Appendix A. Checklist for Establishing a Student Interview Team

Yes	No	Partial	Will be implemented (Date)		Task
				1.	Identify a main point of contact at the health department and partnering university for coordinating the student team
				2.	Work with Department of Human Resources (or equivalent) to determine feasible hiring mechanisms and details for paying student wages
				3.	Determine where students will work (office space) and have supplies prepared for their work (computers, phones, office supplies)
				4.	Determine requirements for supervising students while they work and establish any necessary arrangements to accommodate those requirements with main point of contact/coordinator
				5.	Identify venues and partners for recruiting students to participate (e.g. academic institutions, student associations)
				6.	Begin recruitment process with plans for future recruitment so that incoming students overlap with more experienced students
				7.	Engage LHDs to encourage use of student team assistance for conducting interviews
				8.	Engage LHDs to determine standard operating procedures that would be mutually acceptable for state and local public health officials
				9.	Review existing training materials and determine needs for developing other materials, including jurisdiction-specific information and protocols
				10.	Develop any needed training materials to cover all applicable privacy rules, jurisdictional SOPs, interviewing logistics, data systems, etc. (see page 3). This should include a written training manual that is easily accessible to all students.
				11.	Conduct training with incoming students
				12.	Evaluate pre- and post-test results following training (if applicable) and elicit feedback from students to improve future rounds of training
				13.	Implement a scheduling system to ensure adequate coverage for interviewing that includes business and non-business hours
				14.	Implement refresher trainings as needed
				15.	Identify routine surveillance activities that students can assist with
				16.	Identify special projects that students can participate in
				17.	Conduct individual student evaluations for performance and efficiency
				18.	Elicit student feedback about their experience as part of the team
				19.	Conduct exit interviews with students
				20.	Track the number of students who have participated
				21.	Track what opportunities students take when leaving the team

Appendix B. Details Regarding Implementation and Management of Student Teams, by FoodCORE Center

	Connecticut	Minnesota	New York City	Ohio
Year Team Established	2012	1995	2009	2012
Centralized or Decentralized	Decentralized	Centralized	Centralized	Decentralized
Initial interviewing responsibility	Centralized interviews for STEC and *Listeria*; LHDs interview *Salmonella* cases with centralized assistance	Centralized interviewing	Centralized interviewing	LHDs interview SSL* cases; Some LHDs participate in routine centralized interviewing for their SSL cases
# and % of LHDs that participate with centralized interviewing (for decentralized states only)	All LHDs (100%) participate with STEC/ *Listeria* interviews; 66(90%) LHDs participate with *Salmonella* interviews	N/A	N/A	73 (58%) of LHDs participate with SSL interviews
# of students on team during the school year	5–7	8–12	6	4-5
# of total hours worked per week by students during school year	19 hours per student/ week for 2 students 8-12 hours per student/ week for remaining students	20 hours per student/week	15–20 hours per student/week	15–20 hours per student/week
# of students on team during the summer	3	8–12	6	4-5
# of total hours worked per week by students during summer	30–35 hours per student/ week	≥20 hours per student/week	35 hours per student/ week	18–20 hours per student/week
# of SSL* interviews conducted by student team per year	484 SSL (in 2014)	980	~1000	~1,200
# of non-SSL interviews conducted by student team per year	~40 with an additional ~75 outbreak-specific interviews	>2,000	~1100	~50
Can students conduct interviews after hours?	Yes	Yes	Yes	No

SSL = Salmonella, STEC, Listeria

Considerations for routine after-hour interviews	Students have FoodCORE cell phones and can interview off-site on evenings and weekends	Routinely work until 8:30pm	Must be supervised by full-time staff	N/A
Hiring Mechanism	Hired as Yale student employees; Students are recruited through word of mouth, current/previous team members, local MPH programs	Hired as paraprofessionals at state health department; Applicants submit a resume and then are interviewed by MDH epidemiologists	Hired through the NYC DOHMH Human Resources department. Students are recruited from local MPH programs	Hired as interns at state health department; Students are recruited from The Ohio State University, via word of mouth and a career fair, and from other Schools of Public Health
Scheduling Solution	Office whiteboard; daily team communications via text messages if schedules are to be altered	Shared paper calendar	Shared Google calendar	Shared Outlook calendar
Student Activities	• Routine case interviews • Supervising case management • Routine surveillance activities • Contacting LHDs, PCPs, ICPs • Outbreak specific interviews • Outbreak specific studies • Training other interviewers • Data entry, data cleaning, analysis, GIS • Other special projects	• Routine case interviews • Routine surveillance activities • Calling clinics/hospitals • Outbreak specific interviews • Outbreak specific studies • Data management (entry and analysis) • Specimen collection kit delivery/pick up • Surge capacity for other infectious disease public health emergencies • Assist with complaints • Other special projects	• Routine case interviews • Supervising case management • Routine surveillance activities • Perform exclusion and collection of follow-up stool samples from patients in high risk transmission settings • Cluster investigations • Outbreak specific interviews • Outbreak specific studies • Training other interviewers • Other special projects	• Routine case interviews • Hypothesis Generating Questionnaire interviews • Outbreak specific interviews • Provide surge capacity interviewing for LHDs that do not routinely participate in centralized interviews • Training other interviewers • Other special projects
Point of Contact	Sharon Hurd: Sharon.Hurd@yale.edu	Carlota Medus: Carlota.medus@state.mn.us	HaeNa Waechter: hwaechte@health.nyc.gov	Kim Quinn: Kim.Quinn@odh.ohio.gov

Appendix B (continued). Table with Implementation and Management Details for Student Teams by Center

	Oregon	Tennessee	Utah	Wisconsin
Year Team Established	2012	2011	2009	2009
Centralized or Decentralized	Centralized	Centralized	Centralized student team (at state health department) in a decentralized state	Centralized student team (at state health department) in a decentralized state
Initial interviewing responsibility	Centralized interviewing for STEC and *Listeria*; LHDs interview *Salmonella* cases with centralized assistance	Centralized interviewing for *Salmonella* and STEC. LHDs interview *Listeria* cases with centralized assistance.	LHDs interview SSL cases; Some LHDs participate in routine centralized interviewing for their SSL cases and others request assistance with interviews when needed	LHDs interview SSL and non-SSL cases and request centralized assistance for interviewing when needed
# and % of LHDs that participate with centralized interviewing (for decentralized states only)	Most LHDs in OR participate	94 (99%) of counties participate with *Salmonella* and STEC interviews. Two of these 94 counties attempt initial interviews first.	5 (38%) of LHDs participate in routine centralized SSL interviews. All others request assistance when needed.	~98 (99%) of LHDs have received assistance for SSL or non-SSL interviews from the centralized student team.
# of students on team during the school year	2	4	1-2	3–4
# of total hours worked per week by students during school year	20 hours per student/week	10–20 hours per student/week	20–30 hours per student/week	10–15 hours per student/week
# of students on team during the summer	2	4	2	3–4 (could be 5–6 if outgoing team members stay on temporarily to train new team members)
# of total hours worked per week by students during summer	20 hours per student/week	30 hours per student/week	20–40 hours per student/week	10–20 hours per student/week
# of SSL interviews conducted by student team per year	~400	>1100 attempted; 575 completed.	~150 attempted; 130 completed	~100

# of non-SSL interviews conducted by student team per year	<25	<25	~280 attempted; 240 completed	200–500
Can students conduct interviews after hours?	Yes	Yes	Yes	Yes
Considerations for routine after-hour interviews	Students work independently at state office building after hours	The FoodCORE Epi and students workers received special permission via a Commissioner letter that permits working an adjusted schedule. Calls are usually made Tuesday and Thursday evenings; occasionally on Sunday afternoons during peak enteric peak season or an outbreak.	Interviews must be conducted on-site at UDOH (some exceptions may be allowed)	None, students work independently at the state office building after hours
Hiring Mechanism	Hired as limited-duration employees through state public health division. Recruitment through nearby universities and word of mouth.	Hired as part-time clerk positions at the state health department. Students are recruited through nearby universities and word of mouth. *Notes: Since students are part-time, their schedules must average less than 30 hours per week or the state would be at risk of penalties. Tennessee previously hired student workers through a temporary employment agency and university contracts.*	Hired as temporary employees through state department of health. Students are recruited through nearby universities and word of mouth.	Hired as Limited Term Employees at state health department with verbal one year commitment. Students are recruited from local MPH and Population Health programs.
Scheduling Solution	N/A	Shared paper calendar	N/A	Shared Outlook inbox and calendar
Student Activities	• Routine case interviews • Routine surveillance activities • Data entry and retrieval • Cluster investigation	• Routine case interviews *Note: Tennessee uses a stepped approach for student workers. After training, students are observed during interview before interviewing independently. Students must have more experience before interviewing STEC cases.* • Supervising case management • Routine surveillance activities • Data entry and retrieval	• Routine case interviews • Routine surveillance activities • Outbreak specific interviews • Outbreak specific studies • Training other interviewers • Other special projects	• Routine case interviews • Routine surveillance activities • Monitor for and document statewide SSL interview completion • Ensure prompt notification for out-of-state cases • Compile weekly case counts • Contact laboratories and providers to collect missing information

	• Outbreak specific interviews • Outbreak specific studies • Training other interviews • Questionnaire refinement • Database activities	• Cluster investigation • Outbreak specific interviews • Outbreak specific studies • Training other interviews • Other special projects: lab projects, FoodNet non-O157 STEC project, EHS-Net project, *Campylobacter* project, Retail Meat Study		• Outbreak specific interviews • Data entry, preliminary analysis, data cleaning • Training other interviewers • Other special projects
Point(s) of Contact	Emilio DeBess: emilio.e.debess@state.or.us	Katie Garman: Katie.Garman@tn.gov Kailey Lewis: Kailey.Lewis@tn.gov	Kenny Davis: krdavis@utah.gov	Rachel Klos: Rachel.Klos@dhs.wisconsin.gov

Appendix C. Trainings Available for Interviewers

Topic Area or Name of Training	Delivery Method (online, in-person)	How to Access	Point of Contact
New student training	In-person	http://mnfoodsafetycoe.umn.edu/team-d/	Joshua.rounds@state.mn.us
SOS Team Fact Sheet- Who, What, Why, When	SOP (read)	https://www.dhs.wisconsin.gov/publications/p01750.pdf	Rachel Klos Rachel.Klos@dhs.wisconsin.gov
SOS Team Training Checklist	SOP (read)	Word doc, email DHSDPHEnterics@dhs.wisconsin.gov for a copy	Rachel Klos Rachel.Klos@dhs.wisconsin.gov
SOS Team Routine Interviews Script, Tips, and FAQ	SOP (read)	Word doc, email DHSDPHEnterics@dhs.wisconsin.gov for a copy	Rachel Klos Rachel.Klos@dhs.wisconsin.gov
SOS Team Wrapping up Interviews and High Risk Settings	SOP (read)	Word doc, email DHSDPHEnterics@dhs.wisconsin.gov for a copy	Rachel Klos Rachel.Klos@dhs.wisconsin.gov
SOS Team Outbreak Interviews Script and FAQs	SOP (read)	Word doc, email DHSDPHEnterics@dhs.wisconsin.gov for a copy	Rachel Klos Rachel.Klos@dhs.wisconsin.gov
SOS Team Outbreak Interviewing Documentation	SOP (read)	Word doc, email DHSDPHEnterics@dhs.wisconsin.gov for a copy	Rachel Klos Rachel.Klos@dhs.wisconsin.gov
SOS Team Web Resources and Links	SOP (read)	Word doc, email DHSDPHEnterics@dhs.wisconsin.gov for a copy	Rachel Klos Rachel.Klos@dhs.wisconsin.gov
TN FoodCORE Interviewer Training	In-person	Send a request	Kailey Lewis Kailey.Lewis@tn.gov
Sample Pre- and Post-Test for Students	In-person	Word docs, email for a copy	Kailey Lewis Kailey.Lewis@tn.gov
Protocol used with Local Health Department Staff	SOP (read)	Word docs, email for a copy	Kailey Lewis Kailey.Lewis@tn.gov
Pre-Evaluation Form for Students	In-person	Word doc, email for a copy	HaeNa Waechter hwaechte@health.nyc.gov
Exit Interview Form for Students	In-person	Word doc, email for a copy	HaeNa Waechter hwaechte@health.nyc.gov
Team *Salmonella* Working Protocol	SOP (read)	Word doc, email for a copy	HaeNa Waechter hwaechte@health.nyc.gov
Team *Salmonella* Administrative Guidelines	SOP (read)	Word doc, email for a copy	HaeNa Waechter hwaechte@health.nyc.gov
Use of Excel tracking spreadsheet	SOP (read)	Word doc, email for a copy	Kim Quinn Kim.Quinn@odh.ohio.gov
HIPAA and Confidentiality	Online videos	Intranet based (internal training)	Kim Quinn Kim.Quinn@odh.ohio.gov
Interviewing tips and script	SOP (read)	Word doc, email for a copy	Kim Quinn Kim.Quinn@odh.ohio.gov

Appendix D. Peer-Reviewed Publications Describing Student Response Teams

Gebbie, E. N., Morse, S. S., Hanson, H., McCollum, M. C., Reddy, V., Gebbie, K. M., . . . Balter, S. (2007). Training for and maintaining public health surge capacity: a program for disease outbreak investigation by student volunteers. Public Health Rep, 122(1), 127–133.

Koers, E. M., Montealegre, J. R., Bryson, R. S., & Murray, K. O. (2010). Experiences of the Student Epidemic Intelligence Society in strengthening public health response and epidemiologic capacity. Public Health Rep, 125(6), 922–928.

MacDonald, P. D. (2005). Team Epi-Aid: graduate student assistance with urgent public health response. Public Health Rep, 120 Suppl 1, 35–41.

MacDonald, P. D., Davis, M. K., & Horney, J. A. (2010). Review of the UNC Team Epi-Aid graduate student epidemiology response program six years after implementation. Public Health Rep, 125 Suppl 5, 70–77.

Montealegre, J. R., Koers, E. M., Bryson, R. S., & Murray, K. O. (2011). An innovative public health preparedness training program for graduate students. Public Health Rep, 126(3), 441–446.

Morse, S. S. (2003). Building academic-practice partnerships: the Center for Public Health Preparedness at the Columbia University Mailman School of Public Health, before and after 9/11. J Public Health Manag Pract, 9(5), 427–432.

Oberle, M. W., Foy, H. M., Alexander, R., Kobayashi, J., & Helgerson, S. D. (1995). Enhancing student practicum opportunities: the outbreak investigation option. J Public Health Manag Pract, 1(2), 69–73.

Pogreba-Brown, K., Harris, R. B., Stewart, J., Anderson, S., Erhart, L. M., & England, B. (2010). Outbreak investigation partnerships: utilizing a student response team in public health responses. Public Health Rep, 125(6), 916–922.

Richmond, A., Hostler, L., Leeman, G., & King, W. (2010). A brief history and overview of CDC's Centers for Public Health Preparedness Cooperative Agreement Program. Public Health Rep, 125 Suppl 5, 8–14.