## Partner Integration Worksheet

**Purpose**: The Partner Integration Worksheet documents your existing partner network and provides critical information for self-evaluating network engagement activities. This information can help determine additional ways to leverage your partners’ expertise and outreach. This worksheet is a planning and evaluation tool that can also be used to generate project narrative and success stories to share with your stakeholders.

**Instructions:** Customize the worksheet to reflect the various activities in which partners are integrated. Document the participation of your partners and their specific roles.Review the worksheet with your network to ensure that your documentation is accurate, increasing the likelihood of your network sharing the documented participation with their organization and other stakeholders.

Accessible version: <https://www.cdc.gov/cpr/readiness/afntoolkit.htm>

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| **Access and functional needs population(s)** | **Partner** | **Partner role/focus** | **Partner integration phase(s)** | **Participation level** | **Notes** |
| Sample options     * Children * Pregnant women * Older adults * Limited English proficiency and literacy * Limited financial resources * Transportation disadvantage * Disability * Chronic health needs | Sample options   * Head start programs * Community parent resource centers * Assisted living centers * Local literacy groups * Faith-based organizations * Paratransit service providers * Developmental disability agencies * Healthcare coalition | Sample options   * Update risk assessments. * Review existing messages/ materials. * Review existing dissemination strategies. * Develop new messages/ materials. * Develop new dissemination strategies. * Assist with action plan process. * Test communication pathway/s for the population served. * Integrate communication strategies into exercises. | Sample options   * Pre-Incident * Response * Recovery | Sample options   * Jurisdictional risk assessment (JRA) * Training * Exercise * Response * Planning meeting * Communication |  |

Below is an example of a completed Partner Integration Worksheet for populations with limited financial resources.

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| **Access and functional needs population(s)** | **Partner** | **Partner role/focus** | **Partner integration phase(s)** | **Participation level** | **Notes** |
| Example  Limited financial resources | Example  United Way | Example  Risk assessment updates.  Review existing messages/materials.  Review existing dissemination strategies. | Example  Pre-incident | Example  **JRA**   * JRA data review/update: provided updated data on homeless populations and locations.   **Training**   * FEMA Access and Functional Needs Communication training (date) * Workshop: Emergency Preparedness workshop (date)   **Exercise**   * Jurisdiction Hurricane Drill (date)   **Communication**   * Dissemination strategies review group      * Public health websites review group | Example  Met on [date] and identified ways to improve dissemination of alerts and safety information to individuals with limited financial resources  in the community |