Workforce Development Plan

November 2022

Record of Change

Date	Change	Responsible Party
10/25/2022	Added Performance Management Training	COVID-19 Response Supervisor
11/1/2022	Changed Data & Confidentiality training from Contact Tracer training to All staff training	COVID-19 Response Supervisor
11/9/2022	Changed all of the "Sanitarian/Food Regulatory Official" to "Public Health Sanitarian/Health Inspector & Food Program Coordinator" and changed "Public Health Inspectors/ Regulatory Officials" to "Public Health Sanitarian/Health Inspector" on training list	EH Supervisor
11/15/2022	Removed duplicate Competent Professional Authority (CPA) Skills Assessment training	COVID-19 Response Supervisor
11/16/2022	Added Mandated Reporter Training	COVID-19 Response Supervisor
11/17/2022	Added Quality Improvement Training	COVID-19 Response Supervisor
11/17/2022	Added Online Grants Financial Management Training for COAR Program Manager	COVID-19 Response Supervisor
12/5/2022	Added You Call the Shots, FOIA, Open Meetings Act, Sexual Harassment Trainings	COVID-19 Response Supervisor
12/21/2022	Added SHIELD PnC COVID-19 training	COVID-19 Response Supervisor
1/5/2023	Added additional HC/MCH Trainings, Breastfeeding Peer Counselor Trainings	COVID-19 Response Supervisor
1/9/2023	Added Maternal Child Health Program Coordinator trainings	COVID-19 Response Supervisor
4/19/2023	Updated which departments take National Incident Management Trainings	COVID-19 Response Supervisor
5/24/2023	Added PH Competency Assessment Trainings	COVID-19 Response Supervisor
6/5/2023	Added frequency of PH Competency Assessment	COVID-19 Response Supervisor

Contents

Introduction

This document provides a comprehensive plan to address Boone County Health Department's (BCHD) evolving public health workforce. The contents of this plan include strategies such as onboarding new employees, profile of department advancements, and how, as an organization, we invest in future leaders by providing sustainable educational programming. BCHD has identified gaps in knowledge, skills, and abilities through the assessment of both departmental and individual competencies. It addresses these gaps through targeted training and development activities. This document will provide a roadmap to sustaining a competent and diverse workforce.

Terms

BCHD, "the health department" – refers to Boone County Health Department.

"Environmental Center", "EC" – refers to Center for Natural and Built Environments. The Center for Natural and Built Environments focus their efforts on maintaining a safe and healthy environment. They inspect homes, food, restaurants, septic tanks, wells, body art establishments, and other environmental aspects of Boone County that has an effect on the population. This group of workers also provides permits to business owners and community members seeking to provide food or service to the community. Permits are also issued for demolitions in unincorporated areas in Boone County. Community education is provided on environmental health issues at workshops throughout the community.

"Health Center", "HC" – refers to Center for Health Equity and Access to Care. The Center for Health and Access to Care provides direct clinical care to the population. This entails childhood vaccinations, treatment of infectious diseases, and chronic disease screening. This group also implements the WIC program providing nutrition education to parents for themselves and their children and provides coupons for free food to eligible participants.

"Strategic Operations Center", "OC" – refers to Center for Strategic Operations. The Center for Strategic Operations focuses on long term goals and planning for future endeavors. This group of workers seeks and applies for grants and other sources of funding, coordinate plans for cases of emergency, operate daily activities within the facility, and initiate changes if necessary, based on newly developed policies or procedures.

PHAB – Public Health Accreditation Board

WFD – Workforce Development Plan

Agency Profile

Mission: The mission of the Boone County Health Department is to serve our community by prevention the spread of disease, promoting optimal wellness & protecting the public's health.

Vision: The vision of the Boone County Health Department will guide and inspire the community to enjoy a high quality of life by:

- Redefining the role public health delivery
- Creating a culture of health
- Advancing health equity
- Building strong community engagement and collaboration
- Attaining national Public Health Accreditation

Core Values:

Integrity: The Boone County Health Department (BCHD) strives to build the public's trust by maintaining the highest standards of accountability, consistency, and transparency.

Respect: BCHD approaches all people with compassion and dignity, recognizing the importance of diversity, so the we may enrich the well-being of everyone.

Collaboration: BCHD actively engages in partnerships to improve health and support a strong public health system.

Innovation: BCHD creatively applies information and research to be a revolutionary leader in public health.

Responsiveness: BCHD ensures our work is efficient, timely and responsive to the public's needs, values, and priorities.

The table below summarizes the demographics of the current workforce as of July 2022. The workforce profile was taken from a BCHD Staff Profile Assessment.

	2017	2022
Category	**#**	**#**
Total # of Employees:	17	30
# of FTE:	12	29
Gender:		
Female:	16	27
Male:	1	3
Non-Binary/Non-Conforming:	-*	0
Transgender Man:	-	0
Transgender Woman:	-	0
Race:		
Hispanic or Latinx:	2	8
Caucasian:	14	19
More than One Race:	1	2
American Indian or Alaska Native:	-	0
Black or African American:	-	0
Native Hawaiian or Other Pacific Islander:	-	0
Asian:	-	1
Age:		
<20	0	2
20 – 29:	1	8
30 – 39:	5	9
40 – 49:	2	7
50 – 59:	4	3
>60:	5	1
Primary Professional Disciplines/Credentials:		
Leadership/Administration:	3	2
Nurse:	4	3
Registered Sanitarian/EH Specialist:	4	4
Emergency Response Specialist:	1	3
Nutritionists:	5	2
COVID Response Staff:	-	11
Intake Staff:	-	4
Other:	-	

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Tier Level:		
Tier One (Front-Line Staff)	7	21
Tier Two (Program Management/Supervisory Level Staff)	5	6
Tier Three (Senior Management/Executive Level Staff)	3	2
Years of Service at BCHD:		
<5	9	25
5-10	3	1
>10	5	4
Employees < 5 Years from Retirement:		
Management	2	0
Non-Management	1	1
Bilingual Employees	-	13

Table 1   * - indicates the categories were not include in the survey and therefore data is not available

BCHD operates with 29 full-time staff and 8 part-time staff (this information was updated after the staff was surveyed in July 2022, hence the disconnect with the data in Table 1). The employee breakdown by category is depicted in Table 2. The employee group constitutes a diverse set of professionals, Table 1. According to the US Census Bureau Boone County is 24% Hispanic. BCHD has attempted to reflect this demographic in hiring practices. When surveyed in 2022 the employees identified with the following race/ethnicity.

BCHD Employee Breakdown by Race					
Race/Ethnicity	Count (2018)	Percent (2018)	Count (2022)	Percent (2022)	Percent Change
Hispanic	5	29%	8	26.67%	60%
Caucasian	11	65%	19	63.33%	72.7%
African American	1	6%	0	0%	100 %
American Indian/Alaska Native	0	0%	0	0%	0%
Asian	0	0%	1	3.33%	N/A*
Hawaiian/Pacific Islander	0	0%	0	0%	0%
More than One Race	0	0%	2	6.67%	N/A*
Total	17	100%	30	100%	76.5 %

Table 2   *Percent change with base value 0 cannot be quantifiably measured.

Governance

The local governing entity is a volunteer, 11-member Board of Health that is appointed by the Boone County Board Chairman and approved by the Boone County Board. Illinois state statute requires the board to include: two physicians, a dentist, a county board representative, and interested community members. (Illinois state statue for county Board of Health: http://www.ilga.gov/legislation/ilcs/fulltext.asp?DocName=005500050K5-25013). These volunteers serve three-year terms and represent the community at large. The Board of Health governs BCHD operational issues such as the annual budget and the development of policy and procedures. The Board of Health meets ten times in the year with the exception of July and January. All meetings, unless otherwise noted, are held at BCHD on the first Monday of the month and begin at noon. All Board of Health meetings are open to the public and subject to the Open Meetings Act. The Board of Health acts as policy-makers, approving long-term goals and annual reports and budgets, while monitoring short-term goals.

Approved by Board of Health – 10/3/2022

Location and Population Served

Boone County is rural community in Northern Illinois. Boone County covers an area of 280.72 square miles with a population of 53,159; there are approximately 190 persons per square mile according to the U.S. Census Bureau. The city of Belvidere remains the largest community with a population of 25,134.

The population between men and women is almost equally comprised at 49.6% females and 50.4% males. The U.S. census Bureau reports that 18.9% of households in Boone County speak a language other than English at home.

Population/Demographics (Resource: http://www.census.gov/)

Population	53, 869 (2014 estimate)	53,159 (2021 estimate)
Race	(2013 estimate)	(2020 estimate)
White	74.8%	70.7%
Hispanic or Latino	20.3%	23.9%
Black	2.6%	2.9%
Asian	1.4%	1.5%
2+ Races	1.5%	2.4%
Age		
<5	6.9% (2010 estimate)	5.2% (2021 estimate)
5-19	24.9% (2010 estimate)	24.0% (2021 estimate)
20-29	9.2% (2010 estimate)	-*
30-44	20.8% (2010 estimate)	-
45-64	25.6% (2010 estimate)	-
65+	11.7% (2010 estimate)	16.6% (2021 estimate)
Bachelor's degree or higher, % of people age 25+	19.2% (2011-2013)	24.2% (2016-2020)
Median household income	$32, 832 (2009-2013)	$70,396 (2016-2020)
Persons below poverty level	10.2% (2009-2013)	6.8% (2021 estimate)

Table 3   * - Due to the change in reporting of census data, this information is no longer available.

Strategic Priorities

BCHD's Strategic Plan contains five strategic priorities areas: Population Health Focus, Communication, Performance Management, and Funding Diversity. This plan is intended to be comprehensive, addressing both immediate and short term needs as well as long term goals and strategies. A strategic plan sets forth what an organization plans to achieve, how it will achieve it, and how it will know if it has achieved it. The strategic plan provides a guide for making decisions on allocating resources and on acting to pursue strategies and priorities. A key strategic initiative of the of the Performance Management strategic area is to develop a competent public health workforce.
BCHD has linked its Workforce Development Plan with its Strategic Plan, Performance Management Plan, and the Quality Improvement Plan.

Funding

BCHD is funded through program grants (78%), local taxes (11%), fees (11%). BCHD is working towards planning and stabilizing revenue sources by increasing program activities and writing for more stable federal and private foundation grants. The department continues to advance through planning yearly budgets, achieving grant deliverables, and developing and maintaining a five-year plan. Maintaining a resource sustainable organization is an initiative tasked to

the Funding Diversity Strategic Plan Workgroup. They do so by researching and identifying ways to diversify our funding sources to build and retain a competent workforce as salaries are the largest expense item the health department faces. The Wage and Salary Policy uses the Federal Government Pay Scale to maintain competitive wages based on the market value of similar jobs. The Bilingual Pay Differential Policy compensates employees who can communicate in languages other than English.

Organizational Structure

The Boone County Health Department has three centers: Center for Strategic Planning, Center for Natural and Built Environments and Center for Health Equity and Access to Care, Figure 1. Together these centers work to ensure the 10 essential services are delivered in the community. This is monitored through the department's performance management system.
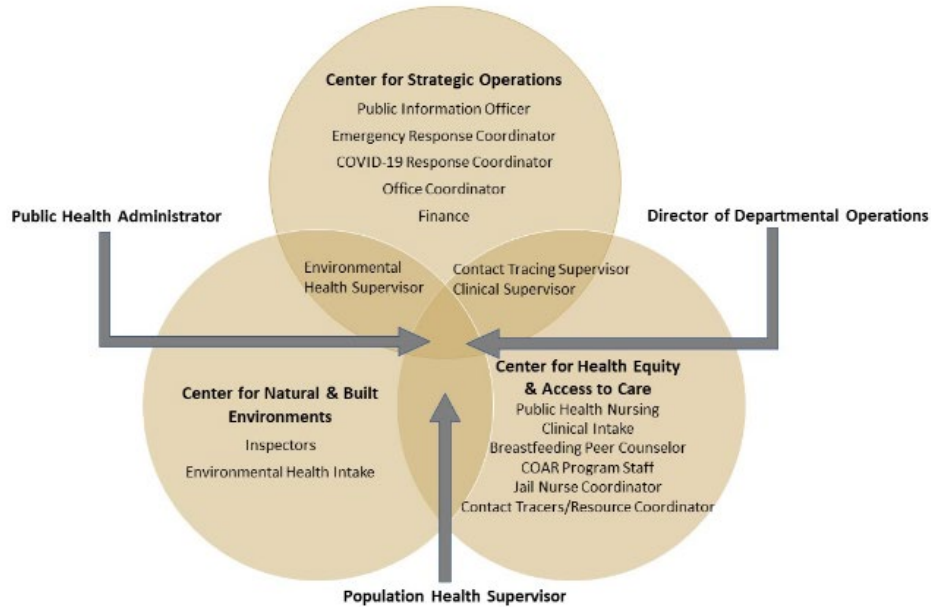

Figure 1

Training Needs

Current and future public health professionals will need to understand and be able to use the new information systems that provide the data upon which public health research and practice is based. They will need to be able to

communicate with diverse populations, to understand the issues, concerns, and needs of these groups in order to work collaboratively to improve population health.

The workforce development plan allows BCHD to construct a training curriculum that spans all programs and divisions to maximize equity and consistency. In efforts to ensure a seamless transition into the health department all new employees are required to complete an onboarding checklist. Similarly, employees complete an offboarding checklist as they decide to leave the health department so as to not disturb regular BCHD operations. Both onboarding and offboarding checklists are done under the guidance of the employees' direct supervisor. As part of new staff orientation, all staff spends time shadowing their co-workers in a variety of different settings both within the clinic and out in the community in schools, restaurants, homes, etc. Through this process, the department has created a culture of shared information and shared solutions, creating a combined effort to improve essential public health services to the community. A key element of the department's Strategic Plan is to cross-train employees to be competent in various elements of public health. By cross-training employees, the department upholds standards of encouraging qualified public health workers, drawing from current public health workers. Further, the quality improvement plan addresses continually striving towards the best practice of public health, which includes training and employee development. At onboarding, throughout the year, and at monthly staff meetings, a variety of training opportunities occur including staff presenting to their co-workers on aspects of their job and the requirements that must be fulfilled to perform their duties.

The BCHD staff completed the Public Health Foundation Competency Assessments for Public Health Assessments. Accreditation requirements set forth by The Public Health Accreditation Board (PHAB) require health departments to assess their staff competencies against the adopted core competencies. This assessment meets the Domain 8 measure 8.2 requirements of the PHAB documentation. These Competency Assessments are based on the 2021 version of the Core Competencies and can help public health professionals determine their level of knowledge and skill with respect to each of the eight skill areas, or domains. The eight domains are:
• Data Analytics and Assessment Skills
• Policy Development and Program Planning Skills
• Communication Skills
• Health Equity Skills
• Community Partnership Skills
• Public Health Sciences Skills
• Management and Finance Skills
• Leadership and Systems Thinking Skills

The Core Competencies represent foundational or crosscutting knowledge and skills for the broad practice of public health. The Core Competencies Assessment also offers a starting point for public health professionals in identifying professional development needs and developing training plans.

Based on the averages for each domain BCHD will be able to identify strengths and areas for improvement. A score of below three (shown in red in the tables below) in any domain generally indicates the need to prioritize time and energy toward achieving competencies in that domain. Scores above three (shown in green in the tables below) in the domains indicates meeting and/or exceeding in comprehension and deliverance of the competencies. BCHD will use the results of the assessment in the following two ways:

1) Curate professional development goals for individual employees as a part of their annual review. Supervisors will be encouraged to review the results to help employees brainstorm new professional development goals either based on the broad domains of the Core Competencies or in a specific competency that they felt the employee could improve.

2) The scores will also be aggregated based on tiers (Table 3) and centers (Table 4) and used for targeted training and continuing education/development opportunities for centers and tiers based on the needs reflected by the competency assessment scores.

The three centers are the Center for Strategic Operations, Center for Natural and Built Environments, and Center for Health Equity and Access to Care. The three tiers are:

Tier 1: Front Line and Program Support Responsibilities. These include responsibilities such as collecting and analyzing data, conducting restaurant inspections, assessing environmental hazards, providing health education, building community relationships, providing customer service, delivering services, coordinating meetings, organizing records, supporting programs, and providing technical expertise.

Tier 2: Program Management and Supervisory Responsibilities. These include responsibilities such as developing, implementing, evaluating, and improving programs; supervising and mentoring staff; establishing and maintaining community partnerships; recruiting a diverse workforce; managing timelines, work plans, and budgets; advocating for program resources; making policy recommendations; and providing subject matter expertise.

Tier 3: Senior Management and Executive Leadership Responsibilities. These include responsibilities such as overseeing major programs or operations of the organization, setting a strategy and vision for the organization, building an equitable and inclusive organization, creating a culture of quality within the organization, collaborating with policymakers and politicians, advocating for organizational resources, partnering with community leadership, and leading organizational efforts to achieve health equity and social and environmental justice.

Participants rated their level of proficiency for each of the core competency statements on a scale of "none" (1) to "proficient" (4). Possible answers are as follows:
1- I am unaware or have very little knowledge of the skill
2- I have heard of, but have limited knowledge or ability to apply the skill
3- I am comfortable with my knowledge or ability to apply the skill
4- I am very comfortable, am an expert, or could teach this skill to others

Table 4 shows the average 2022 scores for each tier for each domain. Tier 1 requires increased education and professional development opportunities in all eight domains.

BCHD Public Health Competency Assessment					
BCHD Results 2022					
Domain	Description		Tier 1	Tier 2	Tier 3
Domain 1	Data Analytics and Assessment Skills		2.32	2.68	3.25
Domain 2	Policy Development and Program Planning Skills		2.20	2.90	3.57
Domain 3	Communication Skills		2.58	3.17	3.13
Domain 4	Health Equity Skills		2.56	3.02	2.93
Domain 5	Community Partnership Skills		2.25	3.13	3.30
Domain 6	Public Health Sciences Skills		2.20	2.83	3.63
Domain 7	Management and Finance Skills		2.11	2.95	3.27
Domain 8	Leadership and Systems Thinking Skills		2.14	2.69	3.13

Table 4

Table 5 shows the average 2018 scored for each tier in each domain.

BCHD Public Health Competency Assessment

BCHD Results 2018					
Domain	Designation	Tier 1	Tier 2	Tier 3	
Domain 1	Analytical/ Assessment Skills	1.6	2.6	3.6	
Domain 2	Policy Development/ Program Planning Skills	1.5	2.8	3.3	
Domain 3	Communication Skills	1.8	3.2	3.2	
Domain 4	Health Equity Skills	2.0	2.9	2.9	
Domain 5	Community Dimensions of Practice Skills	1.9	3	3.4	
Domain 6	Public Health Sciences Skills	1.6	2.6	3.2	
Domain 7	Financial Planning and Management Skills	1.6	2.6	3.3	
Domain 8	Leadership and Systems Thinking Skills	1.9	2.9	3.3	

Table 5

Table 6 depicts the results of the Competency Assessment for tier 1 staff grouped by centers. These scores will be used by center supervisors to create training and professional development opportunities for areas that their staff have shown a need for increased competency.

BCHD Public Health Competency Assessment				
BCHD 2022 Results				
Domain	Description	Center (Tier 1)		
		EC	HC	SO
Domain 1	Data Analytics and Assessment Skills	2.34	2.23	2.45
Domain 2	Policy Development and Program Planning Skills	1.93	2.3	2.21
Domain 3	Communication Skills	2.44	2.66	2.54
Domain 4	Health Equity Skills	2.25	2.73	2.48
Domain 5	Community Partnership Skills	2.1	2.36	2.13
Domain 6	Public Health Sciences Skills	2.56	2.09	2.17
Domain 7	Management and Finance Skills	1.92	2.12	2.3
Domain 8	Leadership and Systems Thinking Skills	2.29	2.54	2.38

Table 6

Table 7 portrays the percent change of the average score for each tier in each domain. Positive values indicate an increase in scores and negative percent values indicate a decrease in scores. Tier 1 showed an overall increase in all domains whereas Tier 3 showed an overall decrease in majority of the domains.

BCHD Public Health Competency Assessment				
2018-2022 Percent Change				
Domain	Description	Tier 1	Tier 2	Tier 3
Domain 1	Data Analytics and Assessment Skills	45 %	3.1 %	-9.7 %
Domain 2	Policy Development and Program Planning Skills	46.7 %	3.6 %	8.2 %
Domain 3	Communication Skills	43.3 %	-0.9 %	-2.2 %
Domain 4	Health Equity Skills	28 %	4.1 %	1.0 %
Domain 5	Community Partnership Skills	18.4 %	4.3 %	-2.9 %
Domain 6	Public Health Sciences Skills	37.5 %	8.8 %	13.4 %
Domain 7	Management and Finance Skills	31.9 %	13.5 %	-0.9 %
Domain 8	Leadership and Systems Thinking Skills	12.6 %	-7.2 %	-5.1%

Table 7

The training curricula table identifies which public health competency each training addresses. Program managers and supervisors will revise the training curricula in accordance to center needs identified both by the scores of the Public Health Competency Assessment and by supervisor subject matter expertise. Competencies being addressed by trainings will explicitly highlighted to make get staff more familiar with Public Health Foundation competency terminology and help them make connections between their daily tasks and public health skills being used.

Gaps in Capacity and Capabilities

Gaps in capacity and capabilities with mitigation strategies are addressed by each organizational center.

Strategic Operations (SO)

1. Based on the results of the Public Health Competency Assessment (Tables 4-6), scores resulting in < 3.0 are considered gaps in knowledge and public health skills. Trainings, workshops, or presentations will be used to address these low scoring domains. This could be based on the organizational score, center score, or individual score.
2. Staff knowledge about IPLAN Priorities – an opportunity for training and education was identified through observation of staff's knowledge IPLAN priorities. This can be addressed by incorporating education about the IPLAN during the monthly all-staff meetings. Frontline staff can also be recruited to sit in on committees/coalitions built to address these health priorities. Frontline staff are doing the everyday work towards addressing the health priorities. Their involvement in the committees/coalitions will provide them more background knowledge to support their efforts and will help the committees/coalitions develop more targeted projects/initiatives based on the input provided by staff are addressing the health priorities at the front lines.
3. Staff knowledge about Personnel Manual – Staff at all levels are need more training on the contents of the personnel manual, this is leading to some avoidable remedial interactions of Human Resources (HR) and staff. Creating a presentation that highlights the pertinent parts of the personnel policy would help increase staff knowledge about important policies that are relevant to everyday work requirements. This presentation will become a part of the onboarding process for all new employees.
4. *Engagement in Strategic Groups* – Staff identifies strategic goal groups they are interested in and then they are assigned one group to participate in the in most cases matches their articulated interest area. Each group meets with the intent of working on the strategic objectives listed in the most current Strategic Plan. The groups are made of all levels of staff and allow staff engagement in higher level activities and decisions. There is a gap in levels of understanding public health concepts among group members. This can be remedied by individual education of relevant topics and training in lower scoring areas of Core Competencies.
5. Staff knowledge about grant deliverables – The Public Health Competencies Assessment revealed that staff knowledge of Finance Skills requires increased training, specifically for tier 1 staff. Tier 1 staff makes up majority of the BCHD workforce and hence it is imperative they understand the link between their work and correlated grants. A presentation about grant management and deliverables will be designed and delivered by management staff. All staff meetings will continue to include presentations each year during budget season to inform and educate staff on grant deliverables and funding. Frontline staff will continue to participate in the Funding Diversity and Performance Management Strategic Coal Workgroups to enhance understanding of financial concepts. Finally, the linkage of this plan the performance management system in place provides transparency to staff regarding grant deliverables.

Health Center (HC)

Approved by Board of Health – 10/3/2022

1. Recruiting Full-Time Nurses – the nature of nursing work at BCHD is case management and linkage to care oriented and less clinically oriented. Public Health Nurse salaries are generally speaking much lower paid than clinical positions is hospitals, outpatient facilities, or the private sector. This makes it difficult to recruit and retain nursing professionals. Also, local health departments are not able to compete with salaries provide by private healthcare systems. Therefore, BCHD has filled the gaps in nursing shortage by hiring multiple as needed (PRN) Nurses particularly during the COVID-19 Pandemic.
2. Standardization of Health Center Processes – because of the wide range of funding sources, program deliverables, and essential public health services that a smaller more rural health department must carry out it can be a challenge to standardize and update all pertinent staff in changes of health center procedures and processes. Constant changes in requirements of programs make it difficult to keep up with processes and procedures and to train staff on how to do them. The health department holds regular weekly management and center meetings as well as monthly all staff meetings and other additional trainings when appropriate.

Environmental Center (EC)

1. Manual Forms for Food Permits - Each year, there are hundreds of food establishment's, mobile food trucks, and seasonal sites that are required to update their contact information, menu, and certifications in order to renew their permit. This process has always only been available through a paper form. There was no way for applicants to be able to check on the status or previously submitted information, without physically coming into the office or calling to them have staff manually scan and send what is in the paper file folder. This process not only takes time, but is tedious and not effective. Inspectors also have to physically bring files with them while out in the field, instead of having digital access to files, which leads to files being misplaced or only available to the individual who has it in their possession.
2. Accessibility of potable water and private sewage disposal systems records – BCHD houses all of the environmental property records but there are files that pre-date the involvement of the health department. The files that are accessible are only paper hard copies. Currently contractors and property owners have to contact BCHD in order to receive a copy of their records. The records do not always map these systems in relation to points or physical features of the parcel.
3. Recruiting Licensed Environmental Health Practitioner - the nature of the Sanitarian/LEHP role at BCHD is the oversight of several environmental programs related to Potable Water, Private Sewage, Body Art & Tanning, Food, Lead, Nuisance, and West Nile Virus. Public Health Sanitarian/LEHPs salaries are generally speaking much lower paid than the private sector, larger governmental agencies, and industry. This makes it difficult to recruit and retain environmental professionals. Local health departments are not able to compete with salaries provide by the private sector, larger governmental agencies, and industry. Also, the process for applying in order to take the LEHP exam is extremely difficult and takes a long time for approval. This creates a shortage of LEHPs in Illinois. Therefore, BCHD has established and maintained a MOU with Stephenson County Health Department for interim periods without a Departmental LEHP on-staff. BCHD strives to operate independently with adequately trained and licensed staff.

Barriers and Inhibitors to Addressing Gaps in Capacities and Capability

The lack of a centralized national public health system creates a trickledown effect of challenges for local public health departments. As it holds true for much of the nation, health departments face chronic under and unreliable funding, poor infrastructure, and outdated information public health information technology. As such, through observation overtime and informal feedback from their employees, leadership and management were able to identify time, funding, burnout, and emerging public health issues and barriers to addressing gaps in capacities and capabilities. The ever-changing nature of public health and the need to be constantly adapting to changing

guidelines and policies has led to significant staff burn out. Furthermore, the lack of funding for public health has left the health department at times unable to progress key initiatives as quickly and robustly as they would prefer.

Workforce Advancement

Technological Advancements

BCHD adopted a multitude of technological advancement in a short period of time. These advancements include:

Strategic Operations

1. Remote Work – all staff are fully equipped to work remotely in the event of an emergency. They are provided with laptops, cameras, headsets, remote access to Virtual Private Networks (VPN), and cellphones (if the position requires). An official remote policy has been adopted by BCHD.
2. Facebook – The health department has repeatedly used Facebook live to increase authentic community engagement and get community feedback. Interactions with community members also aids in informal community education moments about BCHD services, public health initiatives, and emerging issues.
3. Online Scheduling for Appointments – BCHD started to utilize the Juvare Software to build appointment links for the public to use to make appointments for COVID-19 vaccination and testing. The software's usage was able to be expanded outside of COVID-19 efforts and be used by the health center to create appointment links for back to school physicals for required school aged children.
4. Internal Communication System – BCHD uses Slack, a messaging app, to stay connected to employees, support remote work, and foster increased communication.
5. Zoom – BCHD employs the use of Zoom, an online video conferencing platform, to increase engagement amongst employees and allow for seamless transition to remote work if needed.
6. Contact Tracing Software - BCHD uses a confidential IT platform, called SalesForce, to manage information on COVID-19 cases, close contacts, and services they have requested. This is a centralized surveillance database for all COVID-19 cases across the state of Illinois. SalesForce includes information on symptoms, locations visited, close contacts, demographics, and outbreaks.

Health Center

1. EBT Cards - The Electronic Benefits Transfer cards have been in place in Boone County since July of 2020. This new technology required the state of Illinois to purchase and implement a new system to house all of the data for the entire WIC system while providing participants with the ease of using a card at the store for purchasing. Since this system is internet-based, changes and updates are instant and with the accompanying app, clients can have an up-to-the-minute readout of their available benefits.
2. Hybrid Nutrition Education – The WIC (Women, Children, & Infants) program conducts their nutrition education in a hybrid (Zoom and in-person) format in efforts be more equitable and accessible for their clients.
3. Correct Tech, EMR at the Jail - This capability will allow the COAR (Opioid Response) program to query data not otherwise able to be queried and have one centralized place for the multidisciplinary teams to record notes and information regarding clients.
4. Telehealth Appts – BCHD has partnered with Miles Square-LP Johnson to create a Bridge Clinic for Boone County clients requiring the provider services of Miles Square-LP Johnson. BCHD will provide a physical space and clinic staff to allow LP Johnson clients to come in and complete telehealth appointments. This means that Boone County residents can participate in those services and get medication without ever having to worry about transportation to a neighboring County.
5. COAR Client Data Base – an in-house client management system was developed using an access database to track programmatic data for the COAR program.

6. Healthy Homes and Lead Poisoning Surveillance System (HHLPSS) – BCHD uses a web-based data management platform for their childhood lead poisoning prevention programs (CLPPPs) to provide a centralized surveillance repository for blood lead data, environmental sampling results, and follow-up information for case management. This program is used jointly by the health center and the environmental center.

Environmental Center

1. Accela Software - The Environmental Center has updated their permitting application process, record keeping, and field work to a digital software system. Using Accela, the selected platform, the Environmental Center Team is able to have both property and food files created and maintained, for services provided, inspections conducted, and complaints and investigations, and retain documents associated with the record. The software allows for Management, Clerical, Sanitarians, and the public to be able to have improved communication, easier access to records and files, and a streamlined process. Applicants are able to apply for various permits in the Food, Potable Water, Private Sewage, Lead Prevention, and Nuisance Programs. The work flow status is updated and can advise the applicant and assigned staff of outstanding steps and/or missing required items. Lastly, the software allows for data to be collected and analyzed for targeted metrics, associated with the Performance Management Plan.

2. Inspectors using Surface Pros – Health inspections were streamlined with the transition of analog site inspection reports to online site inspection reports. Through the use of Microsoft Surface Pro tablets health inspectors were able to complete their inspection reports online onsite as opposed to filling it out on paper and translating that to online format at a later time.

3. Geographic Information System - The Environmental Center uses Esri's ArcGIS Pro application, a geographic information system (GIS) software that creates, manages, analyzes, and maps data, to map Boone County's environmental data. Using GIS allows the team to see the layers associated with water, soil, municipalities capabilities, elevation and contours, and other factors to be analyzed and applied during the permitting process. With the use of GIS, inspectors are able to keep a digitally mapped record and continuously update changes proposed or made, as properties or areas within the county are developed further. Lastly, using GIS allows the team to have a coordinated response for Food Establishments, in the case of a natural disaster, mandatory Boil order, or other public health threat or emergency situation, with the use of the Food Establishment Map. The Food Establishment Map can also be accessed by the public to see permitted establishments throughout the county.

Forecasted Technological Advancements

Expanded use of technology is essential for public health. A planned approach to ensure that staff can be up-to-date on their technology skills is essential. BCHD is working towards developing and adopting the following technological advancements:

1. Online Permits – BCHD is in the process of being able to offer all permit forms in an online format in which clients can apply, submit, and pay for permits all online. This will streamline the processes that are currently in place for the environmental place, which requires the client to come the health department to submit the form in person. Online permits also health also aid the health department in becoming more equitable in their offerings.

2. Performance Management Data Dashboard – This allows BCHD to communicate Community Level and Programmatic Data related to current health priorities. The data dashboard is forward facing and will be available to Boone County residents, professional partners, academia, or other stakeholders.

3. Online Referral Forms –   BCHD have a HIPAA compliant form on the Behavioral Health Taskforce website, so anyone will be able to log onto the website and make a confidential referral.

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Responsive to Changing Environments

Boone County Health Department is changing as the population and community needs dictate. BCHD has altered their practices in the following ways:

1. BCHD has adopted regular Health Equity and Cultural Competence Trainings.
2. Staff are required to complete mandatory emergency preparedness training upon hire.
3. In response to increased violence against health care/ public health workers the staff the Population Health strategic workgroup created and administered the BCHD Trauma Informed Self-Assessment. It was designed to assess the following: level of stress at workplace, trainings needs/wants, current level of BCHD policies and procedures, BCHD environment for safety. Lack of feeling safe at the workplace was a major concern indicated by staff in the assessment. As a result of this response the population health strategic workgroup identified and implemented active shooter training and the building has been upgraded with increased safety measures.
4. Performance Management Group – This Strategic Plan Workgroup is responsible for delivering and maintaining the Performance Management System. They select quality projects based on supervisor input and data. They are the keeper of the Workforce Development Plan.
5. BCHD contracts with the Belvidere Police Department to work with a Community Law Enforcement Officer. The officer responds acts as a point of interception for people with mental health illnesses and/or substance use disorders who are coming in contact with the law. The officer provides options for treatment and rehabilitation for those in need and conducts outreach efforts for members of the community struggling with mental health and/or substance use disorders. These efforts align with the health departments efforts adopt a harm reduction and rehabilitation focused behavioral health model.
6. Working on a reintegration model of care of inmates especially with the development of the new bond reform January 1 2023.
7. BCHD supports continued education opportunities through funding continuing education training opportunities. BCHD has partnered with a Northern Illinois University (NIU) and Rasmussen University to provide staff with furthering education opportunities. NIU provides BCHD with tuition vouchers that BCHD employees can use towards courses taken towards an MPH. Rasmussen offers a discounted rate for BCHD staff if they enroll.
8. BCHD offers a Student Mentorship Initiative through which it provides internship opportunities for professional growth and development as a public health practitioner. The Student Mentorship Initiative aligns with the department's strategic plan and supports the individual student's progress toward a career in public health, a related field, or just the ability to look at their unfolding career through a public health lens. BCHD regularly recruits interns for employment.

Future of the BCHD Workforce

Training and development of the workforce is one part of a comprehensive strategy toward agency quality improvement. Fundamental to this work is identifying gaps in knowledge, skills, and abilities through the assessment of both organizational and individual needs and addressing those gaps through targeted training and development opportunities. The BCHD Workforce Development Plan (WFD) will serve as a roadmap for current and future professional development for all BCHD employees. BCHD recognizes that public health workforce and its needs are ever changing are therefore the plan will be reviewed and updated yearly.

Appendix A- Strategic Plan

Boone County
Health Department
Strategic Plan 2018-2023

The mission of the Boone County Health Department is to serve our community by preventing the spread of disease, promoting optimal wellness & protecting the public's health.

Strategic Goals

Strategic Initiatives

Population Health Focus

- Apply Core Functions of Public Health (Assessment, Policy Development, Assurance)
- Ensure implementation of Health Priorities through collaboration
- Focus on core public health services
- Promote health equity and advocacy

Communication

- Enhance internal/external communications
- Enrich the perceived value of public health
- Foster a customer focused environment

Performance Management

- Achieve PHAB accreditation
- Develop a competent public health workforce
- Improve efficiency by streamlining and consolidating resources
- Apply evidence-based practices

Funding Diversity

- Construct a reporting system to support financial integrity and transparency
- Develop a resource sustainable organization

Approved by Board of Health – 10/3/2022

Exhibit 1.1-Training Schedule

Training	Description	Department	Schedule	Public Health Competency
Making Contact: A Training for COVID-19 Contact Tracers (ASTHO)	Introductory online course for entry-level COVID-19 contact tracers, for use by health agencies in rapid training of new contact tracers.	Contact Tracing	Once - Onboarding	Domain 3: Communication Skills
Johns Hopkins - COVID-19 CT	This introductory course about the science of SARS-CoV-2. https://www.coursera.org/learn/covid-19-contact-tracing	Contact Tracing	Once - Onboarding	Domain 6: Public Health Sciences Skills
INEDSS – Part I, Part II & Part III	https://www.screencast.com/t/furhAHVuaKe https://www.screencast.com/t/oluKd92ClI https://www.screencast.com/t/fqsZ6ynsQXa	Contact Tracing	Once - Onboarding	Domain 6: Public Health Sciences Skills
Culturally Competent Contact Tracing M1, M2, M3 & M4	Introduction to culturally competent contact tracing. https://www.train.org/illinois/course/1093999/ https://www.train.org/illinois/course/1094000/ https://www.train.org/illinois/course/1094001/ https://www.train.org/illinois/course/1094002/	Contact Tracing	Once - Onboarding	Domain 4: Health Equity Skills
IDPH - COVID-19 Contact Tracing Course	An introduction to Disease Surveillance and Contact Tracing. https://www.train.org/illinois/course/1091895/	Contact Tracing	Once - Onboarding	Domain 6: Public Health Sciences Skills
DPH Motivational Interviewing for Contact Tracing M1, M2, M3, M4, M5	An introduction to Motivational Interviewing and its application to contact tracing. https://www.train.org/illinois/course/1092849/ https://www.train.org/illinois/course/1092858/ https://www.train.org/illinois/course/1092891/ https://www.train.org/illinois/course/1092893/ https://www.train.org/illinois/course/1092900/	Contact Tracing	Once - Onboarding	Domain 3: Communication Skills
IDPH - Office of Health Protection Data Security & Confidentiality Guideline Training	An overview of the Data Security and Confidentiality Guidelines developed by the Illinois Department of Public Health Office of Health Protection. https://www.train.org/illinois/course/1058826/	All Staff	This training is required **annually** for staff who have access to	Domain 6: Public Health Sciences Skills

				confidential information.	
Permission to Feel	Overview of Managing Challenging Feelings at Work https://www.screencast.com/t/MIkl8bfglS	Contact Tracing	Once - Onboarding	Domain 4: Health Equity Skills	
National Incident Management – ICS 100	Introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. https://training.fema.gov/is/courseoverview.aspx?code=is-100.c&lang=en	Health Department Administrators Director of Operations Emergency Response Coordinator Emergency Response Staff Program Staff w/ Response and Support Roles Clerical Staff w/ Response and Support Roles	Once	Domain 7: Management and Finance Skills	
National Incident Management – ICS 200	This course provides training on, and resources for, personnel who are likely to assume a supervisory position within ICS. https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c&lang=en	Health Department Administrators Director of Operations Emergency Response Coordinator Emergency Response Staff Program Staff w/ Response and Support Roles	Once	Domain 7: Management and Finance Skills	

		Clerical Staff w/ Response and Support Roles		
National Incident Management – ICS 300	This course provides training for personnel who require advanced application of the Incident Command System (ICS). https://www.firstrespondertraining.gov/frts/npccatalog?catalog=EMI	Health Department Administrators Director of Operations Emergency Response Coordinator	Once	Domain 7: Management and Finance Skills
National Incident Management – ICS 400	This course provides training and resources for personnel who require advanced application of ICS. https://www.firstrespondertraining.gov/frts/npccatalog?catalog=EMI	Health Department Administrators Director of Operations Emergency Response Coordinator	Once	Domain 7: Management and Finance Skills
National Incident Management – IS 700a	This course introduces and overviews the National Incident Management System (NIMS). https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b&lang=en	Health Department Administrators Director of Operations Emergency Response Coordinator Emergency Response Staff Program Staff w/ Response and Support Roles Clerical Staff w/ Response and Support Roles	Once	Domain 7: Management and Finance Skills

National Incident Management – IS 800b	This course introduces participants to the concepts and principles of the National Response Framework (NRF). https://training.fema.gov/is/courseoverview.aspx?code=IS-800.d&lang=en	Health Department Administrators Director of Operations Emergency Response Coordinator Emergency Response Staff Program Staff W/ Response and Support Roles Clerical Staff w/ Response and Support Roles	Once	Domain 7: Management and Finance Skills
SHIELD Illinois COVID-19 PnC Test Collection Site Training	This training will teach employees how to facilitate a SHIELD saliva COVID-19 testing site. Link: https://giesbusiness-shield.thinkific.com/courses/shield-illinois-covid-19-pnc-collection-site-training-program	Emergency Response Coordinator Emergency Response Staff Program Staff W/ Response and Support Roles Contact Tracing Nurses/MA HC/Population Health Supervisor HC/MCH Supervisor	Once - Onboarding	Domain 6: Public Health Sciences Skills
Bloodborne Pathogens	This course teaches employees how to protect themselves and others from being exposed to blood or blood-containing materials. https://elearning.heart.org/course/19	All Staff	Annually	Domain 6: Public Health Sciences Skills

Data Security HIV	The purpose of this training is to provide an overview of the Data Security and Confidentiality Guidelines developed by the Illinois Department of Public Health Office of Health Protection. Link	All Staff	Annually	Domain 6: Public Health Sciences Skills
HIPAA	HIPAA as it pertains to BCHD operations.	All Staff	Annually	Domain 3: Communication Skills
Performance Management	This series serves to increase participants' understanding of the purpose and benefits of performance management and provide guidance for getting started with building a performance management system Link	All Staff	Once – onboarding	Domain 7: Management and Finance Skills
Health Equity Series	Three series modules introducing health equity are geared for people already working in public health. Health Equity Series	WiCPHET	All Staff	Once – onboarding	Domain 4: Health Equity Skills
Quality Improvement	This interactive course teaches the fundamentals of quality improvement (QI) and how to use this methodology to create effective, beneficial change. https://www.train.org/illinois/course/1067632/	All Staff	Once – onboarding	Domain 7: Management and Finance Skills
New Sanitarian Training Level 1 Part 1 #1083013	https://www.train.org/illinois/course/1083013/	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Prior to conducting independent inspections	Domain 6: Public Health Sciences Skills
New Sanitarian Training Level 1 Part 2 #1083391	https://www.train.org/illinois/course/1083391/	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Prior to conducting independent inspections	Domain 6: Public Health Sciences Skills
Microbiology 101 #1083392	This training will: Review various microorganism types, characteristics, growth curves, and proliferation. https://www.train.org/illinois/course/1083392/	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Prior to conducting independent inspections	Domain 6: Public Health Sciences Skills
Violations by Item Number #1083393	This presentation will go through examples for each of the 58 items on the inspection report based on the current Illinois Food Code, which includes the FDA Food Code. https://www.train.org/illinois/course/1083392/	Public Health Sanitarian/Health Inspector &	Once – Prior to conducting	Domain 2: Policy Development

		Food Program Coordinator	independent inspections	and Program Planning Skills
Food Handling Regulation Enforcement Act #1083394	Overview of FHREA https://www.train.org/illinois/course/1083394/	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Prior to conducting independent inspections	Domain 6: Public Health Sciences Skills
Temporary Food #1083395	Overview of current temporary food rules found in the Illinois Food Code https://www.train.org/illinois/course/1083395/	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Prior to conducting independent inspections	Domain 6: Public Health Sciences Skills
Public Health Principles (90) FDA36	Identifies the definitions of terms associated with public health, recognize the public health services, and the function of public health. https://www.fda.gov/training-and-continuing-education/office-training-education-and-development-oted/course-descriptions-objectives#FDA36	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Prior to conducting independent inspections	Domain 6: Public Health Sciences Skills
Overview of Microbiology (60) MIC01	https://www.fda.gov/training-and-continuing-education/office-training-education-and-development-oted/course-descriptions-objectives#FDA36	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Prior to conducting independent inspections	Domain 6: Public Health Sciences Skills
Gram-Negative Rods (60) MIC02	https://www.fda.gov/training-and-continuing-education/office-training-education-and-development-oted/course-descriptions-objectives#FDA36	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Prior to conducting independent inspections	Domain 6: Public Health Sciences Skills
Gram-Positive Rods & Cocci (90) MIC03	https://www.fda.gov/training-and-continuing-education/office-training-education-and-development-oted/course-descriptions-objectives#FDA36	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Prior to conducting independent inspections	Domain 6: Public Health Sciences Skills
Foodborne Viruses (60) MIC04	https://www.fda.gov/training-and-continuing-education/office-training-education-and-development-oted/course-descriptions-objectives#FDA36	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Prior to conducting independent inspections	Domain 6: Public Health Sciences Skills

Foodborne Parasites (90) MIC05	https://www.fda.gov/training-and-continuing-education/office-training-education-and-development-oted/course-descriptions-objectives#FDA36	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Prior to conducting independent inspections	Domain 6: Public Health Sciences Skills
Mid-Series Exam (30) MIC16	https://www.fda.gov/training-and-continuing-education/office-training-education-and-development-oted/course-descriptions-objectives#FDA36	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Prior to conducting independent inspections	Domain 6: Public Health Sciences Skills
Controlling Growth Factors (90) MIC06	https://www.fda.gov/training-and-continuing-education/office-training-education-and-development-oted/course-descriptions-objectives#FDA36	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Prior to conducting independent inspections	Domain 6: Public Health Sciences Skills
Control by Refrigeration & Freezing (60) MIC07	https://www.fda.gov/training-and-continuing-education/office-training-education-and-development-oted/course-descriptions-objectives#FDA36	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Prior to conducting independent inspections	Domain 6: Public Health Sciences Skills
Control by Thermal Processing (90) MIC08	https://www.fda.gov/training-and-continuing-education/office-training-education-and-development-oted/course-descriptions-objectives#FDA36	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Prior to conducting independent inspections	Domain 6: Public Health Sciences Skills
Control by Pasteurization (90) MIC09	https://www.fda.gov/training-and-continuing-education/office-training-education-and-development-oted/course-descriptions-objectives#FDA36	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Prior to conducting independent inspections	Domain 6: Public Health Sciences Skills
Aseptic Sampling (90) MIC13	https://www.fda.gov/training-and-continuing-education/office-training-education-and-development-oted/course-descriptions-objectives#FDA36	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Prior to conducting independent inspections	Domain 6: Public Health Sciences Skills
Cleaning & Sanitizing (90) MIC15	https://www.fda.gov/training-and-continuing-education/office-training-education-and-development-oted/course-descriptions-objectives#FDA36	Public Health Sanitarian/Health Inspector &	Once – Prior to conducting	Domain 6: Public Health Sciences Skills

		Food Program Coordinator	independent inspections	
Basic Food Law for State Regulators (60) FDA35	https://www.fda.gov/training-and-continuing-education/office-training-education-and-development-oted/course-descriptions-objectives#FDA36	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Prior to conducting independent inspections	Domain 6: Public Health Sciences Skills
Basics of Inspection: Beginning an Inspection (90) FDA38	https://www.fda.gov/training-and-continuing-education/office-training-education-and-development-oted/course-descriptions-objectives#FDA36	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Prior to conducting independent inspections	Domain 6: Public Health Sciences Skills
Basics of Inspection: Issues & Observations (90) FDA39	https://www.fda.gov/training-and-continuing-education/office-training-education-and-development-oted/course-descriptions-objectives#FDA36	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Prior to conducting independent inspections	Domain 6: Public Health Sciences Skills
An Introduction to Food Security Awareness (60) FD251 (ORA U internet site)	https://www.fda.gov/training-and-continuing-education/office-training-education-and-development-oted/introduction-food-security-awareness	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Prior to conducting independent inspections	Domain 6: Public Health Sciences Skills
FDA Food Code Chapter 1: Purpose and Definitions FDAFC02	https://www.fda.gov/media/110822/download	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Prior to conducting independent inspections	Domain 6: Public Health Sciences Skills
FDA Food Code Chapter 2: Supervision FDAFC07	https://www.fda.gov/media/110822/download	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Prior to conducting independent inspections	Domain 6: Public Health Sciences Skills
FDA Food Code Chapter 3: Part I FDAFC03	https://www.fda.gov/media/110822/download	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Prior to conducting independent inspections	Domain 6: Public Health Sciences Skills

FDA Food Code Chapter 3: Part II FDAFC05	https://www.fda.gov/media/110822/download	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Prior to conducting independent inspections	Domain 6: Public Health Sciences Skills
FDA Food Code Chapter 3: Part III FDAFC06	https://www.fda.gov/media/110822/download	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Prior to conducting independent inspections	Domain 6: Public Health Sciences Skills
FDA Food Code Chapter 4: Part I FDAFC08	https://www.fda.gov/media/110822/download	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Prior to conducting independent inspections	Domain 6: Public Health Sciences Skills
FDA Food Code Chapter 4: Part II FDAFC10	https://www.fda.gov/media/110822/download	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Prior to conducting independent inspections	Domain 6: Public Health Sciences Skills
FDA Food Code Chapter 5: Water, Plumbing, and Waste FDAFC04	https://www.fda.gov/media/110822/download	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Prior to conducting independent inspections	Domain 6: Public Health Sciences Skills
FDA Food Code Chapter 6: Physical Facilities FDAFC09	https://www.fda.gov/media/110822/download	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Prior to conducting independent inspections	Domain 6: Public Health Sciences Skills
FDA Food Code Chapter 7: Poisonous and Toxic Materials FDAFC01	https://www.fda.gov/media/110822/download	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Prior to conducting independent inspections	Domain 6: Public Health Sciences Skills
FDA Food Code Chapter 8:	https://www.fda.gov/media/110822/download	Public Health Sanitarian/Health Inspector &	Once – Prior to conducting	Domain 6: Public Health Sciences Skills

		Food Program Coordinator	independent inspections	
Enforcement and Annex 1 FDAFC11		Food Program Coordinator	independent inspections	
Communication Skills for Regulators (120) CC8011W	https://orauportal.fda.gov/stc/ora/psciis.dll?COURSE=ora&CODE=CC8030W	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Prior to conducting independent inspections	Domain 3: Communication Skills
New Sanitarian Training Level II: Foodborne Illness Outbreak Investigation LHD EH Division Roles Part 1#1083396	https://www.train.org/illinois/course/1083396/	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Within 24 months of hire	Domain 6: Public Health Sciences Skills
New Sanitarian Training Level II: Foodborne Illness Outbreak Investigation LHD EH Division Roles Part 2 #1083397	https://www.train.org/illinois/course/1083397/	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Within 24 months of hire	Domain 6: Public Health Sciences Skills
Control by Retorting (90) MIC10	https://www.fda.gov/training-and-continuing-education/office-training-education-and-development-oted/course-descriptions-objectives#FDA36	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Within 24 months of hire	Domain 6: Public Health Sciences Skills
Technology-Based Food Processes (120) MIC11	https://www.fda.gov/training-and-continuing-education/office-training-education-and-development-oted/course-descriptions-objectives#FDA36	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Within 24 months of hire	Domain 6: Public Health Sciences Skills
Natural Toxins (90) MIC12	https://www.fda.gov/training-and-continuing-education/office-training-education-and-development-oted/course-descriptions-objectives#FDA36	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Within 24 months of hire	Domain 6: Public Health Sciences Skills
Overview of HACCP (60) FDA16	https://www.fda.gov/training-and-continuing-education/office-training-education-and-development-oted/course-descriptions-objectives#FDA36	Public Health Sanitarian/Health Inspector &	Once – Within 24 months of hire	Domain 6: Public Health Sciences Skills

		Food Program Coordinator		
Prerequisite Programs & Preliminary Steps (60) FDA17	https://www.fda.gov/training-and-continuing-education/office-training-education-and-development-oted/course-descriptions-objectives#FDA36	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Within 24 months of hire	Domain 6: Public Health Sciences Skills
The Principles (60) FDA18	https://www.fda.gov/training-and-continuing-education/office-training-education-and-development-oted/course-descriptions-objectives#FDA36	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Within 24 months of hire	Domain 6: Public Health Sciences Skills
Food Allergens (60) FD252-CC8029W	https://orauportal.fda.gov/stc/ora/psciis.dll?Course=ora&CODE=CC8029W	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Within 24 months of hire	Domain 6: Public Health Sciences Skills
Collecting Surveillance Data (90) FI01	https://www.fda.gov/training-and-continuing-education/office-training-education-and-development-oted/course-descriptions-objectives#FDA36	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Within 24 months of hire	Domain 1: Data Analytics and Assessment Skills
Beginning the Investigation (90) FI02	https://www.fda.gov/training-and-continuing-education/office-training-education-and-development-oted/course-descriptions-objectives#FDA36	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Within 24 months of hire	Domain 6: Public Health Sciences Skills
Expanding the Investigation (90) FI03	https://www.fda.gov/training-and-continuing-education/office-training-education-and-development-oted/course-descriptions-objectives#FDA36	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Within 24 months of hire	Domain 6: Public Health Sciences Skills
Conducting a Food Hazard Review (90) FI04	https://www.fda.gov/training-and-continuing-education/office-training-education-and-development-oted/course-descriptions-objectives#FDA36	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Within 24 months of hire	Domain 6: Public Health Sciences Skills

Epidemiological Statistics (90) FI05	https://www.fda.gov/training-and-continuing-education/office-training-education-and-development-oted/course-descriptions-objectives#FDA36	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Within 24 months of hire	Domain 1: Data Analytics and Assessment Skills
Final Report (30) FI06	https://www.fda.gov/training-and-continuing-education/office-training-education-and-development-oted/course-descriptions-objectives#FDA36	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – Within 24 months of hire	Domain 6: Public Health Sciences Skills
Environmental Assessment Training Series (EATS) EATS 101	Concepts, key skills, and steps for environmental assessments of restaurants implicated in an outbreak. https://www.cdc.gov/nceh/ehs/elearn/eats/index.html	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – within 36 months of hire	Domain 6: Public Health Sciences Skills
Food Defense 101	https://www.fda.gov/food/food-defense-training-education/food-defense-101-front-line-employee	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – within 36 months of hire	Domain 6: Public Health Sciences Skills
Environmental Assessment Training Series (EATS) EATS 102	Applying environmental assessment skills in multiple outbreak scenarios. https://www.cdc.gov/nceh/ehs/elearn/eats/index.html	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – within 36 months of hire	Domain 6: Public Health Sciences Skills
FD8009W Fermentation at Retail	Exploration of the specific types of food processing in retail food establishments. https://orauportal.fda.gov/stc/ora/psciis.dll?Course=ora&CODE=FD312	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – within 36 months of hire	Domain 6: Public Health Sciences Skills
FD8005W Curing, Smoking, Drying of Meat, Poultry, Fish & Processing of Fermented Sausage	Exploration of the specific types of food processing in retail food establishments. https://orauportal.fda.gov/stc/ora/psciis.dll?Course=ora&CODE=FD312	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – within 36 months of hire	Domain 6: Public Health Sciences Skills
FD8004W Reduced Oxygen Packaging at Retail	Overview of reduced oxygen packaging (ROP) of food. https://orauportal.fda.gov/stc/ORA/psciis.dll?linkid=720650&mainmenu=ORA&top_frame=1	Public Health Sanitarian/Health Inspector &	Once – within 36	Domain 6: Public Health Sciences Skills

		Food Program Coordinator	months of hire	
FD8008W Juicing at Retail	Overview of the special process for retail food establishments with an emphasis on juicing for special processes at retail. https://orauportal.fda.gov/stc/ORA/psciis.dll?linkid=720650&mainmenu=ORA&top_frame=1	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – within 36 months of hire	Domain 6: Public Health Sciences Skills
FD8007W Shellfish Tanks at Retail	Overview of the hazards and preventive controls associated with selling and/or serving molluscan shellfish at a retail food establishment. https://orauportal.fda.gov/stc/ORA/psciis.dll?linkid=720650&mainmenu=ORA&top_frame=1	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – within 36 months of hire	Domain 6: Public Health Sciences Skills
FD8006W Custom Processing of Meats at Retail	Overview of custom processing of all types of meats and fish for human consumption and related terminology. https://orauportal.fda.gov/stc/ORA/psciis.dll?linkid=720650&mainmenu=ORA&top_frame=1	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – within 36 months of hire	Domain 6: Public Health Sciences Skills
CC8001W Plumbing Controls for Commercial Food Establishments	Overview of plumbing controls used in commercial food establishments https://orauportal.fda.gov/stc/ORA/psciis.dll?linkid=720650&mainmenu=ORA&top_frame=1	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – within 36 months of hire	Domain 6: Public Health Sciences Skills
CC8033W HACCP	Introductory knowledge, skills, and abilities related to the hazard analysis and critical control points (HACCP) system. https://orauportal.fda.gov/stc/ORA/psciis.dll?linkid=720650&mainmenu=ORA&top_frame=1	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – within 36 months of hire	Domain 6: Public Health Sciences Skills
FD112 Food Code	Overview of recommendations and guidance provided in the 2017 FDA Food Code and its associated Public Health Reasons. https://orauportal.fda.gov/stc/ORA/psciis.dll?linkid=720650&mainmenu=ORA&top_frame=1	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – within 36 months of hire	Domain 6: Public Health Sciences Skills
FD204 Temporary Food Establishments	Introduces the key elements for conducting application reviews, menu reviews, and inspections of TFEs. https://orauportal.fda.gov/stc/ORA/psciis.dll?linkid=720650&mainmenu=ORA&top_frame=1	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – within 36 months of hire	Domain 6: Public Health Sciences Skills

FD207 Plan Review for Food Establishments	Overview of the plan review process for retail food establishments with an emphasis on equipment and architectural design. https://orauportal.fda.gov/stc/ORA/psciis.dll?linkid=720650&mainmenu=ORA&top_frame=1	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – within 36 months of hire	Domain 6: Public Health Sciences Skills
FD215 Managing Retail Food Safety	Introduces the various ways that risk-based inspections can be applied in retail and food service establishments. https://orauportal.fda.gov/stc/ORA/psciis.dll?linkid=720650&mainmenu=ORA&top_frame=1	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – within 36 months of hire	Domain 6: Public Health Sciences Skills
FD218 Risk-Based Inspection Methods in Retail	In-depth introduction of knowledge, skills, and abilities required of food safety inspection officers in conducting risk-based inspections. https://orauportal.fda.gov/stc/ORA/psciis.dll?linkid=720650&mainmenu=ORA&top_frame=1	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – within 36 months of hire	Domain 6: Public Health Sciences Skills
FD312 Special Processes at Retail	Overview of the specific types of food processing in retail food establishments which are required by the FDA Food Code to have a variance and mandatory HACCP plan. https://orauportal.fda.gov/stc/ORA/psciis.dll?linkid=720650&mainmenu=ORA&top_frame=1	Public Health Sanitarian/Health Inspector & Food Program Coordinator	Once – within 36 months of hire	Domain 6: Public Health Sciences Skills
Shared Intake for Early Childhood Collaborations Course	Shared intake is a Community Systems Development (CSD) strategy that provides families with a single point of entry where their needs for support can be assessed and they can be referred to local services and programs that best fit the family's needs. This course explores benefits of shared intake, implementation and implementation challenges of shared intake, and how to create a plan for shared intake. https://weconnect.actforchildren.org/on-demand-learning	Maternal Child Health Program Coordinator	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Early Childhood Collaboration Parent Engagement Course	Parent engagement is an integral component of community systems works. These modules were created to provide Illinois' early childhood collaborations and early childhood stakeholders in general with the knowledge, resources, and tools to deepen their parent engagement practices. https://weconnect.actforchildren.org/on-demand-learning	Maternal Child Health Program Coordinator	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Community Systems Development for Early Childhood Collaborations Course	Community Systems Development (CSD) is a process by which community stakeholders from different sectors work in collaboration to focus and align their work, develop shared processes to achieve common outcomes, and take collective responsibility for the young children in their community. These modules explore CSD in early childhood collaborations.	Maternal Child Health Program Coordinator	Once – Upon Hire	Domain 6: Public Health Sciences Skills

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	https://weconnect.actforchildren.org/on-demand-learning			
Advancing Health Equity through Asset Framing	Asset Framing is a narrative model that humanizes and defines people by their assets and aspirations before noting the challenges and deficits they face. This model invests in people for their continued benefit to society. It is the opposite of deficit-based narratives that lead with problems, unintentional stereotypes, or misconceptions. https://www.mchnavigator.org/transformation/mchwork/1-1-asset-framing.php	Maternal Child Health Program Coordinator	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Creating Equity Opportunities	Working with diverse stakeholders across settings to to create equity opportunities can be a daunting process, but one critical to advancing health equity at national, state, and local levels. https://www.mchnavigator.org/transformation/mchwork/1-2-equity-opportunity-statements.php	Maternal Child Health Program Coordinator	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Making Equity-Informed Choices	Implementation science starts by understanding how programs and practices work based on past experience, either from the field, science-based studies, expert opinion, or consensus and then identifying ways to replicate these processes in new settings, at larger scale, or with different populations to achieve similar, positive outcomes. https://www.mchnavigator.org/transformation/mchwork/1-3-equity-informed-choices.php	Maternal Child Health Program Coordinator	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Maternal and Child Health (MCH) Workforce Capacity and Skillsets	It is part of a collection of modules that make a case for Title V MCH programs to improve mental health care systems for AYAs. https://amchp.org/wp-admin/admin-ajax.php?t=1673276388&action=grassblade_scorm&content_id=7884	Maternal Child Health Program Coordinator	Once – Upon Hire	Domain 6: Public Health Sciences Skills
WIC Coordinator Training	Guidance on the responsibilities of a WIC Coordinator. https://www.springfieldul.org/event-type/new-wic-coordinator-training	HC/MCH Supervisor	Once – Upon Hire	Domain 7: Finance Planning and Management Skills
WIC Frontline Staff	Training on WIC policy, income and eligibility determination, and a "hands-on" approach to the IWIC software system. https://www.springfieldul.org/event-type/iwic-frontline-training	HC/MCH Intake Staff	Once – Upon Hire	Domain 3: Communication Skills
Participant Centered Counselling Training	The most current information to new Competent Professional Authority (CPA) working in the Illinois WIC program on the fundamentals of nutrition counseling skills and techniques.	HC/MCH Nutritionists Nurses/MAs	Every 3 Years	Domain 3: Communication Skills

	https://www.springfieldul.org/event-type/introduction-participant-centered-counseling-training			
Medically Prescribed Formula Training	The most current information to new Competent Professional Authority (CPA) staff working in the Illinois WIC program on the fundamentals of medically prescribed formulas. https://www.springfieldul.org/event-type/introduction-medically-prescribed-formula	HC/MCH Supervisor HC/MCH Nutritionists Nurses/MAs	Every 3 Years	Domain 6: Public Health Sciences Skills
Competent Professional Authority (CPA) Skills Assessment	Current information and skill enhancement regarding nutrition risk assessment, participant centered counseling and food package assignment to Competent Professional Authority (CPA) staff in the Illinois WIC program. https://www.springfieldul.org/event-type/competent-professional-authority-cpa-skills-assessment	HC/MCH Supervisor HC/MCH Nutritionists Nurses/MAs	Every 3 Years	Domain 6: Public Health Sciences Skills
WIC Loving Support Breastfeeding Peer Counselor Training	This is intended to help WIC agency staff meet competency requirements. The registration link is regularly updated, so please reach out to the HC/MCH Supervisor to be registered.	Breastfeeding Peer Counselor	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Breast Feeding Peer Counselor Supervisor Training	This is intended to help WIC agency staff meet competency requirements. The registration link is regularly updated, so please reach out to the HC/MCH Supervisor to be registered.	HC/MCH Supervisor	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Words Matter Training	Watch the 40 minute video explaining how words matter when communicating with pregnant/postpartum women. https://www.youtube.com/watch?v=Cj2RdcHoafw	HC/MCH Supervisor HC/MCH Intake Staff Breastfeeding Peer Counselor HC/MCH Nutritionists Nurses/MAs	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Molly Kellogg Trainings	This training will focus on basic skills that are the foundation of quality nutrition counseling. It is recommended that you work these units slowly over a number of weeks, which allows you to practice one skill at a time. http://mollykellogg.com/programs/step-by-step-wic-log-on/	HC/MCH Supervisor HC/MCH Intake Staff Breastfeeding Peer Counselor HC/MCH Nutritionist Nurses/MAs	Once – Upon Hire	Domain 6: Public Health Sciences Skills

Civil Rights Training	This training was developed to provide instruction to local agency staff to ensure that project operations are in full compliance with Title VI of the Civil Rights Act of 1964. https://www.springfieldul.org/chtc/training	HC/MCH Supervisor HC/MCH Intake Staff Breastfeeding Peer Counselor HC/MCH Nutritionists Nurses/MAs	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Implicit Bias Training: Dignity in Pregnancy and Childbirth	Only one Implicit Bias Training is required, either Dignity in Pregnancy and Childbirth OR From Awareness to Action: Strategies for Combating Racism in Health. Diversity Science: Dignity in Pregnancy and Childbirth	HC/MCH Supervisor HC/MCH Intake Staff Breastfeeding Peer Counselor HC/MCH Nutritionists Nurses/MAs	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Implicit Bias Training: From Awareness to Action: Strategies for Combating Racism in Health)	Only one Implicit Bias Training is required, either Dignity in Pregnancy and Childbirth OR From Awareness to Action: Strategies for Combating Racism in Health. NICHQ - From Awareness to Action: Strategies for Combating Racism in Health Systems	HC/MCH Supervisor HC/MCH Intake Staff Breastfeeding Peer Counselor HC/MCH Nutritionists Nurses/MAs	Once – Upon Hire	Domain 6: Public Health Sciences Skills
ICAN Training	Visit ican4all.org and select "Training & Resources." Create an account and select Illinois Department of Human Services as your connection to ICAN! Login and enroll in the Modern Contraception and Reproductive Justice Foundational Webinar to begin." https://ican4all.org/groups/ican-trainings-resources/	HC/MCH Supervisor HC/MCH Nutritionists	Once – Upon Hire	Domain 6: Public Health Sciences Skills
You Call The Shots	This is a vaccine storage and handling training. https://www.cdc.gov/vaccines/ed/youcalltheshots.html	HC/Population Health Supervisor HC/MCH Supervisor	Annually	Domain 6: Public Health Sciences Skills

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		Nurses/MAs	Once – Upon Hire	
Freedom of Information Act (FOIA)	An open, honest and accountable government, the cornerstone of a democracy, can be achieved only through the free and open exchange of information between government and the public. In Illinois, our most important transparency laws — the Freedom of Information Act (FOIA) and the Open Meetings Act (OMA) - endeavor to open the workings of government to the public, shed light on government actions and, in the process, strengthen our democracy. https://foiapac.ilag.gov/	Health Department Administrators & Director of Operations Middle Management	Annually Optional Annually	Domain 8: Leadership and Systems Thinking Skills
Open Meetings Act	An open, honest and accountable government, the cornerstone of a democracy, can be achieved only through the free and open exchange of information between government and the public. In Illinois, our most important transparency laws — the Freedom of Information Act (FOIA) and the Open Meetings Act (OMA) - endeavor to open the workings of government to the public, shed light on government actions and, in the process, strengthen our democracy. https://foiapac.ilag.gov/	Health Department Administrators & Director of Operations Middle Management	Annually Optional Annually	Domain 8: Leadership and Systems Thinking Skills
Sexual Harassment Training	This is an annual training sent out by the County on sexual harassment in the work place.	All Staff	Annually	Domain 3: Communication Skills
Mental Health First Aid Training	A skills-based training course that teaches participants about mental health and substance-use issues. (Link provided upon registration)	All Staff	Every 3 Years	Domain 4: Health Equity Skills
LGBTQ+ 101	Informs businesses, educators, and community groups on needs specific to the LGBTQ+ community, current trends in working with LGBTQ+ youth, and how to create LGBTQ+ inclusive environments. (Link provided upon registration)	All Staff	Annually	Domain 4: Health Equity Skills
Mandated Reporter Training	The purpose of this online course is to help all Illinois Mandated Reporters understand their critical role in protecting children by recognizing and reporting child abuse. https://www.dcfstraining.org/vtc/home/home.action	All Staff	Once – Upon Hire	Domain 6: Public Health Sciences Skills
A Safe Water Supply Depends on Location and Construction - Bored Wells	A Safe Water Supply Depends on Location and Construction - Bored Wells	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills

A Safe Water Supply Depends on Location and Construction - Drilled Wells	A Safe Water Supply Depends on Location and Construction - Drilled Wells	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
A Safe Water Supply Depends on Location and Construction - Driven Wells	http://www.idph.state.il.us/envhealth/factsheets/drivenwlsFS.htm	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Abandon Wells PowerPoint	V:\Env Programs\water\TRN 6 seal and wells 10.24.2011.ppt	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Abandoned Wells - Hazards to Health and Safety	Abandoned Wells - Hazards to Health and Safety	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Abandon Wells PowerPoint	V:\Env Programs\water\TRN 6 seal abd wells 10.24.2011.ppt	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Abandoned Wells - Hazards to Health and Safety	Abandoned Wells - Hazards to Health and Safety	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Alachlor and Atrazine in Groundwater	This fact sheet provides answers to basic questions about alachlor and atrazine in groundwater. Alachlor and Atrazine in Groundwater	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Arsenic in Groundwater	This pamphlet provides answers to questions about arsenic in drinking water. Arsenic in Groundwater	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Boone County Water Well Policy	Environmental Drive	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Coliform Enforcement Flowsheet	Coliform Enforcement Flowsheet	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Coliform Sampling Guide	Coliform Sampling Guide	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills

Commonly Found Substances in Drinking Water and Available Treatment	This pamphlet discusses common constituents – hardness, sulfates, iron, chlorides, pH (acidity and alkalinity), total dissolved solids and hydrogen sulfide – of drinking water. Commonly Found Substances in Drinking Water and Available Treatment	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Complete the Private Well Course	This course is designed to help users better understand how to properly care for their water well, to ensure their water remains safe to drink. http://privatewellclass.org/blog/free-class-now-part-of-nehas-update-elearning-center	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Cryptosporidiosis	Cryptosporidiosis	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Drinking Water Systems Code	Drinking Water Systems Code	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Emergency Hauling, Storing, and Disinfecting of a Water Supply	Emergency Hauling, Storing, and Disinfecting of a Water Supply	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Giardiasis	Giardiasis	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Grant Rules PowerPoint	V:\Env Programs\water\TRN 1lhd grant rules 10.24.2012.ppt	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
IDPH Private Water Program Policies	Environmental Drive	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
IEPA: What You Need to Know About Private Drinking Water Wells	IEPA: What You Need to Know About Private Drinking Water Wells	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Illinois Groundwater Protection Act	Illinois Groundwater Protection Act	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Illinois Water Well and Pump Installation Contractor's License Code	915 Illinois Water Well and Pump Installation Contractor's License Code	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills

Illinois Water Well Construction Code	Illinois Water Well Construction Code	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Illinois Water Well Pump Installation Code	925 Illinois Water Well Pump Installation Code	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Illinois Water Well Pump Installation Code	Illinois Water Well Pump Installation Code	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Iron in Drinking Water	Iron in Drinking Water	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Nitrates in Drinking Water	Nitrates in Drinking Water	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Non-Community Policy	Environmental Drive	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Non-Community Public Water Supply Program Handbook	Non-Community Public Water Supply Program Handbook	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Program Policies PowerPoint	V:\Env Programs\water\TRN 2 Private Water Program Policies 10.24.2012.ppt	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Radium in Drinking Water	Radium in Drinking Water	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Safe Drinking Water Act (SDWA)	Safe Drinking Water Act (SDWA)	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Study Manual for Water Well	Environmental Drive	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Surface Source Water Treatment Code	Surface Source Water Treatment Code	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills

Vinyl Chloride in Groundwater	Vinyl Chloride in Groundwater	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Water Groundwater and Well Construction 101 here:	This webinar discusses private well topics that environmental health professionals might encounter in the field. http://privatewellclass.org/videos/cid/67?Category=webinar-recordings	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Water Sampling PowerPoint	V:\Env Programs\water\TRN 5 Water sampling 10.24.2011.ppt	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Water Well and Pump Installation Contractor's License Act	Water Well and Pump Installation Contractor's License Act	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Water Well Construction Code	920 Water Well Construction Code	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Well Chlorination Video - IDPH	IDPH created this video in 1994 to demonstrate how to disinfect a private water well. https://www.youtube.com/watch?v=fBU57Gw4WAk&feature=youtu.be	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Well Inspections PowerPoint	V:\Env Programs\water\TRN 4 Comprehensive Well Inspections 10.24.12.ppt	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Well Sampling for Coliform and Nitrates	Well Sampling for Coliform and Nitrates	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Septic Systems 101	This webinar discusses how water moves through the ground to wells and well constructions can increase contamination vulnerability. http://privatewellclass.org/videos/BlogPage/3/cid/67?Category=webinar-recordings	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
U of I Septic Information	This site provides information for those with existing on site systems, as well as those looking into a replacement or for new construction. https://web.extension.illinois.edu/septicsystems/	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Tank Video	This video covers how a septic tank functions, why pumping your septic tank is necessary and how to use a core sampler. https://www.youtube.com/watch?v=rAGEuk3RgHg	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Tank Video 2	https://www.youtube.com/watch?v=hqNyp5NCwAM	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills

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Sanitarian Training: Private Sewage 1	https://dph.partner.illinois.gov/communities/eh/EE/Training%20Documents/New%20Sanitarian%20Training%20-%20Private%20Sewage%20Disposal%20fall%202016.mp4	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Sanitarian Training: Private Sewage 2	https://dph.partner.illinois.gov/communities/eh/EE/Training%20Documents/New%20Sanitarian%20Training%20water%20part%201.mp4	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Sanitarian Training: Private Sewage 3	https://dph.partner.illinois.gov/communities/eh/EE/Training%20Documents/New%20Sanitarian%20Training%20water%20Part%202.mp4	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Boone County Septic Policy	Environmental Drive	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Section 2 of the Department of Public Health Act	Section 2 of the Department of Public Health Act	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Private Sewage Disposal Licensing Act	Private Sewage Disposal Licensing Act	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Public Area Sanitary Practice Code	Public Area Sanitary Practice Code	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Private Sewage Disposal Code	Private Sewage Disposal Code	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Private Sewage Mound Code	Private Sewage Mound Code	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Laser Safety Training for Handheld LIBS	This introductory course will provide users with the necessary information to safely operate the Niton Apollo handheld LIBS analyzer. Course content includes laser hazards, safe use principles, battery and argon cartridge safety. https://www.thermofisher.com/us/en/home/industrial/spectroscopy-elemental-isotope-analysis/portable-analysis-material-id/xrf-radiation-safety-training.html	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Radiation Safety for Handheld XRF - X-ray Tube	This introductory course provides users with the necessary information to safely operate Niton handheld XRF analyzers containing x-ray tubes. Users will learn basic principles of radiation, dose and dosimetry, hazards and relative risk, how to minimize radiation exposure, and safe use principles.	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills

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	https://www.thermofisher.com/us/en/home/industrial/spectroscopy-elemental-isotope-analysis/portable-analysis-material-id/xrf-radiation-safety-training.html			
Radiation Safety for Handheld XRF - Sealed Source	https://www.thermofisher.com/us/en/home/industrial/spectroscopy-elemental-isotope-analysis/portable-analysis-material-id/xrf-radiation-safety-training.html	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
US Regulation for Handheld XRF - Sealed Course	https://www.thermofisher.com/us/en/home/industrial/spectroscopy-elemental-isotope-analysis/portable-analysis-material-id/xrf-radiation-safety-training.html	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
US Transportation of Handheld XRF - Sealed Source	https://www.thermofisher.com/us/en/home/industrial/spectroscopy-elemental-isotope-analysis/portable-analysis-material-id/xrf-radiation-safety-training.html	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Transportation of Li-ion Batteries	https://www.thermofisher.com/us/en/home/industrial/spectroscopy-elemental-isotope-analysis/portable-analysis-material-id/xrf-radiation-safety-training.html	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
XRF Agreement Form	PDF	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Lead Inspector Training Course	PHS in-person	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Risk Assessor Training Course	PHS in-person	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Lead Poisoning Prevention Act	Lead Poisoning Prevention Act	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Lead Poisoning Prevention Code	Lead Poisoning Prevention Code	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills

IDPH Lead Exposed Children Webinar	Image source: /content/dam/soi/en/web/idph/files/lppw-webinar-slide.jpg A Look at Lead Exposed Children and Case Management through the IDPH Lead Program	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Tanning Facility Permit Act	Tanning Facility Permit Act	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Tanning Facilities Code	Tanning Facilities Code	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Basic Tanning Facility Training	Environmental Drive	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Illinois Tanning Program Legal Base	Environmental Drive	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Body Art Code	Body Art Code	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Tattoo and Body Piercing Establishment Registration Act	Tattoo and Body Piercing Establishment Registration Act	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Illinois Body Art Program Legal Base	Environmental Drive	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Blood Borne Pathogen Training	Environmental Drive	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Body Art IDPH slides	Environmental Drive	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Vector Control Act	Vector Control Act	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills

BCHD WNV Program Policy	Environmental Drive	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Annual Larvicide Application Training	IDPH in-person	Public Health Sanitarian/Health Inspector	Annually	Domain 6: Public Health Sciences Skills
BCHD Dead Bird Collection Policy	Environmental Drive	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Illinois Local Health Protection Grant Code	http://www.idph.state.il.us/rulesregs/2014_Rules/77_IAC_615_8-1.pdf	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Illinois Licensed Environmental Health Practitioner Act	https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1299&ChapterID=24	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Public Area Sanitary Code	Public Area Sanitary Practice Code	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Smoke Free Illinois Act	http://www.idph.state.il.us/smokefree/sf_info.htm	Public Health Sanitarian/Health Inspector	Once – Upon Hire	Domain 6: Public Health Sciences Skills
Online Grants Financial Management Training	The DOJ Financial Management training serves as a general reference to assist OJP, OVW, and COPS Office award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and ensure funds are used for the purposes for which they were awarded. https://onlinegfmt.training.ojp.gov/course/	COAR Program Manager	Once – Upon Hire	Domain 7: Finance Planning and Management Skills

Exhibit 1.2- Public Health Competency Assessment Trainings

BCHD staff will complete the Public Health Foundation Competency Assessment every three years and will work with their supervisor during their annual performance review to select trainings in two competency areas.

Domain	Description	Training	Training	Training	Training
Domain 1	Data Analytics and Assessment Skills	**Analyzing and Interpreting Vital Statistics** https://www.train.org/illinois/course/1108463/details	**Communicating With Data** https://www.train.org/illinois/course/1078513/details	**Assessing Routine Health Data** https://www.train.org/illinois/course/1107967/details	
Domain 2	Policy Development and Program Planning Skill	**(P002) Public Health Policy Making Process - Basic Concepts	NDPHTN** https://www.train.org/illinois/course/1090319/details	**Introduction to Policy Analysis in Public Health** https://www.train.org/illinois/course/1064819/details	**Needs Assessment and Evaluation** https://www.train.org/illinois/course/1012810/details	**An Overview of the Policy Process in Public Health and the Need for Systems Thinking** https://www.train.org/illinois/course/1092141/details
Domain 3	Communication Skills	**(L025) Communications Model	NDPHTN** https://www.train.org/illinois/course/1086584/details	**Cooperative Communication** https://www.train.org/illinois/course/1087384/details	**Improving Your Communication Skills** https://www.train.org/illinois/course/1005188/details	**Improving Interpersonal Communication and Relationships** https://www.train.org/illinois/course/1012709/details
Domain 4	Health Equity Skills	**Humanize My Hoodie Training**	**RAMP Ableism Training**	**Youth Outlook LGBTQIA+ Training**	**A Commitment to Advancing Health Equity** https://www.train.org/illinois/course/1059821/details
Domain 5	Community Partnership Skills	**(L004) Public Health and Community Engagement - Introduction	NDPHTN** https://www.train.org/illinois/course/1086531/details	**8 Steps to Building and Sustaining Effective Coalitions** https://www.train.org/illinois/course/1045486/details	**Collaboration: The Key to Public Health System Improvement** https://www.train.org/illinois/course/1012393/details	

Approved by Board of Health – 10/3/2022

Domain 6	Public Health Science Skills	**Hektoen Institute of Medicine Basic Science of Viruses**	**Hektoen Institute of Medicine Concept of Infection Control**	**(E002) Practical Epidemiology Introduction	NDPHTN** https://www.train.org/illinois/course/1088011/details	**Community Health and Disease** https://www.train.org/illinois/course/1005187/details
Domain 7	Management and Finance Skills	**I-TRAIN (L006) Management and Public Health Leadership Introduction	NDPHTN** https://www.train.org/illinois/course/1086533/details	**(L029) Basic Budgeting Concepts - Leadership and Management	NDPHTN** https://www.train.org/illinois/course/1086596/details	**Budget Planning and Management** https://www.train.org/illinois/course/1028064/details	
Domain 8	Leadership and Systems Thinking Skills	**Adaptive Leadership: Strategies for Public Health** https://www.train.org/illinois/course/1107541/details	**Advanced Leadership and Practice** https://www.train.org/illinois/course/1031840/details	**Advanced Leadership and Practice - Part 2** https://www.train.org/illinois/course/1045484/details	

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