

## MODEL PRACTICES PROGRAM

### Frequently Asked Questions

**1. What is a model practice?**

A model practice is an innovative resource, initiative, program, administrative practice, tool, method of communicating the value of governmental public health, or way of doing business that can be evaluated. A model practice does not have to be a traditional public health program but should be one that demonstrates exemplary and replicable qualities in response to a local public health need. Model practices cut across all areas of public health, including chronic disease, community health, emergency preparedness, environmental health, infectious disease, infrastructure, and public information.

**2. Who is eligible to apply?**

All local health departments (LHDs) and NACCHO affiliate members are eligible to submit an application, but only active (dues paying) NACCHO members will be eligible to receive a stipend to the NACCHO Annual Conference. To find out if your LHD is an active member, visit <http://www.naccho.org/membership> and click on “LHD Index” or contact Anne-Marie Burton, Director of Membership and State Partnerships, at [aburton@naccho.org](mailto:aburton@naccho.org).

**3. Are applications competitive?**

No. Model and promising practices are not competitive; they are only judged against the set criteria.

**4. Are there a minimum or maximum number of model or promising practice awards given out each year?**

No, there is no minimum or maximum number of awards given.

**5. When can I submit my application?**

We are accepting online submissions from Oct. 10 through Nov. 11, 2011. We strongly encourage you to submit your application early.

**6. How do I submit an application for a model or promising practice?**

All application will be filled out online by logging into [www.naccho.org](http://www.naccho.org). If you need technical assistance logging or have forgotten your password please contact the Database team at [db@naccho.org](mailto:db@naccho.org) or 202-507-4252.

**7. Can I only apply online?**

Yes, we are only accepting online applications.

**8. Will I receive a confirmation when my application has been received?**

Yes, an e-mail confirmation is automatically sent to the applicant upon successful completion of the online application.

**9. May I submit attachments or fax or mail my application?**

No, we only accept the content from the online application.

**10. What is the goal of the Model Practices Program?**

The goal of the Model Practices Program is twofold: (1) to nationally honor and recognize outstanding local public health practice and (2) to promote sharing of these outstanding practices among LHDs.

**11. What are the criteria for a model and promising practice?**

A *model practice* meets the following criteria: LHD role, collaboration, innovation, responsiveness, and evaluation.

A *promising practice* meets the following criteria: LHD role, collaboration, innovation, and responsiveness in addition to some qualitative and quantitative evidence that the practice improves health outcomes. A promising practice exhibits the potential to become a model practice.

**12. How are the applications scored?**

Applications will be scored by NACCHO advisory group members, which consist of local health officials and other LHD staff with programmatic expertise.

**13. When will I be notified of my application status?**

Applicants will be sent notification letters the third week in March.

**14. If our practice was a promising practice last year, can we apply again?**

Yes. NACCHO strongly encourages former promising practice winners to reapply.

**15. Can we submit more than one application?**

Yes.

**16. Can an agency be awarded more than one model or promising practice?**

Yes.

**17. Our practice is so new it has not been fully evaluated. Should we still apply?**

We suggest LHDs either wait until the practice has been fully evaluated or apply knowing it may (or may not) be deemed a promising practice without such evaluation.

**18. If we are awarded a model practice stipend to NACCHO Annual, can we send others at our own expense?**

Yes.

**19. What costs does the stipend cover?**

The stipend only covers the registration fee to NACCHO Annual 2012 in Los Angeles, CA and up to two-night hotel stay. Everything else will be at the expense of the winner or their agency.

**20. If we are awarded a model practice, is it mandatory to attend NACCHO Annual?**

No, but winners are highly encouraged to attend to be recognized by peers.

**21. When and where is NACCHO Annual 2012 going to be held?**

NACCHO Annual will be in Los Angeles on July 11–13, 2012.

**22. Where can I learn more about previous model and promising practices?**

All previous model and promising practices are housed in NACCHO's searchable, online, Model Practices Database at [www.naccho.org/topics/modelpractices/database](http://www.naccho.org/topics/modelpractices/database).

**23. What if I have more questions or problems with the online application?**

If you have general questions about the Model Practices Program or the application process, please contact the Model Practices team at [practices@naccho.org](mailto:practices@naccho.org) or 202-783-5550. If you are in need of technical assistance, please contact the Database team at [db@naccho.org](mailto:db@naccho.org) or 202-507-4252.