

Administrative Preparedness: Resources and Services



The National Association of County and City Health Officials (NACCHO) represents the 2,800 local health departments on the front lines of public health. We partner with local health departments, their community partners, and national public health agencies to improve the capacity and capability of local health departments to prepare for and respond to public health emergencies.

Being administratively prepared is critical for the public health system's ability to respond to public health emergencies. Without the ability to modify, streamline, and accelerate the legal authorities and procedures for contracting, procurement, hiring, and reassignment of staff during an emergency, public health is constrained in their ability to act to keep our communities healthy and safe. NACCHO's experience supporting local health departments respond to a range of public health emergencies—including H1N1, MERS-CoV, Ebola, Zika, and numerous natural disasters—has time and time again affirmed the importance of administrative preparedness.

NACCHO has been collaborating with local health departments, federal public health agencies, and national partners to increase awareness of the importance of administrative preparedness and provide practical guidance, tools, and resources to support local health departments plan, implement and evaluate their administrative preparedness capabilities.

Technical Assistance

Through NACCHO Consulting, NACCHO is able to provide local health departments and their community partners with support for strategic planning, training, and technical assistance related to administrative preparedness. The goal of our technical assistance program is to accelerate administrative preparedness capability within health departments. Scope of services are determined in consultation with the health department based on your specific objectives and may include the following:

- Performing an assessment of current administrative preparedness capability and developing strategic action plans;
- Convening state and local partners for strategic planning around administrative preparedness; and
- Helping health departments integrate administrative preparedness into full-scale and table top exercises and evaluate outcomes.



What is administrative preparedness?

Administrative preparedness is the process of ensuring that the fiscal, legal, and administrative authorities and practices that govern funding, procurement, contracting, and hiring can be modified, accelerated, and streamlined during emergencies to support public health emergency preparedness response and recovery efforts. A deficiency in administrative preparedness can delay the acquisition of goods and services, the hiring or assignment of response personnel, the disposition of funding, and legal determinations needed to implement protective health measures during an emergency.



"What clearly emerges. . . is that administrative barriers are limiting the capability of state and local public health officials to develop innovative approaches to improve preparedness outcomes."—News from NACCHO, Journal of Public Health Management and Practice, 2013



ADMINISTRATIVE PREPAREDNESS RESOURCES IN THE NACCHO TOOLBOX



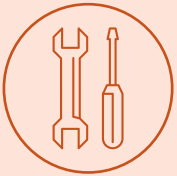
Strategic Guidance and Frameworks

A series of reports that identify and provide strategies for addressing common administrative preparedness barriers



Guide for Incorporating Administrative Preparedness into Exercises

A step-by-step guide aligned with HSEEP for integrating and evaluating administrative preparedness through drills and exercises



Administrative Preparedness Toolkit

A continually updated suite of resources including example administrative preparedness plans, authorities, cost-estimation templates, exercise guides, and educational tools

Resources

NACCHO has developed several resources in partnership with local health departments and federal public health agencies to help local health departments assess, implement, and evaluate their jurisdictions' administrative preparedness. These resources, including those described above, are available online at <http://www.naccho.org/resources/toolbox>.

Over 40% of local health departments either do not have an administrative preparedness plan or are unaware if they have procedures in place to expedite receipt of emergency funds, procurement of goods/services, and hiring or reassignment of staff.

FOR MORE INFORMATION, PLEASE CONTACT:

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NACCHO

National Association of County & City Health Officials

The National Connection for Local Public Health



The mission of the National Association of County and City Health Officials (NACCHO) is to be a leader, partner, catalyst, and voice with local health departments.

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