35d-6f75fd1ad354&am1_key=33bb5b6d-8f7d-4754-af6e-695bc

File Edit View Favorites Tools Help

Public Health Model Practice ... Ms. Maggie English 2011 Model Practice Appl... x

Log Out Event Calendar Careers About NACCHO Contact Us Site Map

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Search NACCHO

Programs Communications Toolbox Public Health Advocacy Press Room Membership

> Home
> H1N1 Secure Page
> Join Advisory Group
> NACCHO Applications
> My Events
> My Information
> My Membership
> My Subscriptions
> My Transactions
> Publications
> Toolbox
> Log Out

Thank you for applying to NACCHO's Model Practice program. You should receive a confirmation email about your submission momentarily.

If you have any further questions please contact Maggie English at menglish@naccho.org or (202)463-8174.

Kind regards,
NACCHO's Model Practice Team

[Back To Applications Home](#) | [Print Application](#)

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Done

Start | Inboxes - Microsoft Outlook | S:\MEnglish | G:\TEAMS\Cross-Cutting... | 2011 Model Practice ... | Microsoft PowerPoint - [...] | #15 - Microsoft Word | Internet | 100% | 11:57 AM

You will receive a confirmation message after you have successfully submitted an application.

If you would like to go back to the application home page, click on the "Back to Application Home."

If you would like to print out your application, click "Print Application."



**Thank you for submitting a
2012 Model Practices Application.**

