LHD Practice Exchange – Submission Form

Please submit a detailed summary of your successful practice (e.g., a practice, program, service, event, or policy) following the guidelines provided. E-mail the completed submission to [LHorsley@MALPH.org](mailto:LHorsley@MALPH.org)

The submission form is composed of three (3) sections:

* **Section I: Practice Overview**
  + Submitter Information
  + Practice Information
  + Contact Person(s)
  + Quality Improvement
  + Accreditation
  + Abstract
* **Section II: Practice Description**
  + Overview
  + Justification of Practice
  + Inputs, Activities, Outputs and Outcomes of the Practice
  + Administration, Operations, Services, Personnel, Expertise and Resources (non-monetary resources) of the Practice
  + Budget Estimates and Formulas of the Practice
  + Lessons Learned and/or Plans for Improvement
  + Available Resources
* **Section III: Practice Evaluation Information**
  + Evaluation Process
  + Impact/Effectiveness
  + Efficiency
  + Demonstrated Sustainability
  + Collaboration/ Integration
  + Additional Objectives/ Rationale

Beyond these sections, MALPH encourages to consider an “X-Factor” when assessing your practice. The “X-Factor” should include variables related to leadership, political acceptability, available resources, feasibility and implementation that are specific to the program and environment, which will influence the acceptability/adaptability of the practice. Include this information in all sections where appropriate. MALPH also encourages adding hyper-links where appropriate when information is published in an online format for reference.

**Section I: Practice Overview**

SUBMITTER INFORMATION

Submitter Name:

Title:

Phone Number:

E-Mail:

PRACTICE INFORMATION

Agency name:

Size (Rural, Mid-Size, Urban, Suburban, N/A, etc.):

Name of Practice:

Population Served:

***Category*** *(choose* ***1 primary*** *and* ***up to 2 secondary*** *from the category selection)*

Primary:

Secondary:  1)

2)

**CATEGORIES**

*This will determine where the practice will be placed on the website*

* Access to Care
* Advocacy and Policymaking
* Animal Control
* Chronic Disease
* Coalitions and Partnerships
* Communication/ Public Relations
* Community Assessment
* Community Involvement
* Cultural Competence
* Environmental Health
* Food Safety
* Health Equity
* Immunization
* Infectious Disease
* Informatics
* Injury Prevention
* Marketing and Promotion
* Maternal and Child Health
* Organizational Practices
* Other Infrastructure and Systems
* Primary Care
* Quality Improvement
* Research and Evaluation
* Tobacco
* Vector Control
* Water Quality
* Workforce
* Other (please specify)

CONTACT PERSON(S) FOR INQUIRIES *(only primary required)*

***PRIMARY***

Name:

Title:

Phone:

Fax:

E-Mail:

***SECONDARY***

Name:

Title:

Phone:

Fax:

E-Mail:

QUALITY IMPROVEMENT

Is this practice related to (or the result of) a formal quality improvement (QI) project?

Yes  No

If yes, what QI **methods** were used? If yes, what QI **tools** were used?

PDSA/ PDCA  Process Map

Baldrige  Fishbone Diagrams

Lean  Pareto Chart

SixSigma  Check Sheet

Other Quality Improvement Technique(s):

ACCREDITATION

Does this practice meet:

1. Michigan Accreditation? Yes No  N/A If yes, what section(s):
2. National Accreditation? Yes No N/A If yes, what domain(s):

**Michigan Accreditation Minimum Program Requirements Sections**

* Section I- LHD Powers and Duties
* QIS - Quality Improvement Supplement
* Section II- Food Service
* Section III- General Communicable Disease Control
* Section IV- Hearing
* Section V- Immunization
* Section VI- On-Site Sewage Treatment Management
* Section VII- Sexually Transmitted Disease and HIV/AIDS
* Section VIII- Vision
* Section IX- Breast and Cervical Cancer Control Program (BCCCP)
* Section X- Family Planning
* Section XI- Women, Infants, and Children (WIC)
* Section XII- Children’s Special Health Care Services (CSHCS)

**National Accreditation Domains**

* Domain 1- Conduct and disseminate assessments focused on population health status and public health issues facing the community
* Domain 2- Investigate health problems and environmental public health hazards to protect the community
* Domain 3- Inform and educate about public health issues and functions
* Domain 4- Engage with the community to identify and address health problems
* Domain 5- Develop public health policies and plans
* Domain 6- Enforce public health laws
* Domain 7- Promote strategies to improve access to health care services
* Domain 8- Maintain a competent public health workforce
* Domain 9- Evaluate and continuously improve health department processes, programs, and interventions
* Domain 10- Contribute to and apply the evidence base of public health
* Domain 11- Maintain administrative and management capacity
* Domain 12- Maintain capacity to engage the public health governing entity

Abstract: Provide a detailed summary of the public health practice. Include information on:

* What are you doing?
* Who is doing it and why?
* What is the cost?
* Why do you think it made a difference such as the benefits and achievements?

*Limit the summary description to around half a page. The abstract will be used to introduce the practice on the website.*

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**Section II: Practice Description**

Overview:

* Public health issue addressed
* When (month and year) the practice was implemented
* Planning process (how long it took to implement, who was involved in the planning process, etc.)
* Target population/ audience, if applicable.
* Number of percentage of the target population/ audience reached, if applicable
* List the goal(s) and objective(s) (at least one and up to three) of the practice and clearly link them to the problem or issue the practice is addressing and briefly indicate what the practice intends to accomplish overall. Be sure to note if you have met the goals and objectives of the practices.

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Justification of the Practice:

* Describe why the practice was implemented in your community
* What are the current demographics of your target population, if applicable?

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Inputs, Activities, Outputs and Outcomes of the Practice:

* What were the specific tasks taken to achieve each goal and objective of the practice?
* What was the timeframe for carrying out these tasks?
* Briefly describe how the practice was implemented
* What were the outputs and outcomes of the practice?

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Administration, Operations, Services, Personnel, Expertise and Resources (non-monetary resources) of the Practice:

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Budget Estimates and Formulas of the Practice:

* List of funding source(s)
* Describe any start-up and in-kind costs

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Lessons Learned and/or Plans for Improvement:

* Highlight top lessons learned (both positive and negative) and plans for improvement that will guide successful implementation

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Available Resources:

* List published documents and/or links to additional information to assist in implementation

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**Section III: Practice Evaluation Information**

Evaluation Process:

* Describe the evaluation process
* Who was involved in the process
* Tools utilized (qualitative analysis, quantitative analysis, SWOT, etc)

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Impact/ Effectiveness:

* How has the practice demonstrated impact, applicability, and benefits to the care and well-being of certain populations or communities (i.e., reference scientific evidence, outcomes of the practice and/or evaluation results?

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Efficiency:

* How has the practice demonstrated cost and resource efficiency where expenses are appropriate to benefits?
* How has the practice demonstrated realistic and reasonable staffing and time requirements?
* Provide unit costs analysis of cost-benefit analysis if appropriate

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Demonstrated Sustainability:

* How has the practice showed sustainable benefits and/or how has the practice been sustainable within the populations/ communities?
* What mechanisms have been built into the practice to assure sustainability?

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Collaboration/ Integration:

* How has the practice built effective partnerships/ collaborations among various organizations and integrated with other health projects and issues?
* What are the tradition, non-traditional, public and private partnerships/ collaborations established by the practice for integration, effectiveness, efficiency and sustainability?
* Check the partners whom you’ve collaborated with for this practice:

Community Based Organization

Faith Based Communities

Government Agencies

Health Systems

Hospitals

Media Outlets

University

Other(s):

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Additional Objectives/ Rationale:

* How has the practice addressed HP2020 objectives and/or built basic infrastructure and capacity within your local health department? [www.healthypeople.gov](http://www.healthypeople.gov)
* How has the practice addressed Michigan Accreditation program requirements and/or National Accreditation?

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