

## Instructions

Please answer each question to the best of your ability.

- Please complete one capacity assessment per public health department.
- Feel free to collaborate with staff to complete the assessment.
- Please use your best estimate for data/information that is not readily available.
- It is perfectly okay if your answer is 'none', as it provides us a way to plan for future capacity building efforts.

Each set of components is assessed twice using two scales: a **capacity** scale and a **capability** scale.

1. **Capacity** is a measure of how much of something can be done. Does the health department have the appropriate amount of staff, time, and funding to fulfill the level of need for this service in the community?
2. **Capability** is a measure of whether or how well something can be done. Are the skills, knowledge, and expertise in place that are needed to perform the task?

In this document, capacity and capability are both assessed using the following scale:

0- None
1- Minimal
2- Some
3- Sufficient

For each service area question there are two organizations listed **LPHA & WCPHP**:

1. Local Public Health Agency "**LPHA**": For every question please check the boxes for the appropriate level of capacity/capability for your "LPHA". If the service is provided by another agency (e.g. CDPHE, another county, another department in your county) please indicate the LPHA has none/minimal capacity/capability and list the agency that provides the service in the box provided below.
2. West Central Public Health Partnership "**WCPHP**": If the service is provided by the WCPHP, please check the boxes for the appropriate level of capacity/capability for the "WCPHP".

For the Environmental Health, Vital Records, and Emergency Preparedness and Response core services areas there is also an "Other" row to use if another agency provides the services for you. Please list the "Other" agency in the space provided.

<b>Example</b> To what degree does your public health department currently have the capability and capacity for the following components of the Assessment, Planning, and Communication Core Public Health Service?		Capacity (staff, time, and funding)				Capability (skills, knowledge, and expertise)			
		0 None	1 Minimal	2 Some	3 Sufficient	0 None	1 Minimal	2 Some	3 Sufficient
Ability to participate in integrated state, local, and national surveillance system(s) that quantify public health and environmental problems and threats.	<b>LPHA</b>  <b>WCPHP</b>				X			X	
If another agency (outside of the WCPHP) provides any of the services above please tell us which agency and which service.									
This example indicates that the respondent feels that their local public health agency has sufficient capacity and some capability to provide the core service listed. The respondent has left the WCPHP row blank indicating this is not a service provided by the WCPHP.									

## Assessment, Planning, and Communication

All agencies are required to use assessment and planning methodologies to identify, evaluate and understand community health problems, priority populations, and potential threats to the public's health, and use this knowledge to determine what strategies are needed to engage partners and improve health.

**To what degree does your public health department currently have the capability and capacity for the following components of the Assessment, Planning, and Communication Core Public Health Service?**

		Capacity (staff, time, and funding)					Capability (skills, knowledge, and expertise)				
		0 None	1 Minimal	2	3 Some	Sufficient	0 None	1 Minimal	2	3 Some	Sufficient
1	Ability to participate in integrated state, local, and national surveillance system(s) that quantify public health and environmental problems and threats.	LPHA									
		WCPHP									
2	Ability to complete a local public health plan based on a comprehensive assessment of the community's health and environmental status at a minimum of	LPHA									
		WCPHP									
3	Ability to use regional and county data, provided by CDPHE, on conditions of public health importance, including: chronic and communicable disease; environmental hazards; health disparities; determinants of health; and injury.	LPHA									
		WCPHP									
4	Ability to communicate to the public and key stakeholders the results of the community health assessment and local public health plan, as well as other public health information that is important to the health of residents and visitors.	LPHA									
		WCPHP									
If another agency (outside of the WCPHP) provides any of the services above please tell us which agency and which service (1-4).											

**5 Please indicate your level of agreement with the following statement: "My health department is currently able to perform the components within the Assessment, Planning and Communication Core Public Health Service Area."**

Strongly Agree	
Somewhat Agree	
Neither Agree nor disagree	
Somewhat Disagree	
Strongly Disagree	

**6 Do you have the necessary staff to complete the above tasks? If so, who? How much time per week do they spend?**

**7 What are some barriers that contribute to a current gap in capacity or capability for the Assessment, Planning, and Communication core services area?**

**8 How might the WCPHP improve the capacity and capability of your public health department to provide the components of this core service area?**

**9 Additional Comments?**

## Vital Records and Statistics

All agencies are required to record and report vital events (e.g. births and deaths) in compliance with Colorado statutes, Board of Health Regulations, and Office of the State Registrar of Vital Statistics policies. Public health directors shall act as the local registrar of vital statistics or contract out the responsibility of registrar in the area over which the agency has jurisdiction.

To what degree does your public health department currently have the capability and capacity for the following components of the Vital Records and Statistics Core Public Health Service?		Capacity (staff, time, and funding)				Capability (skills, knowledge, and expertise)			
		0 None	1 Minimal	2 Some	3 Sufficient	0 None	1 Minimal	2 Some	3 Sufficient
1	Ability to record and report vital events (e.g. births and deaths) in compliance with Colorado statutes, Board of Health Regulations, and Office of the State Registrar of Vital Statistics policies.	LPHA WCPHP Other: _____							
2	Ability to act as the local registrar of vital statistics or contract out the responsibility of registrar in the area over which the agency has jurisdiction.	LPHA WCPHP Other: _____							

3 Please indicate your level of agreement with the following statement: "My health department is currently able to perform the components within the Vital Records and Statistics Core Public Health Service Area."

Strongly Agree	
Somewhat Agree	
Neither Agree nor disagree	
Somewhat Disagree	
Strongly Disagree	

4 Do you have the necessary staff to complete the above tasks? If so, who? How much time per week do they spend?

5 What are some barriers that contribute to a current gap in capacity or capability for the Vital Records and Statistics core services area?

6 How might the WCPHP improve the capacity and capability of your public health department to provide the components of this core service area?

7 Additional Comments?

## Communicable Disease Prevention, Investigation, and Control

All agencies are required to track the incidence and distribution of disease in the population and prevent and control vaccine-preventable diseases, zoonotic, vector, air-borne, water-borne and food-borne illnesses, and other diseases that are transmitted person-to-person.

To what degree does your public health department currently have the capability and capacity for the following components of the Communicable Disease Prevention, Investigation, and Control Core Public Health Service?		Capacity (staff, time, and funding)					Capability (skills, knowledge, and expertise)				
		0 None	1 Minimal	2	3 Some	Sufficient	0 None	1 Minimal	2	3 Some	Sufficient
1	Ability to collect and report disease information according to Colorado Board of Health Rules And Regulations.	LP HA									
2	Ability to investigate cases of reportable diseases and suspected outbreaks according to standard protocols and guidance provided by CDPHE.	LP HA									
3	Ability to assure immunizations using established standards, and, in collaboration with CDPHE, monitor community immunization levels.	LP HA									
4	Ability to take appropriate measures to prevent disease transmission using methods specific to: infected persons (isolation, treatment, contact tracing/notification); contacts to infected persons (quarantine, prophylaxis); and the environment in which the communicable disease occurs (facility closure, disinfection).	LP HA									
5	Ability to work closely with CDPHE in communicable disease investigation and control, particularly if the investigation crosses county lines or technical assistance is needed.	LP HA									
If another agency (outside of the WCPHP) provides any of the services above please tell us which agency and which service (1-5).											

6 Please indicate your level of agreement with the following statement: "My health department is currently able to perform the components within the Communicable Disease Prevention, Investigation, and Control Core Public Health Service."

Strongly Agree	
Somewhat Agree	
Neither Agree nor disagree	
Somewhat Disagree	
Strongly Disagree	

7 Do you have the necessary staff to complete the above tasks? If so, who? How much time per week do they spend?

8 What are some barriers that contribute to a current gap in capacity or capability for the Communicable Disease Prevention, Investigation, and Control Core Public Health Service?

9 How might the WCPHP improve the capacity and capability of your public health department to provide the components of this core service area?

10 Additional Comments?

## Prevention and Population Health Promotion

All agencies are required to develop, implement, and evaluate strategies (policies and programs) to enhance and promote healthy living, quality of life and wellbeing while reducing the incidence of preventable (chronic and communicable) diseases, injuries, disabilities and other poor health outcomes across the life-span.

### To what degree does your public health department currently have the capability and capacity for the following components of the Prevention and Population Health Promotion Core Public Health Service?

		Capacity (staff, time, and funding)					Capability (skills, knowledge, and expertise)				
		0 None	1 Minimal	2	3 Some	Sufficient	0 None	1 Minimal	2	3 Some	Sufficient
1	Ability to work to improve the health status of infants, children, youth, women, and their families.	LPHA									
2	Ability to work to protect critical stages of a child's physical and mental development during pregnancy, infancy and early childhood.	WCPHP									
3	Ability to promote physical (including oral) health, mental and behavioral health, and environmental health with emphasis on increasing health equity among priority populations (e.g., children, elderly, racial or ethnic populations).	LPHA									
4	Ability to address identified risk factors or behaviors (e.g., tobacco use, physical activity, nutrition, teen pregnancy, sexually-transmitted infections) based on community health assessment priorities.	WCPHP									
5	Ability to inform, educate, and engage the public and policymakers to build community consensus and capability to promote/support evidenced-based strategies that enable healthy behaviors and environments for individuals, families, organizations, and communities.	LPHA									
6	Ability to assure strategies are delivered in a culturally and linguistically appropriate manner.	WCPHP									
7	Ability to coordinate efforts with governmental and community partners to link individuals to services such as primary care, maternal and child health care, oral health care, specialty care, and mental health care.	LPHA									
8	Ability to develop community-specific solutions to address.	WCPHP									
9	Ability to promote and participate in planning for sustainable environments that support healthy living.	LPHA									
If another agency (outside of the WCPHP) provides any of the services above please tell us which agency and which service (1-9).		WCPHP									

### 10 Please indicate your level of agreement with the following statement: "My health department is currently able to perform the components within the Prevention and Population Health Promotion Core Public Health Service."

Strongly Agree	
Somewhat Agree	
Neither Agree nor Disagree	
Somewhat Disagree	
Strongly Disagree	

### 11 Do you have the necessary staff to complete the above tasks? If so, who? How much time per week do they spend?

### 12 What are some barriers that contribute to a current gap in capacity or capability for the Prevention and Population Health Promotion Core Public Health Service?

### 13 How might the WCPHP improve the capacity and capability of your public health department to provide the components of this core service area?

### 14 Additional Comments?

## Emergency Preparedness and Response

All agencies are required to prepare and respond to emergencies with a public health or environmental health implication in coordination with local, state and federal agencies and public and private sector partners.

To what degree does your public health department currently have the capability and capacity for the following components of the Emergency Preparedness and Response Core Public Health Service?		Capacity (staff, time, and funding)					Capability (skills, knowledge, and expertise)				
		0 None	1 Minimal	2 Some	3 Sufficient		0 None	1 Minimal	2 Some	3 Sufficient	
1	Ability to participate in All-Hazards planning, training, exercises, and response activities within the local jurisdiction.	LPHA WCPHP Other: _____									
2	Ability to serve as or support the "Emergency Support Function 8 - Public Health" lead for the county, region, or jurisdiction.	LPHA WCPHP Other: _____									
3	Ability to implement an emergency communication strategy to inform the community and to activate emergency response personnel in the event of a public health crisis.	LPHA WCPHP Other: _____									
4	Ability to coordinate with county Emergency Managers and other first responders.	LPHA WCPHP Other: _____									
5	Ability to promote community preparedness by communicating steps that can be taken before, during, or after a disaster.	LPHA WCPHP Other: _____									
6	Ability to assure strategies are delivered in a culturally and linguistically appropriate manner.	LPHA WCPHP Other: _____									

7 Please indicate your level of agreement with the following statement: "My health department is currently able to perform the components within the Emergency Preparedness and Response Core Public Health Service."

Strongly Agree	<input type="text"/>
Somewhat Agree	<input type="text"/>
Neither Agree nor Disagree	<input type="text"/>
Somewhat Disagree	<input type="text"/>
Strongly Disagree	<input type="text"/>

8 Do you have the necessary staff to complete the above tasks? If so, who? How much time per week do they spend?

9

What are some barriers that contribute to a current gap in capacity or capability for the Emergency Preparedness and Response Core Public Health Service?

10 How might the WCPHP improve the capacity and capability of your public health department to provide the components of this core service area?

11 Additional Comments?

**Environmental Health**

Recognizing that significant responsibility for environmental quality management and oversight lies with state and federal agencies, all agencies are required to participate in the protection and improvement of air, water, land, and food quality by identifying, investigating, and responding to community environmental health concerns, reducing current and emerging environmental health risks, preventing communicable diseases, and sustaining the environment. These activities shall be consistent with applicable laws and regulations, and coordinated with local, state and federal agencies, industry, and the public.

To what degree does your public health department currently have the capacity and capacity for the following components of the Environmental Health Core Public Health Service?		Capacity (staff, time, and funding)					Capability (skills, knowledge, and expertise)				
		0 None	1 Minimal	2	Some	3 Sufficient	0 None	1 Minimal	2	Some	3 Sufficient
1	Ability to identify and mitigate vector-borne (e.g. insects, rodents), air-borne, water-borne, food-borne, and other public health threats related to environmental hazards.	LPHA WCPHP Other: _____									
2	Ability to take appropriate steps to support the protection of surface water and groundwater, including recreational waters and drinking water sources, and assure appropriate local regulatory oversight of onsite waste-water systems.	LPHA WCPHP Other: _____									
3	Ability to implement public health laws, policies and procedures to assure the safety of food provided to the public at retail food establishments.	LPHA WCPHP Other: _____									
4	Ability to implement public health laws, policies and procedures to assure the sanitation of institutional facilities (e.g. child care facilities, local correctional facilities and schools).	LPHA WCPHP Other: _____									
5	Ability to take appropriate steps to assure the proper storage, collection, treatment, and disposal of garbage, refuse, and solid and hazardous waste.	LPHA WCPHP Other: _____									
6	Ability to promote programs to minimize the amount of solid and hazardous waste and maximize the amount of recycling and reuse.	LPHA WCPHP Other: _____									
7	Ability to participate in land use planning and sustainable development to encourage decisions that promote positive public health outcomes (e.g. consideration of housing, urban development, recreational facilities and transport), and that protect and improve air quality, water quality and solid waste management.	LPHA WCPHP Other: _____									
8	Where appropriate and practicable, ability to enter into contracts or other acceptable agreements with the state's environmental programs in order to perform local assessments, inspections, investigations, and monitoring programs.	LPHA WCPHP Other: _____									

9 Please indicate your level of agreement with the following statement: "My health department is currently able to perform the components within the Environmental Health Core Public Health Service."

Strongly Agree	<input type="text"/>
Somewhat Agree	<input type="text"/>
Neither Agree nor Disagree	<input type="text"/>
Somewhat Disagree	<input type="text"/>
Strongly Disagree	<input type="text"/>

10 Do you have the necessary staff to complete the above tasks? If so, who? How much time per week do they spend?

11 What are some barriers that contribute to a current gap in capacity or capability for the Environmental Health Core Public Health Service?

12 How might the WCPHP improve the capacity and capability of your public health department to provide the components of this core service area?

13 Additional Comments?

## Administration and Governance

All agencies are required to establish and maintain programs, personnel, facilities, information technology, and other resources necessary to deliver core public health services throughout the agency's jurisdiction. This may be done directly by the agency, or in collaboration with other governmental agencies, and community and regional partners.

To what degree does your public health department currently have the capacity and capacity for the following components of the Administration and Governance Core Public Health Service?		Capacity (staff, time, and funding)					Capability (skills, knowledge, and expertise)				
		0 None	1 Minimal	2 Some	3 Sufficient		0 None	1 Minimal	2 Some	3 Sufficient	
1	Ability to maintain competent, appropriate staffing and other resources to ensure capacity for delivery of core public health services.	LP HP									
2	Ability to meet minimum quality standards in the delivery of core public health services throughout the jurisdiction.	LP HP									
3	Ability to implement public health laws, policies, and procedures regarding agency operations in compliance with state statutes, rules, and regulations.	LP HP									
4	Ability to assess the provision of core public health services provided in the jurisdiction.	LP HP									
5	Ability to establish procedures for working across jurisdictional boundaries and/or for requesting assistance in the delivery of core public health services.	LP HP									
6	Ability to utilize effective financial management systems and ensure management of the public health fund in accordance with C.R.S. 25-1-511.	LP HP									
If another agency (outside of the WCPHP) provides any of the services above please tell us which agency and which service (1-6).											

7 Please indicate your level of agreement with the following statement: "My health department is currently able to perform the components within the Administration and Governance Core Public Health Service."

Strongly Agree	
Somewhat Agree	
Neither Agree nor Disagree	
Somewhat Disagree	
Strongly Disagree	

8 Do you have the necessary staff to complete the above tasks? If so, who? How much time per week do they spend?

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9 What are some barriers that contribute to a current gap in capacity or capability for the Administration and Governance Core Public Health Service?

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10 How might the WCPHP improve the capacity and capability of your public health department to provide the components of this core service area?

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11 Additional Comments?

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## Regional Collaboration

The purpose of this section is to assess each local public health agency's ability to participate in regional work, grants and regional collaboration.

To what degree does your public health department currently have the capability and capacity for the following components of WCPHP Regional Collaboration?	Capacity (staff, time, and funding)				Capability (skills, knowledge, and expertise)					
	0 None	1 Minimal	2 Some	3 Sufficient	0 None	1 Minimal	2 Some	3 Sufficient		
1 Ability to be the central fiscal agent for a regional grant.										
2 Ability to hire new staff necessary to implement regional work (e.g. ability to work with county gov't to approve new hire).										
3 Ability to expand staff capacity by adding work hours for existing qualified staff.										
4 Ability to supervise employees working on WCPHP regional grants (e.g. oversee completion of regional activities, reporting).										
5 Ability to ensure that reporting/billing is complete in a timely manner as indicated by regional grant agreements.										
6 Ability to participate in WCPHP quarterly meetings, quarterly conference calls, and annual stakeholder meetings.										
7 Ability to work with community partners/coalitions to address the three regional priority areas.										
8 Ability to create necessary partnerships within the community to implement regional grants.										

9 Please indicate your level of agreement with the following statement: "My health department is currently able to perform the components necessary for regional grant collaboration."

Strongly Agree	
Somewhat Agree	
Neither Agree nor Disagree	
Somewhat Disagree	
Strongly Disagree	

10 What are some barriers that contribute to a current gap in capacity or capability for regional grant collaboration?

11 What percent of time do you spend on clinical/ direct service work?

12 What percent of time do you spend supervising staff?

13 What services could be shared (if any) outside of the core public health services (e.g. grant management, data collection, Public Information Officer, Planning)?

14 Do you have requirements from the county Board of Health or other county organizations outside of the Public Health Core Services? If so, please explain.

## Budgetary/Financial Considerations

- 1 Please indicate your level of agreement with the following statement: "My health department currently has the funding necessary to assure the provision of the Colorado Core Public Health Services "

Strongly Agree	
Somewhat Agree	
Neither Agree nor Disagree	
Somewhat Disagree	
Strongly Disagree	

- 2 What is your total operating budget for 2017?

- 3 How many total full-time equivalents (FTE; equal to approximately 2,080 hours per year) are included in your operating budget in 2017?

- 4 If possible please provide the number of FTEs you have on staff by program and job title.

Program	Job Title	FTE
1		
2		
3		
4		
5		

Program	Job Title	FTE
6		
7		
8		
9		
10		

Program	Job Title	FTE
11		
12		
13		
14		
15		

- 5 Are the full-time equivalents included in your 2017 operating budget adequate to provide or arrange for the provision of *quality* core public health services?

- 6 Does your local public health department have access to general county support services that are not included in the operating budget? If so, please describe.

	Finance	Human Resources	Communications	Information Technology	Attorney	Other:
Yes						
No						

Description of support services:

- 7 Additional Comments?