

Request for Tribal Epidemiology Center (TEC) Support Form

1. Today's Date: (ex. MM/DD/YYYY)

2. Requester Information

Name:	<input style="width: 95%; height: 20px;" type="text"/>	Address:	<input style="width: 95%; height: 20px;" type="text"/>
Title:	<input style="width: 95%; height: 20px;" type="text"/>		<input style="width: 95%; height: 20px;" type="text"/>
Tribe/Org:	<input style="width: 95%; height: 20px;" type="text"/>	Phone:	<input style="width: 95%; height: 20px;" type="text"/>
Department:	<input style="width: 95%; height: 20px;" type="text"/>	Email:	<input style="width: 95%; height: 20px;" type="text"/>

3. Please provide a brief description of the requested TEC support.

4. TEC Support

(Please check all that apply)	
<input type="checkbox"/>	<p>Community Health Profile (CHP) A report that helps to determine the health status of tribal communities.</p>
<input type="checkbox"/>	<p>Data analysis A short report that examines health information and provides an interpretation of data.</p>
<input type="checkbox"/>	<p>Data search A search to locate publically available data.</p>
<input type="checkbox"/>	<p>Develop health educational materials Provide tribal communities with brochures and/or health bulletins on disease topics.</p>
<input type="checkbox"/>	<p>Document review Support in the form of reading and editing grants, projects, health reports, papers, etc.</p>
<input type="checkbox"/>	<p>Literature search A gathering of reports and published materials on a health topic.</p>
<input type="checkbox"/>	<p>Program evaluation A way of explaining how tribal health programs are working in communities.</p>
<input type="checkbox"/>	<p>Report construction Assistance in writing & assembling a paper with content or data provided by the requestor.</p>
<input type="checkbox"/>	<p>Survey design Creating surveys for tribal communities and health programs.</p>
<input type="checkbox"/>	<p>Public Health Workshops & Public Health Accreditation Workshops [See pages 2-3 for complete list and descriptions]</p>
<input type="checkbox"/>	<p>Other -- Contact TEC to discuss other available TEC support.</p>

Public Health Workshops:

For planning purposes, please schedule workshops at least 2 months in advance.

Workshop dates requested: thru (ex. MM/DD/YYYY)

Public Health Workshops

Public Health Workshops		Length
<input type="checkbox"/>	<p>Basic Public Health & Epidemiology Workshop</p> <p><u>Description:</u> This course introduces the basic principles of public health and epidemiology, the science of public health. Public health and epidemiology terms, definitions, and methods are provided. An overview of how public health surveillance can provide information to improve the health status of tribal communities is reviewed.</p>	1.5 days
<input type="checkbox"/>	<p>Basic Epidemiology for Injury Prevention Programs</p> <p><u>Description:</u> Public health surveillance for injury is the tool public health agencies use to monitor injuries in their communities. Its purpose is to provide a fact based system from which agencies can appropriately set priorities, plan programs, and take actions to promote and protect the public’s health through injury control and prevention.</p>	1.5 days
<input type="checkbox"/>	<p>Program Evaluation Planning Workshop</p> <p><u>Description:</u> Participants learn how to design a program evaluation plan. This hands on workshop walks participants through identifying program stakeholders, identifying program outcomes, designing a project logic model, writing ‘SMART’ objectives, creating a work plan, and creating a budget and budget justification. The workshop also provides tools for designing a conceptual framework, program description, identifying program indicators, and designing an analysis plan.</p>	1.5 days
<input type="checkbox"/>	<p>Community Health Survey Development Workshop</p> <p><u>Description:</u> This course establishes basic knowledge and experience in survey design, interviewer training, and program development. It is intended to aid program directors or coordinators in the collection of quality data for analysis in preparation for grant applications, grant progress assessment, and tribal presentations.</p>	1.5 days
<input type="checkbox"/>	<p>Data Management & Computer Applications Workshop*</p> <p><u>Description:</u> This course provides an introduction to public health surveillance systems and the management of data in these systems. The course addresses data management, analysis, and reporting using Epi Info™ and Microsoft (MS) Excel.</p> <p><i>*Workshops in Fall 2013 will include updated Epi Info™ 7 information.</i></p>	3 days

Public Health Accreditation Readiness Workshops

Public Health Workshops		Length
Public Health Accreditation Readiness		
<input type="checkbox"/>	Tribal Public Health Department Accreditation Readiness: Self-Assessment Facilitated Workshop <u>Description:</u> This workshop provides a forum for tribes to self-assess their level of readiness for public health accreditation. Participants will be provided with an overview of public health accreditation, including Public Health Accreditation Board (PHAB) domains, standards, and measures. Working in small groups, participants will complete a self-assessment tool that demonstrates the tribe’s readiness for accreditation based on the measures and documentation required by the PHAB.	1 day
<input type="checkbox"/>	Tribal Public Health Department Accreditation Readiness: Overview of Tribal Community Health Assessments <u>Description:</u> A Community Health Assessment (CHA) is a collaborative process that includes ongoing and systematic data collection, analysis, and dissemination of information on the health of a community. This training discusses potential benefits and challenges, and outlines a step-by-step CHA process that tribal health departments can follow in preparation for accreditation.	0.5 day – 1 day
<input type="checkbox"/>	Other specialized trainings upon request Contact TEC to learn more about having a specialized training to fit your needs.	Varies

5. Urgency of TEC Support

(ex. MM/DD/YYYY)

Is this product/service needed by a certain date?

Date needed:

Yes

No

Is this product/service associated with a particular event?

Yes

No

(ex. MM/DD/YYYY)

If yes, please explain the event.

Event date:

Please allow up to 48 business hours for a return email and/or phone call.

6. Please check the box below if you are interested in being involved in or contacted about the following *NEW* opportunities:

<input type="checkbox"/>	<p>Workshop Pilot Site</p> <p>The project aims to build capacity within the tribal health by providing public health training and public health project development. ITCA TEC will provide a series of five public health workshops, standard operating procedures (SOPs), and technical assistance sessions. The tribal health department will commit at least two health department staff that will function as designated community public health champions to provide future trainings. ITCA TEC will collect feedback regarding the process from staff, health department directors, and management at 6 months, 1 year, and 2 years as part of the pilot to determine project effectiveness.</p>
<input type="checkbox"/>	<p>Community Health Profile (CHP) Pilot Process</p> <p>The process aims to build capacity within the tribal health department for data management, analysis, and reporting. ITCA TEC will provide intensive tribal capacity building in the form of on-site support to a tribal health department staff member(s) [travel fund dependent] or provide monthly check-ins with new task discussions updating over a year long process to develop the CHP with health department staff via phone and webinar series. The CHP pilot process aims to build capacity within the tribal health department to create CHPs.</p>

7. Please email or fax your completed form to ITCA Tribal Epidemiology Center:

Email: TECinfo@itcaonline.com

Fax: 602-258-4825

For Internal Use Only:

RTA #:

Lead:

Is the customer an internal partner? Yes No

(Ex. Does the partner work at ITCA?)

If yes:

Date Received by TEC

Date Reviewed by TEC Director

Needs Executive Director Review/Approval? Yes No

If yes:

Date Product is Sent to Customer

Date Closed (Official TEC Closing Date)

Filed completed RTA

Updated RTA Log

Updated grant tracking sheet (as necessary) Yes No N/A

If yes: