

## 2016 Model Practices Application

---

### Application Instructions

Please read all the instructions and criteria carefully before filling out the application. Applications will be scored based only the information provided. Incomplete applications will not be considered.

The application consists of the following sections:

1. Contact Information
2. Overview
3. Responsiveness and Innovation
4. LHD and Community Collaboration and Implementation Strategy
5. Evaluation
6. Sustainability

*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. If selected, Model Practices winners may be asked to write an article for the Fall issue of the *NACCHO Exchange*.

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

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

### Eligibility

All local health departments (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 attend the NACCHO Annual Conference (pending available funding for stipend).

### Deadlines

To be eligible for the 2016 Model Practices Awards, online submissions must be received by **11:59PM EST on October 31, 2015**. We strongly encourage early submissions.

### Contact Us

For general information about the Model Practices Program, please visit the Model Practices page at <http://www.naccho.org/modelpractices>. If you have any other questions or need technical assistance, please contact the Model Practices team at [practices@naccho.org](mailto:practices@naccho.org).

## CONTACT INFORMATION

Title of Practice	Contact Person
Submitting LHD/Agency/Organization	E-mail Address
Street Address	Submitting LHD/Agency/Organization Web Address (if applicable)
City, State, and Zip	
Phone	

## OVERVIEW (750 WORDS)

Provide a brief summary of the practice in this section. Your summary must address all the questions below.

- Brief description of LHD- location, demographics of population served in your community
- Size of LHD jurisdiction (select one)
  - 0-24,999
  - 25,000-49,999
  - 50,000-74,999
  - 75,000-99,999
  - 100,000-149,999
  - 150,000-199,999
  - 200,000-299,999
  - 300,000-399,999
  - 400,000-499,999
  - 500,000-749,999
  - 750,000-999,999
  - 1,000,000-1,999,999
  - 2,000,000-2,999,999
  - 3,000,000+
- Describe public health issue
- Goals and objectives of proposed practice
- How was practice implemented / activities
- Results/ Outcomes (list process milestones and intended/actual outcomes and impacts.
  - Were all of the objectives met?
  - What specific factors led to the success of this practice?
- Public Health impact of practice

## RESPONSIVENESS AND INNOVATION (2,000 WORDS)

Model Practice(s) must be responsive to a particular local public health problem or concern. An innovative practice must be (1) **new to the field of public health (and not just new to your health department)** OR (2) **a creative use of an existing tool or practice**, including but not limited to use of an Advanced Practice Centers (APC) development tool, The Guide to Community Preventive Services, Healthy People 2020 (HP 2020), Mobilizing for Action through Planning and Partnerships (MAPP), Protocol for Assessing Community Excellence in Environmental Health (PACE EH). Examples of an inventive use of an existing tool or practice are: tailoring to meet the needs of a specific population, adapting from a different discipline, or improving the content.

- Statement of the problem/public health issue

- What target population is affected by problem (please include relevant demographics)
  - What is target population size?
  - What percentage did you reach?
- What has been done in the past to address the problem?
- Why is current/proposed practice better?
- Is current practice innovative? How so/explain?
  - New to the field of public health
  - OR
  - Creative use of existing tool or practice
    - What tool or practice did you use in an original way to create your practice? (e.g., APC development tool, *The Guide to Community Preventive Services*, *HP 2020*, *MAPP*, *PACE EH*, a tool from NACCHO's Toolbox etc.)
- Is current practice evidence-based? If yes, provide references (Examples of evidence-based guidelines include *the Guide to Community Preventive Services*, *MMWR Recommendations and Reports*, *National Guideline Clearinghouses*, and *the USPSTF Recommendations*.)
- Does practice address any CDC Winnable Battles? Select all that apply.
  - Food Safety
  - Global Immunization
  - Healthcare-associated Infections
  - HIV in the U.S.
  - Lymphatic Filariasis in the Americas
  - Motor Vehicle Injuries
  - Nutrition, Physical Activity, and Obesity
  - Mother-to-Child Transmission of HIV and Syphilis
  - Teen Pregnancy
  - Tobacco

## **LHD AND COMMUNITY COLLABORATION AND IMPLEMENTATION STRATEGY (5,000 WORDS)**

*The LHD should have a role in the practice's development and/or implementation. Additionally, the practice should demonstrate broad-based involvement and participation of community partners (e.g., government, local residents, business, healthcare, and academia). If the practice is internal to the LHD, it should demonstrate cooperation and participation within the agency (i.e., other LHD staff) and other outside entities, if relevant. An effective implementation strategy includes outlined, actionable steps that are taken to complete the goals and objectives and put the practice into action within the community.*

- Goal(s) and objectives of practice
- What did you do to achieve the goals and objectives?
  - Steps taken to implement the program
- Any criteria for who was selected to receive the practice (if applicable)?
- What was the timeframe for the practice
- Were other stakeholders involved? What was their role in the planning and implementation process?
  - What does the LHD do to foster collaboration with community stakeholders? Describe the relationship(s) and how it furthers the practice goal(s)

- Any start up or in-kind costs and funding services associated with this practice? Please provide actual data, if possible. Else, provide an estimate of start-up costs/ budget breakdown.

## EVALUATION (2,000 WORDS)

*Evaluation assesses the value of the practice and the potential worth it has to other LHDs and the populations they serve. It is also an effective means to assess the credibility of the practice. Evaluation helps public health practice maintain standards and improves practice.*

*Two types of evaluation are process and outcome. Process evaluation assesses the effectiveness of the steps taken to achieve the desired practice outcomes. Outcome evaluation summarizes the results of the practice efforts. Results may be long-term, such as an improvement in health status, or short-term, such as an improvement in knowledge/awareness, a policy change, an increase in numbers reached, etc. Results may be quantitative (empirical data such as percentages or numerical counts) and/or qualitative (e.g., focus group results, in-depth interviews, or anecdotal evidence).*

- What did you find out? To what extent were your objectives achieved? Please re-state your objectives from the methodology section.
- Did you evaluate your practice?
  - List any primary data sources, who collected the data, and how (if applicable)
  - List any secondary data sources used (if applicable)
  - List performance measures used. Include process and outcome measures as appropriate.
  - Describe how results were analyzed
  - Were any modifications made to the practice as a result of the data findings?

## SUSTAINABILITY (1,500 words)

*Sustainability is determined by the availability of adequate resources. In addition, the practice should be designed so that stakeholders are invested in its maintenance and to ensure it is sustained after initial development. (NACCHO acknowledges fiscal crisis may limit the feasibility of a practice's continuation.)*

- Lessons learned in relation to practice
- Lessons learned in relation to partner collaboration (if applicable)
- Did you do a cost/benefit analysis? If so, describe.
- Is there sufficient stakeholder commitment to sustain the practice?
  - Describe sustainability plans

## PRACTICE CATEGORY

*Please identify the topic area(s) the practice addresses. You may choose up to three public health areas:*

- |  |   |
|--|---|
| <input type="checkbox"/> Access to and/or Equality of Care | <input type="checkbox"/> Chronic Disease (CDC Winnable Battle: Obesity) |
| <input type="checkbox"/> Accreditation                     | <input type="checkbox"/> Communication/Public Relations                 |
| <input type="checkbox"/> Advocacy                          | <input type="checkbox"/> Community Assessment                           |
| <input type="checkbox"/> Air Quality                       | <input type="checkbox"/> Community Involvement                          |
| <input type="checkbox"/> Animal Control                    | <input type="checkbox"/> Cultural Competence                            |

# NACCHO

National Association of County & City Health Officials

- Disability
- Emergency Preparedness
- Environmental Health
- Food Safety
- Hazardous Waste
- Immunization
- Infectious Disease (CDC Winnable Battle: HIV)
- Information Systems or Technology
- Injury Prevention (CDC Winnable Battle: Motor Vehicle Injuries)
- Land Use Planning
- Marketing, Branding and Promotion
- Maternal and Child Health (CDC Winnable Battle: Teen pregnancy)
- Mental Health
- Organizational Practices
- Primary Care
- Public Health Infrastructure
- Quality Improvement
- Social Media
- Tobacco
- Vector Control
- Waste Water
- Water Quality
- Workforce Development

Other: \_\_\_\_\_

## HOW DID YOU LEARN ABOUT THE MODEL PRACTICES PROGRAM?

*Check all that apply:*

- I am a previous Model Practices applicant
- Colleague in my LHD
- Colleague from another public health agency
- Conference
- Model Practices brochure
- E-Mail from NACCHO
- NACCHO website
- NACCHO exhibit booth
- NACCHO Exchange*
- Public Health Dispatch*
- NACCHO Connect*

Other: \_\_\_\_\_