

NPHPSP Checklist
(For State Public Health System Performance Assessment)

The following checklist offers you a step-by-step guide for preparing to complete the performance standards initiative.

- Become familiar with the State Essential Public Health Service instrument with which you will be working. Determine meeting location to perform assessment instrument
- Determine refreshments/lunch logistics
- Recruit System Partners for subcommittee (Planning Committee leads/liaisons)
 - Develop working list of possible subcommittee members. List must include name, title, organization, mail address, and e-mail address (Planning Committee lead)
 - Send letter to persons on the list (Logistics team)
 - Place phone calls to persons who respond (Planning Committee lead)
 - Schedule meeting or teleconference (Planning Committee lead)
 - Develop list of System Partners to provide public testimony or serve on assessment team. List must include name, title, organization, mail address, and e-mail address. (Subcommittee)
- Recruit System Partners for Assessment Team and Public Testimony
 - Distribute invitation letters to assessment team and public testimony invitees. (Logistics Team) (six weeks prior)
 - Place phone calls to invitees (Planning Committee member) (5 weeks prior)
 - Send assessment information: agenda, NPHPSP vision/mission/goals, specific essential service instrument, essential services information, CDC ph system slide, and directions (Logistics team) (3 weeks prior)
 - Publicize event – press release, public radio, public service announcement
 - Place follow-up phone calls. (Planning Committee member) (2 weeks prior)
 - Confirm both public testimony and assessment team participants. (Logistics team) (1 week before)
- Confirm refreshments or catered meals for meeting(s) (Logistics)
- Prepare materials for assessment instrument completion meeting. (Logistics)
 - Develop orientation presentation
 - Print-out sufficient number of State Public Health System Performance Assessment Instruments and Assessment Glossary
 - Develop sufficient number of voting cards
 - Flip charts, markers,

- Do assessment instrument completion each month
 - Introduce public forum and receive testimony
 - Orient system partners to assessment completion process
 - Complete State PH System Performance Assessment Instrument
 - Submit data to CDC
- Maintain communication with system partners
- Reassemble system partners to discuss results (in person, teleconference, videoconference)
- Begin quality improvement planning using performance assessment results