

CIFOR Toolkit Contents

<u>Label</u>	<u>Document name</u>	<u>Purpose</u>	<u>Audience</u>
A	Toolkit Overview	Describes goals, target audience, and approach of the CIFOR Toolkit	Agency and jurisdiction decision-makers
B	Toolkit User Instructions	Discusses in detail the steps for using the CIFOR Toolkit	Facilitator and recorder
C	Toolkit User Instructions (Cheat Sheet for Facilitators)	Briefly lists the steps for using the CIFOR Toolkit	Facilitator
D	Preliminaries Worksheet	Helps identify participants and resources necessary to use the Toolkit	Facilitator
E	Selecting Focus Areas Worksheet	Helps identify parts of foodborne disease outbreak response that are a high priority for program/agency/jurisdiction to work on	Workgroup (or subset) from program/agency/jurisdiction
F	Individual Focus Area Worksheets	Helps identify CIFOR recommendations appropriate for program/agency/jurisdiction related to the following:	Workgroup (or subset) from program/agency/jurisdiction
	<i>Focus Area 1 Worksheet</i>	<i>Relationships with relevant agencies and organizations</i>	
	<i>Focus Area 2 Worksheet</i>	<i>Necessary resources</i>	
	<i>Focus Area 3 Worksheet</i>	<i>Communications</i>	
	<i>Focus Area 4 Worksheet</i>	<i>Notification/complaint systems</i>	
	<i>Focus Area 5 Worksheet</i>	<i>Pathogen-specific surveillance</i>	
	<i>Focus Area 6 Worksheet</i>	<i>Initial steps of an investigation</i>	
	<i>Focus Area 7 Worksheet</i>	<i>Epidemiology investigation</i>	
	<i>Focus Area 8 Worksheet</i>	<i>Environmental health investigation</i>	
	<i>Focus Area 9 Worksheet</i>	<i>Laboratory investigation</i>	
	<i>Focus Area 10 Worksheet</i>	<i>Control of source at implicated facility</i>	
	<i>Focus Area 11 Worksheet</i>	<i>Food recall</i>	
	<i>Focus Area 12 Worksheet</i>	<i>Control of secondary spread</i>	
G	Sample Focus Area Worksheet	Illustrates how to complete a Focus Area worksheet	Facilitator and recorder
H	Crosswalks among National Initiatives and CIFOR Toolkit	Demonstrates bridges among three national quality improvement initiatives and Focus Areas used in CIFOR Toolkit	Agencies/jurisdictions trying to meet FDA Food Regulatory Program, Public Health Accreditation Board, or Public Health Performance Standards
I	Toolkit Tips for Facilitators	Describes role of facilitator and suggestions for leading Toolkit process	Facilitator
J	Participant Evaluation Form	Solicits feedback to improve future versions of CIFOR Toolkit	All workgroup members