

## CIFOR Toolkit Contents

<u>Label</u>	<u>Document name</u>	<u>Purpose</u>	<u>Audience</u>
<b>A</b>	<b>Toolkit Overview</b>	Describes goals, target audience, and approach of the CIFOR Toolkit	Agency and jurisdiction decision-makers
<b>B</b>	<b>Toolkit User Instructions</b>	Discusses in detail the steps for using the CIFOR Toolkit	Facilitator and recorder
<b>C</b>	<b>Toolkit User Instructions (Cheat Sheet for Facilitators)</b>	Briefly lists the steps for using the CIFOR Toolkit	Facilitator
<b>D</b>	<b>Preliminaries Worksheet</b>	Helps identify participants and resources necessary to use the Toolkit	Facilitator
<b>E</b>	<b>Selecting Focus Areas Worksheet</b>	Helps identify parts of foodborne disease outbreak response that are a high priority for program/agency/jurisdiction to work on	Workgroup (or subset) from program/agency/jurisdiction
<b>F</b>	<b>Individual Focus Area Worksheets</b>	Helps identify CIFOR recommendations appropriate for program/agency/jurisdiction related to the following:	Workgroup (or subset) from program/agency/jurisdiction
	<i>Focus Area 1 Worksheet</i>	<i>Relationships with relevant agencies and organizations</i>	
	<i>Focus Area 2 Worksheet</i>	<i>Communications</i>	
	<i>Focus Area 3 Worksheet</i>	<i>Necessary resources</i>	
	<i>Focus Area 4 Worksheet</i>	<i>Notification/complaint systems</i>	
	<i>Focus Area 5 Worksheet</i>	<i>Pathogen-specific surveillance</i>	
	<i>Focus Area 6 Worksheet</i>	<i>Initial steps of an investigation</i>	
	<i>Focus Area 7 Worksheet</i>	<i>Epidemiology investigation</i>	
	<i>Focus Area 8 Worksheet</i>	<i>Environmental health investigation</i>	
	<i>Focus Area 9 Worksheet</i>	<i>Laboratory investigation</i>	
	<i>Focus Area 10 Worksheet</i>	<i>Control of source at implicated facility</i>	
	<i>Focus Area 11 Worksheet</i>	<i>Food recall</i>	
	<i>Focus Area 12 Worksheet</i>	<i>Control of secondary spread</i>	
<b>G</b>	<b>Sample Focus Area Worksheet</b>	Illustrates how to complete a Focus Area worksheet	Facilitator and recorder
<b>H</b>	<b>Crosswalks among National Initiatives and CIFOR Toolkit</b>	Demonstrates bridges among three national quality improvement initiatives and Focus Areas used in CIFOR Toolkit	Agencies/jurisdictions trying to meet FDA Food Regulatory Program, Public Health Accreditation Board, or Public Health Performance Standards
<b>I</b>	<b>Toolkit Tips for Facilitators</b>	Describes role of facilitator and suggestions for leading Toolkit process	Facilitator
<b>J</b>	<b>Participant Evaluation Form</b>	Solicits feedback to improve future versions of CIFOR Toolkit	All workgroup members