Barren River
DISTRICT HEALTH DEPARTMENT

2023-2026
Workforce Development Plan

Mission, Vision, Values

Mission

Our mission is to serve our community by protecting and improving the environment and health of people through prevention, surveillance, education, and partnerships.

Vision

A healthy community for all people to live, learn, work, and play.

Values

Collaboration, Adaptability, Reliability, Excellence

Healthy Community.
Happy Families.

Barren River
DISTRICT HEALTH DEPARTMENT
Barren, Butler, Edmonson, Hart, Logan,
Metcalfe, Simpson, and Warren Counties

It is with great honor that I introduce the Barren River District Health Department's (BRDHD) Workforce Development Plan. This plan shows how BRDHD plans to maintain a competent and efficient workforce to serve our district to the best of our ability.

Public health is ever-changing, so it is imperative that we as an agency do the same. Flexibility is key. When needs shift, we must pivot to meet demands. Over the past years, we have faced many obstacles in public health, but we keep moving forward, all thanks to our incredible employees. Looking back on the continuous effect of COVID-19 to our daily lives, Barren River District's employees were adaptable and eager to get the job done. As part of the essential workforce that guided our community through this pandemic, BRDHD staff experienced challenges like never before. We could not be more proud of their accomplishments and ability to exceed expectations.

Due to the hard work of leadership, our financial status is the best we have incurred in over 20 years. Like many other healthcare entities in the United States, recruitment and retention are struggles we still face as an agency. We are working hard to improve in these areas to build an even stronger workforce. One of BRDHD's greatest assets is our ability to provide a healthy work/life balance to our employees. Families come first. We know that time with family is crucial and priceless, and allowing employees to put family first is of utmost importance to agency leadership.

I am proud to be an employee of the Barren River District Health Department and to work alongside such dedicated, driven, and dependable individuals.

Kim Flora
Director of Administrative Services

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Purpose & Expected Impact

The training and development of our workforce is one part of a comprehensive strategic plan to achieve BRDHD's mission and vision. BRDHD strives to have a workforce that is competent, motivated, and eager for growth in order to better promote and protect our community's health and prevent chronic disease. BRDHD District and Branch Directors have developed the following plan using various assessments of organizational, community, and employee needs to illuminate gaps in workforce knowledge, skills, and abilities (KSAs) as well as workforce capacity.

By addressing priority gaps and implementing this Workforce Development Plan, we expect staff to be happier and even more skilled in their roles. Agency-wide plans including the Workforce Development Plan give all employees direction and insight into BRDHD's strategies. Further, addressing these gaps will allow us to better serve our diverse community. Failure to implement the Workforce Development Plan could lead to employee frustration, employee burnout, inefficient or inadequate efforts to help our community, and intensified capacity gaps.

This plan is designed to be a living document that will be used by every employee and emphasized by leadership as a stepping-stone to a healthier community. All new employee orientation will include an overview of this plan, while supervisors and Branch Directors are responsible for ensuring all employees are incorporated into the plans and understand their roles within the agency's mission and vision.

This plan was created with guidance from two national accrediting bodies, Public Health Accreditation Board (PHAB) and Project Public Health Ready (PPHR). Specifically, the 2022 BRDHD Workforce Development Plan addresses the following standards and measures:

Public Health Accreditation Board Standards (v. 2022)

Standard 8.2: Build a competent public health workforce and leadership that practices cultural humility.

Project Public Health Ready Measures

Measure 2.2. Conduct of Regular Training Needs Assessments.

Measure 2.3. Completion and maintenance of a Workforce Development Plan and Staff Competencies.

Community Profile

Barren River District is comprised of eight counties in south central Kentucky and is primarily rural in nature. The counties are listed here, with each county seat in parentheses:

- Barren County (Glasgow)
- Butler County (Morgantown)
- Edmonson County (Brownsville)
- Hart County (Munfordville)
- Logan County (Russellville)
- Metcalfe County (Edmonton)
- Simpson County (Franklin)
- Warren County (Bowling Green)

According to the 2020 US Census, the 8-county service area is home to 280,136[A] people, 51% of which are female[B]. While 81% of the Barren River District is white non-Hispanic[C], the area is home to a range of other races, ethnicities, and cultural backgrounds. Figure 1 below shows the makeup of our population by race and ethnicity.

For more information about our community, please see the 2023-2029 Strategic Plan and *2022 CHA/CHIP* or CHA Dashboard.

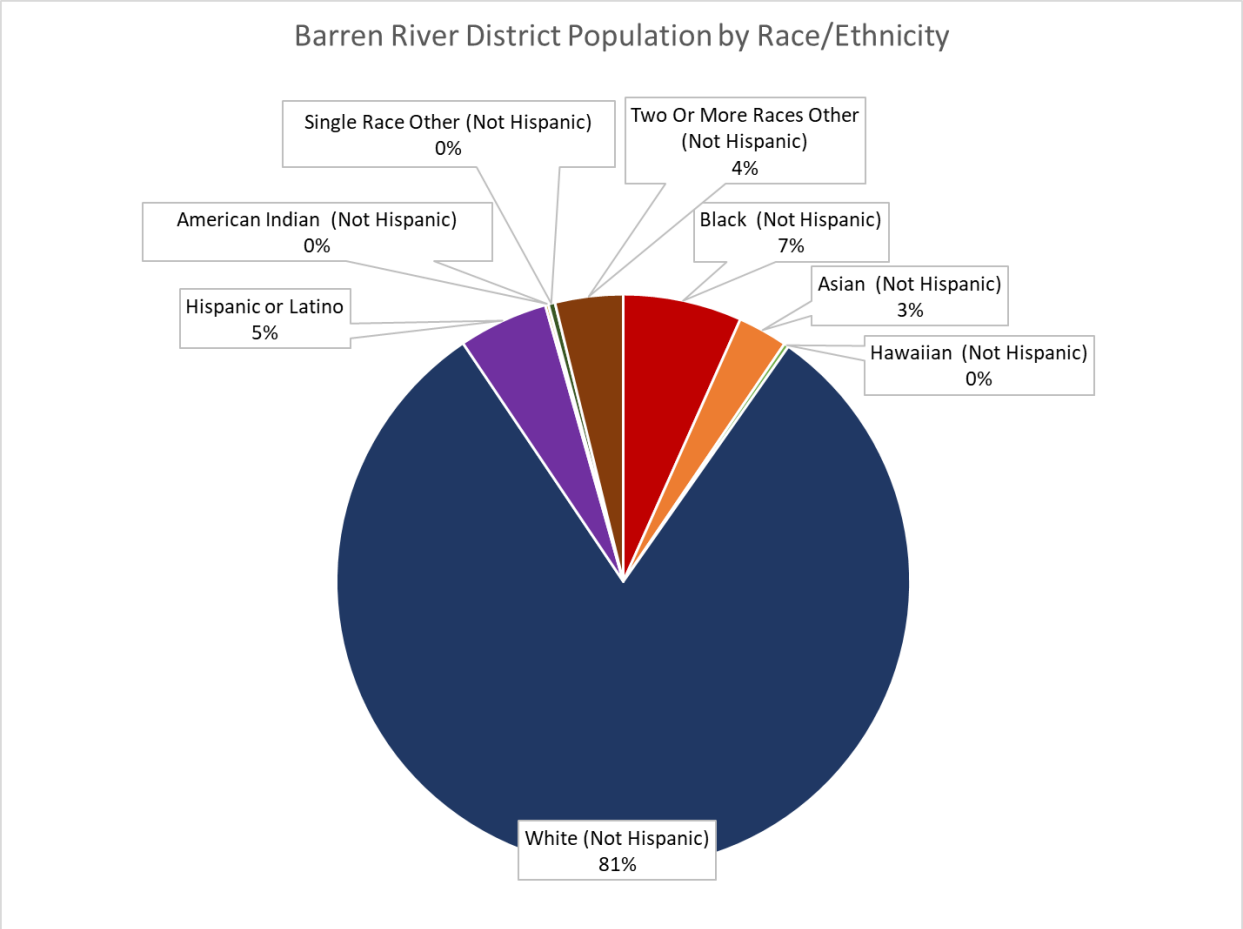


Figure 1: Pie chart detailing race and ethnicity of Barren River District residents. Data from U.S. Census Bureau's 2020 Decennial Census.

Workforce Profile

Current Workforce Demographics (as of 11/28/22)

Below is a look at our agency by current staff demographics.

Category	# of Staff
Total # of Employees	118
# of Open Positions	6
Full Time Positions	107
Part Time Positions	11
Gender	
Female:	103
Male:	15
Race	
Hispanic:	3
Asian:	3
African American:	4
Caucasian:	108
Age	
< 20:	0
20 – 29:	16
30 – 39:	21
40 – 49:	34
50 – 59:	31
>60:	16
Primary Professional Disciplines/Credentials	
Management:	11
Mid-Level Management:	16
Nurse:	26
Registered Sanitarian/EH Specialist:	14
Epidemiologist:	1
Health Educator:	9
Dietitian:	2
Social Workers:	6
Dental Hygienists:	2
Employees ≤ 5 Years from Retirement	
Management:	4
Non-Management:	6

Internship Program

BRDHD's strong partnerships with local colleges and universities, including an Academic Health Department agreement with Western Kentucky University, has allowed us to provide internships for upcoming public health, nursing, information technology, and health care administration

students. These internships help prepare students for public health practice and apply academic competencies to real-world work while being mentored by public health professionals. Our interns frequently become employees at BRDHD, which provides our agency with an employee who has rich foundational knowledge of our agency's mission, vision, and daily operations.

Our partnerships with colleges and universities also gives us the opportunity to provide feedback on the areas of knowledge we deem most important to public health work. BRDHD continues to stress the importance of education focused around the following areas:

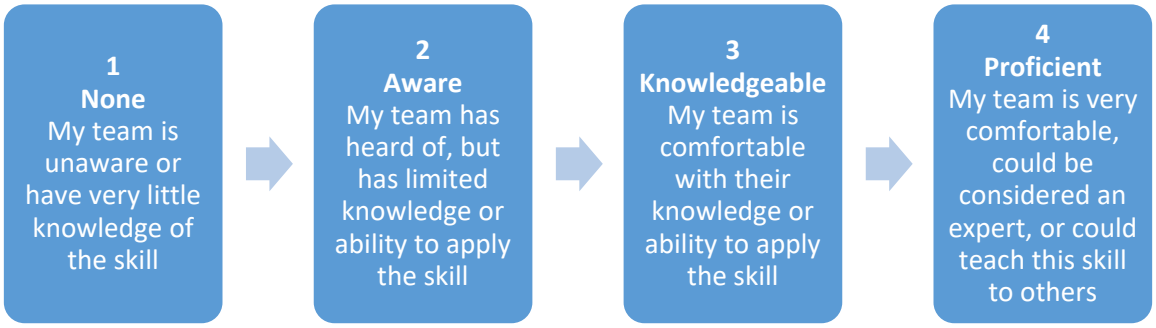
- The Ten (10) Essential Public Health Services
- Performance Management
- Community Partnerships
- Health Equity
- Health in All Policies
- Disaster Preparedness and Response

Current Workforce Capacity and Culture

BRDHD assessed current workforce capacity through a core competency assessment, workforce culture survey, focus group, SWOT analysis, and an HR demographics review. Results from these assessments guided the District and Branch Directors in determining staff KSAs, interests, and development opportunities. For a full account of the strategic planning sessions, please see the 2023-2029 Strategic Plan.

Core Competency Assessment

On March 3, 2022 the District and Branch Directors completed a modified core competency assessment using the Core Competencies for Public Health Professionals developed by The Council on Linkages Between Academia and Public Health Practice[D]. The District and Branch Directors ranked BRDHD staff using the scale below and came to consensus for final scores for each competency statement.



Scores for each of the eight domains were then plotted on a radar chart (Figure 2). The radar chart illustrates that the two highest-scored domains were Community Partnership Skills (2.9) and Management and Finance Skills (2.6), while the two lowest-scored domains were Data

Analytics and Assessment Skills (1.8) and Policy Development and Program Planning Skills (2.1).

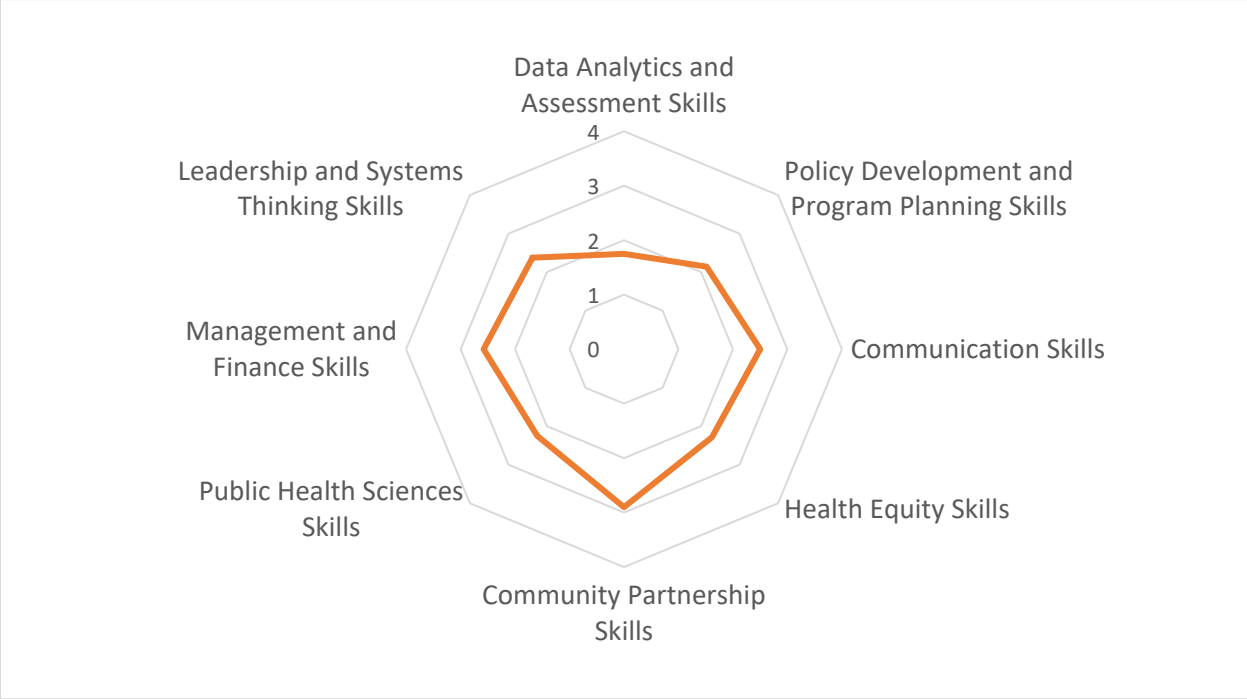


Figure 2: Radar chart depicting Core Competency Assessment scores in PHF's eight (8) domains.

Rationale for the scoring decisions was collected by the assessment's facilitators and provide more context to BRDHD's current and needed knowledge, skills, and abilities (KSAs). Some common themes in the qualitative data related to workforce development were:

- COVID-19 pandemic caused BRDHD to forge new partnerships (external) and work across branch lines (internal)
- Diversity within the workforce (especially in regards to race, ethnicity, and sex) is weak
- While in-person trainings seem to be most effective, online and asynchronous module-based trainings help maintain work flow
- Supervisors need more KSA development when promoted

Workforce Culture Survey

All BRDHD staff were invited to participate in the Workforce Culture Survey from March 25 to April 1, 2022. This survey was designed to assess organizational climate and staff preferences for training topics. For this survey, BRDHD had an 85% response rate (93 out of 109 staff). The complete survey results can be found in BRDHD's Shared Drive (*I:\BRDHD Agency Plans*).

Through the Workforce Culture Survey, staff were given a list of 19 training topics and asked to rate how interested they would be in receiving training in those areas. Trainings with 50% or more of respondent interest were:

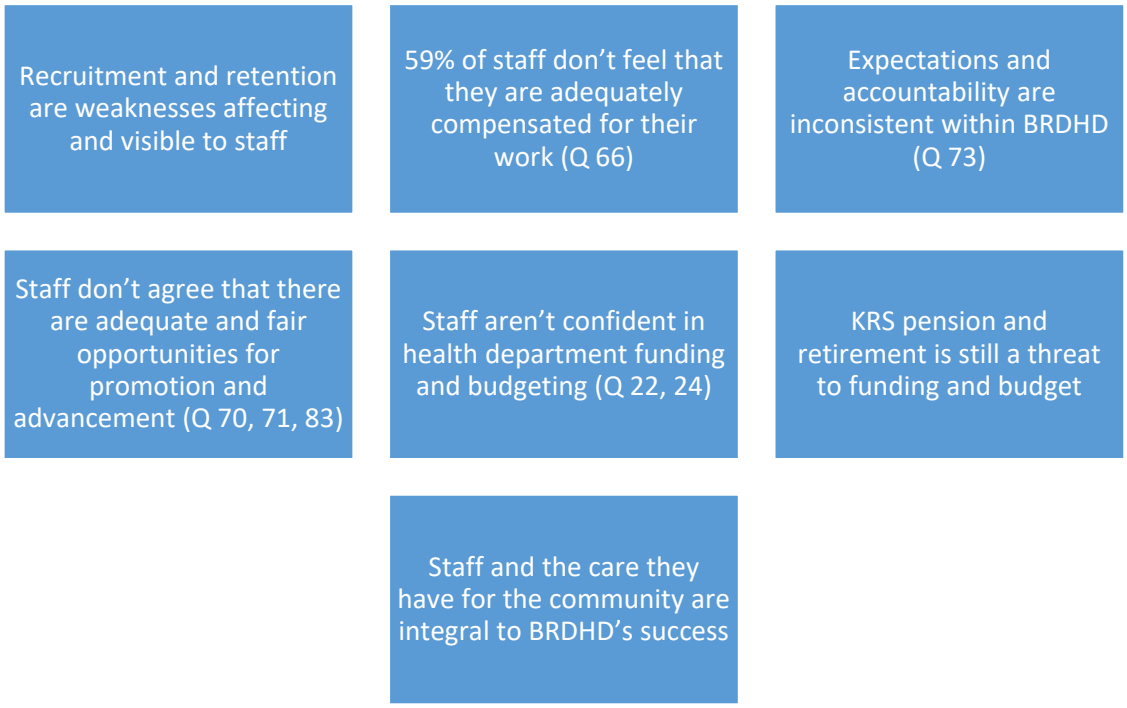
1. Public Health 101 (3 Core Functions of Public Health, 10 Essential Public Health Services)

2. KY Public Health Transformation
3. Public Health 3.0
4. Social and Economic Determinants of Health
5. Using Evidence-Based Programs, Policies, and Practices
6. Information Technology Essentials
7. Effective Communication Strategies
8. Health Equity and Cultural Competence

Another section of the Workforce Culture Survey asked staff to indicate how knowledgeable they feel about various public health programs and functions. The three areas in which staff indicated the least amount of knowledge were Data in Public Health, Strategic Partnerships, and Funding.

Disaster Preparedness and Response, Administrative and Organizational Structure, Community Health Assessment, HANDS, and Harm Reduction and SUD are also areas in which there is considerable opportunity for growth.

Other important themes from the Workforce Culture Survey and the comments from it include:



Focus Group

Following the results of the Workforce Culture Survey, the Director of Administrative Services facilitated a focus group around the topics of internal communication and employee appreciation. Key themes from this conversation include the following:

Communication

- Swift communication across county lines needs to be a priority for all, as District/Warren County has the advantage of better communication
- Email communication is good to use as reference, but in-person communication allows for discussion and clarity
- Emails should be short but clear; when oversaturated with information they get confusing or ignored
- Staff aren't clear on the various programs and services we offer, so they don't always know what to say at community events when asked
- Shadowing other teams would be helpful
- Working across silos during COVID-19 response was a good experience and helped staff appreciate one another's roles
- Transparency has improved under current direction but there is still room for growth
- Communication, especially about conflict, and transparency directly impact employee morale

Employee Appreciation

- Everyone should encourage and appreciate one another, not just top-down
- Wellness Works PTO is an important benefit
- For nurses, compensation is better elsewhere; the biggest benefit BRDHD has for nurses is the retirement and hours with weekends off
- Supervisors feel the responsibility of making sure their employees enjoy their work and feel appreciated
- Suggested rewards or recognition:
  - Emailed "thank you" notes
  - Evaluation bonuses
  - District-wide years of service recognition
  - District-wide socializing events, such as a Hot Rods' game
  - Holiday bonuses, gifts, or giveaways
  - Compensating existing employees when a start rate increases

SWOT Analysis

Using the aforementioned assessments, surveys, and comments, the District and Branch Directors engaged in strategic planning sessions from March to October 2022. From these sessions a strengths, weaknesses, opportunities, and threats (SWOT) analysis was developed.

Strengths

- Community Partnership Skills
- Services and Programs
- Trainings
- Responsibility
- Relationship-building
- Community
- Coalitions
- Staff
- WIC
- HANDS

Weaknesses

- Internal Communication
- Building and Safety
- Public Health Sciences Skills
- Recruitment and Retention (especially Clinic, HANDS, CD Team)
- Expectations and Accountability
- Data Analytics and Assessment Skills
- Policy Development and Program Planning Skills (especially ethics policy)
- Staff Benefits
- QI and PM
- Diversity, Inclusion, and Health Equity
- Agency Plans Monitoring

Opportunities

- New Board of Health Members
- Public Perception
- External Collaboration/Partners
- Social Media, Website, Newspapers, TV, Radio, etc.
- Information Technology and Security
- CHA Dashboard
- VMSG for PM dashboards
- REDCap for data collection and databasing

Threats

- Aging Population
- Vaccine lifespans compared to supply/demand
- Distrust of healthcare system
- State job application processing
- Misinformation (vaccines, stigmas, etc.)
- Budget and Funding
- Merit System Compensation Structure
- Pandemic and Outbreaks --> Burnout
- Climate Change and Extreme Weather

Identified Trends

During strategic planning sessions, the District and Branch Directors identified some key trends to anticipate related to public health in general, BRDHD's community and clients, and the local and public health workforce. Some identified trends related to workforce development include:

PUBLIC HEALTH

- Continued cyber attacks
- Increased emphasis on disaster preparedness and response
- Potential re-emergence of eradicated disease due to anti-vaccine sentiments
- Roller coaster of funding due to lack of sustained value
- Greater focus on population-level

COMMUNITY

- Continued population growth with diversity and diversity of spoken languages
- Growing population of people experiencing homelessness or unstable housing
- Needed emphasis on mental health and substance use issues
- Aging population with declining health, Alzheimer's Disease leading to expected increase in medical homes and nursing homes

WORKFORCE

- Changes in sought-after benefits, such as increased desire for mental health benefits
- Continued recruitment difficulties due to Bowling Green-area's competitive market
- Continued retention difficulties
- Upcoming retirements among current leadership

Cultural Humility and Health Equity

While a full equity assessment is planned for the next two years, the aforementioned assessments provide some insight into BRDHD's current understanding health equity. The Core Competency Assessment found the following directly related to health equity:

- The District and Branch Directors rated BRDHD a 2.285 on health equity skills (domain 4 of PHF's Core Competencies for Public Health Professionals)
    - The lowest scoring sub-competencies were:
      1. Advocate for health equity and social and environmental justice
      2. Contribute to achieving and sustaining a diverse, inclusive, and competent public health workforce.

Questions related to cultural humility, cultural competency, diversity and inclusion, and health equity from The Workforce Culture Survey (WCS) found the following:

92.4% of survey respondents agreed that BRDHD makes special effort to understand the needs and values of different populations within our community (Q 5)

82.8% of survey respondents agreed that BRDHD staff consistently demonstrate compassion with clients (Q 6)

80.6% of survey respondents agreed that BRDHD incorporates health equity considerations into its programs and services to reduce health disparities in our community (Q 62)

65.6% of survey respondents agreed that employees are treated fairly within BRDHD (Q 15)

71% of survey respondents agreed that staff are given a fair opportunity to succeed within BRDHD (Q 71)

62.3% of survey respondents agreed that BRDHD attracts, develops, and retains people of diverse backgrounds (Q 82)

58.3% of survey respondents are interested in training on social and economic determinants of health (Q 90)

56.1% of survey respondents are interested in training on health equity and cultural competence (Q 90)

Priority Gaps

Below is an overview of some priority gaps identified through our assessments.

Staffing Capacity

The two branches currently experiencing the largest capacity gaps include HANDS (especially for certified social workers) and Clinical Services (especially for registered nurses (RNs) and the Communicable Disease Team).

For the HANDS program, certified social workers are required to have at least one year of case management experience, a requirement set forth by the state. This shrinks our potential pool of candidates. Higher salary rates elsewhere for social workers also contributes to this capacity gap.

Contributing to a capacity gap in Clinical staff are hospitals and healthcare systems in the BRDHD service-area that offer higher salary rates for their RNs. Additionally, travel nursing has become more popular and has had significant salary increases since the COVID-19 pandemic.

Six BRDHD management employees are within 5 years of retirement. Without strong succession planning, this turnover could result in knowledge loss and strain in our external partnerships.

Recruitment and Retention

BRDHD recognizes that staff working throughout the COVID-19 response are feeling burnout, which has contributed to recruitment and retention issues. The state's processing time for job applications has also contributed to this, making it difficult to hire new employees in a timely manner. This has even led us to losing potential employees because of quicker hiring processes elsewhere.

Diversity, Inclusion, and Equity

BRDHD's current workforce demographics highlight a lack of ethnic, racial, gender, and cultural diversity. There is a deficiency in multilingual staff even though the community, especially in Warren County, speaks many different languages. Further, there is a continued opportunity to train staff on themes of health equity and about the diverse populations we serve.

Expectations and Accountability

Especially based on the Workforce Culture Survey, it seems that BRDHD-specific expectations can be unclear. Clear policies and expectations equip employees with the guidance needed to do their jobs effectively and accurately. They also help supervisors fairly and objectively hold employees accountable. Developing systems-thinking skills will also help employees understand their role in the bigger picture and how other programs, processes, and people are affected when expectations aren't met.

Plans to Address Priority Gaps

The table below outlines the priorities, objectives, and actions related to workforce development that the agency plans to engage in over the next three years, with the priority gap they address listed as well. The measures and timeframe will be used to measure progress and success.

Strategic Priority	Objective	Actions	Measure	Timeframe	Priority Gap
For Our Staff					
Create a culture of buy-in.	80% of staff will be frequently working across branches by 2026.	1. Establish a committee structure (*Appendix I*) in which employees are part of a committee that has representation from across BRDHD.	Data Source: Staff on Committee Baseline: 0% Target: 80% Additional Data Source: WFC Survey 59 (69.9%)	2022 – 2026	Recruitment & Retention; Diversity, Inclusion, & Equity
For Our Community					
Promote and report on our services and programs.	By 2026, 90% of staff will know the purpose and function of each health department program/service.	1. Train all staff, including new hires, on services and programs throughout the agency. 2. Update services handout and share with staff.	Data Source: Workforce Culture Survey Question 46 Baseline: 81.7% Target: 90%	2023 – 2026	Expectations & Accountability; Staffing Capacity

Strengthen policy development and program planning skills.	By 2025, BRDHD policies will reflect current practices and expectations.	1. Develop and abide by an internal policy review schedule, including an Annual Call. 2. Revise the ethics policy and outline the roles of the ad hoc Ethics Committee.	Data Source: Policy Update Records (VMSG) Baseline: Inconsistent Target: 50% of policies annually reviewed	2023 – 2025	Expectations & Accountability
For Our Future					
Strengthen management and finance skills.	By 2025, all supervisors will begin receiving supervisor-specific training.	1. Develop and implement a supervisor orientation or training program for staff promoted to or hired into supervisory positions.	Data Source: Training Tracker, Training Evaluation Surveys Baseline: 0% of Supervisors Target: 100% of Supervisors Additional Data Sources: Core Competency Assessment, Domain 7 (2.6); WFC Survey 17 (77.4%)	2023 – 2025	Expectations & Accountability; Recruitment & Retention; Staffing Capacity
Strengthen the workforce pipeline and increase retention.	Have 2,000 hours annually of student placement (internships, shadowing).	1. Work with WKU to promote public health job and internship openings. 2. Participate in research with WKU, SKYCTC	Data Source: Administrative Services Records (Student Hours) Baseline: Data Not Available	2023 – Annually	Recruitment & Retention; Staffing Capacity

		3. Revise our internship program to include a thorough orientation, rotation, and preceptor training. 4. Find internship opportunities through our coalition work. 5. Apply for PHAP and AmeriCorps placements. 6. Create and implement an exit survey and hour tracking system.	Target: 2,000 student hours		
	Decrease turnover rate to 18% or less by 2026.	1. Support Social and Retention Committees. 2. Continue Years of Service Recognition by fiscal year.	Data Source: Administrative Services Records (FY Turnover without Retirements) Baseline: 22.72% Target: 18%	2022 – 2026	Recruitment & Retention

Training Needs

Required Trainings

See *Appendix B* for a checklist of required new hire trainings.

See *Appendix C* for a checklist of annual required trainings for all staff.

See *Appendix D* for a checklist of required trainings for supervisors.

See *Appendix E* for a list of required trainings for specific roles.

See *Appendix F* for a checklist of required trainings for intern placed with our Disaster Preparedness and Response branch.

See *Appendix G* for a list of relevant Continuing Education (CE) requirements as of November 2022.

See Appendix H for a calendar of planned Disaster Preparedness and Response meetings, trainings, sessions, drills, and exercises.

Disaster Preparedness Training Needs

Annual All Hazard Plan review training will be to review the BRDHD All Hazard Plan and any updates made in the last year. This will be a refresher on staff roles and responsibilities in a response; the Continuity of Operations Plan; SNS and POD; and local emergency protocols. All staff are required to attend the annual All Hazard Plan training, which will be offered either in person or virtually for each location.

Annual ICS review training will refresh staff on what Incident Command System is and how it works. A tabletop exercise will be part of the training for all staff. It will be offered either in person or virtually for each location.

POD Essential is an introductory-level course that helps learners understand the background, process, and events leading up to POD activation, while motivating and preparing them to serve in a specific response role. Presentations, follow-along workbooks for students, small and large group discussions, and interactive, skill-building games engage learners throughout the course. Participants will secure pertinent information about POD activation and command structure, POD roles, and strategies for managing emotional reactions while assisting with the response. All staff are required to attend this training, which will be offered either in person or virtually for each location.

Annual POD Essential review is to refresh staff on POD Activation and command structure, POD roles, and strategies for managing emotional reactions while assisting with the response. All staff are required to attend the annual POD Essential Review training, which will be offered either in person or virtually for each location.

Additional Development and Learning Opportunities

The District and Branch Directors also identified the following key training areas that would enhance organizational competencies.

Information Technology: •REDCap for survey development, data collection, and database features •VMSG for performance management	Public Health 101	BRDHD's funding and budget process
10 Essential Public Health Services	Supervisor and preceptor knowledge, skills, and abilities (KSAs)	De-escalation and self-defense
Harm Reduction 101 and overdose action	Health equity	Other cultural competence, cultural humility, implicit bias, and Adverse Childhood Experience (ACE) trainings

Training Tracking

Employees, using their own unique login, must complete any required trainings available through *TRAIN KY*. *TRAIN* allows administrators to access learning records, so long as the employee is connected to BRDHD's group and enrolled in BRDHD's training plans. Supervisors may request certificates, but total agency compliance will be monitored through *TRAIN KY*.

To connect a TRAIN account to the BRDHD group, log into TRAIN, click on your name in the top right-hand corner, then select Your Profile → Manage Groups → Kentucky → Local Health Department → Barren River District Health Department (Figure 3).

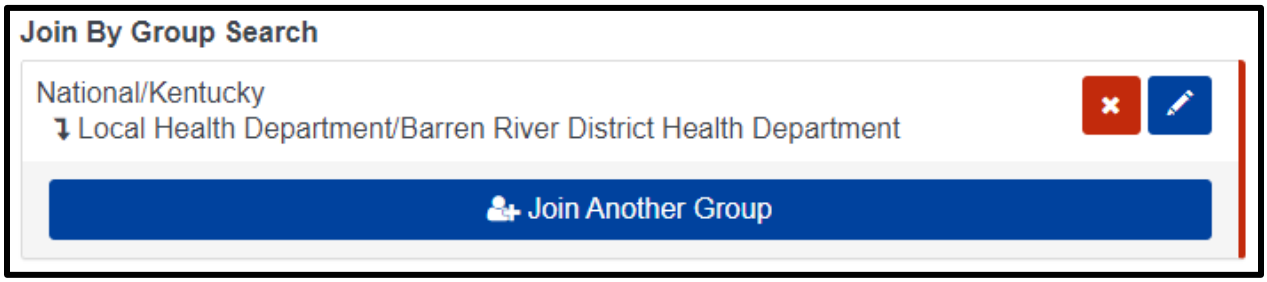


Figure 3: Join by Group Search on *TRAIN KY* showing the correct group all BRDHD staff should be in.

As FEMA and any Disaster Preparedness and Response trainings are completed, staff should email a copy of their certificate to the Director of Disaster Preparedness and Response with their own supervisor carbon copied (CC). These trainings are noted in Appendix B-F.

CEU tracking is the responsibility of the staff who need the CEU for their licenses. CEU documentation must include date, location, and title of training received, and certificate or transcripts.

At an employee's six month and annual evaluations, supervisors will assess the status of required trainings and address any gaps or lags. These evaluations will also be time to connect trainings to daily work as needed.

Attendance lists are required for any BRDHD-provided trainings and are the responsibility of the facilitator or planner to collect.

Training Evaluations

All trainings offered by BRDHD will be evaluated using a pre/post assessment on key concepts (*Appendix H*). This assessment also provides space for staff to provide feedback on the quality of the training, how they plan to use KSAs developed in the training, and on what they would like more training and resources.

WFD Plan Monitoring

As it relates to the workforce development goals and objectives, activities will be tracked using VMSG, BRDHD's performance management program. The Administrative Services Branch Director will be responsible for monitoring the plan, with the assistance of the District Director, other Branch Directors, the Accreditation Coordinator, and Health Strategists. It is the responsibility of anyone with a VMSG account provided by BRDHD to communicate progress via VMSG.

Communication

This Workforce Development Plan is accessible to all BRDHD staff through the shared drive and as part of new employee orientation. Staff are also able to access and monitor progress on the Workforce Development Plan in VMSG. Although a limited number of employees have VMSG accounts, a public dashboard is available to all staff and stakeholders to monitor overall progress toward objectives. Updates to the plan will be communicated to staff through the monthly staff newsletter, district-wide and branch meetings, and Roundtable.

Links to Other Plans

CHIP + Workforce Development Plan

BRDHD staff are also part of BRDHD's community, so it is just as important that we prioritize their health and safety. The Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP) provide insight into our community's health and can reflect what our own staff are dealing with in their personal lives or families. The 2022 CHIP lists five priority areas with two cross-cutting initiatives, mental health and health equity (Figure 4). Since these priority areas are ones BRDHD and the BRIGHT Coalition have already committed to impacting, they are the areas around which we will promote insurance benefits, local resources, and internal support. They are also areas around which we will prioritize training.

Figure 4: BRIGHT Coalition's 5 priority health areas and 2 cross-cutting initiatives.

Workforce Development Plan + PM/QI Plan + Strategic Plan

This Workforce Development Plan reinforces and supports the Strategic Plan and the Performance Management (PM) and Quality Improvement (QI) Plan. Shared data collection tools and strategic planning sessions allowed the District and Branch Directors to analyze the root causes of various identified gaps. Through the strategic planning process for these three intra-agency plans, six themes emerged and became the following priorities.

1. Invest in the health and safety of staff.
2. Create a culture of buy-in.
3. Promote and report on our services and programs.
4. Strengthen policy development and program planning skills.
5. Strengthen management and finance skills.
6. Strengthen the workforce pipeline and increase retention.

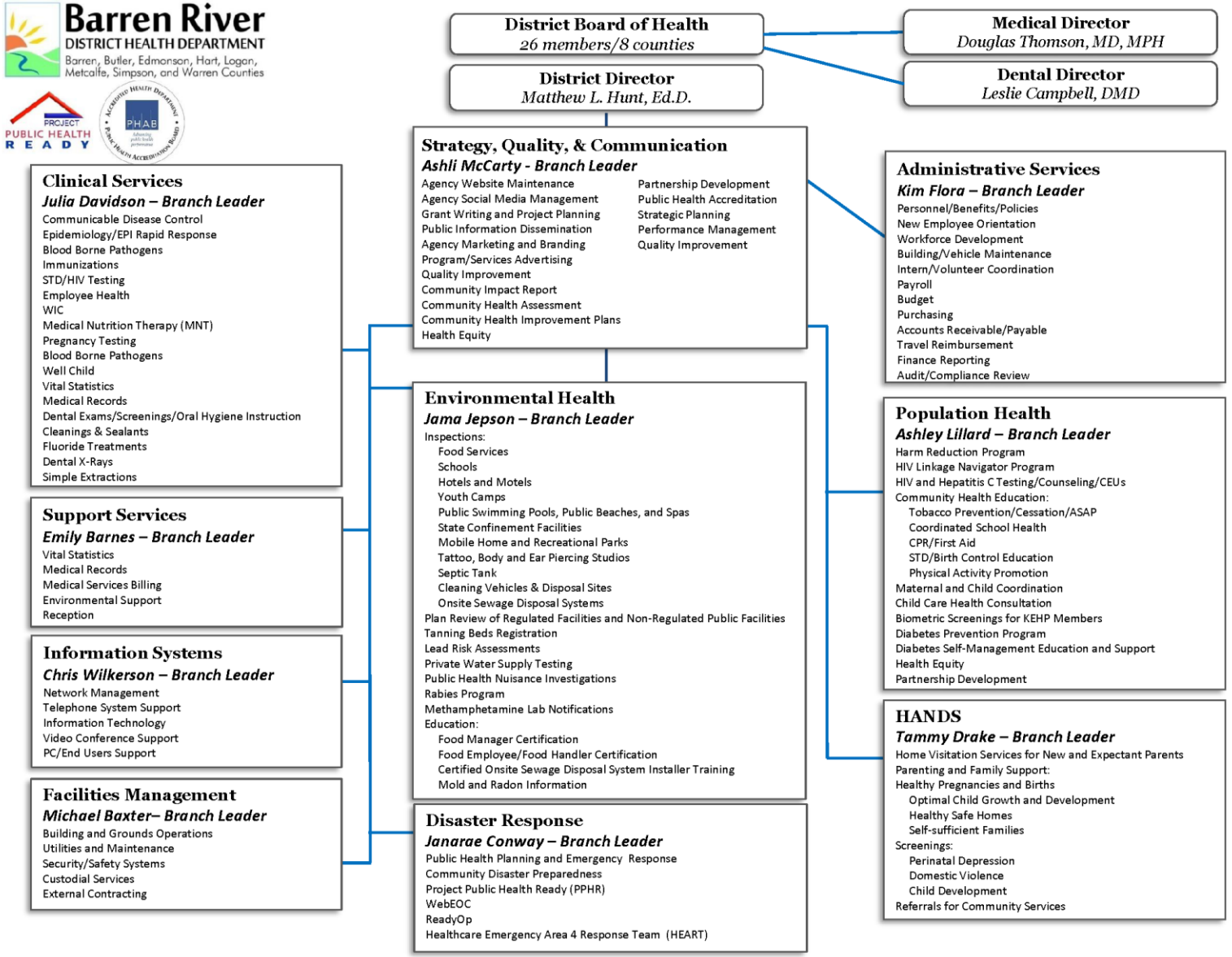
Although these priorities are in the 2023 Strategic Plan, Workforce Development Plan, and PM/QI Plan, each plan emphasizes different objectives, actions, and metrics to achieve the priority goals and measure success.

Record of Revisions

A record of changes to this plan is to be used to track any changes. The Workforce Development Plan is intended to be a living document, meaning it should be reviewed and updated regularly (at minimum, annually).

Pages Revised & Description of Revisions Made	Date	Person Responsible

Appendix A: Organizational Structure



Appendix B: New Hire Required Trainings Checklist

Employee Name: _____

Completed	Training Title ***Provider - hyperlinked***	Frequency
	BRDHD Orientation Training BRDHD Staff In Person	First Day of Employment
	GHS Safety Data *ky.train.org (Module #1047204)*	Within 60 days after employment
	GHS Labeling *ky.train.org (Module #1047206)*	Within 60 days after employment
	Limited English Proficient Persons *ky.train.org (Module #1020091)*	Within 60 days after employment
	Public Health 101 Series *ky.train.org (Module #1059661)*	Within 60 days after employment
	Bloodborne Pathogen Part 1 *ky.train.org (Module #1071998*) Registration Code: 1311	Within 60 days after employment; annually thereafter
	Bloodborne Pathogen Part 2 *ky.train.org (Module #1072027)* Registration Code: 2311	Within 60 days after employment; annually thereafter
	Bloodborne Pathogen Part 3 *ky.train.org (Module #1072126)* Registration Code: 3311	Within 60 days after employment; annually thereafter
	Tuberculosis Part 1 *ky.train.org (Module #1072156)* Registration Code: 315	Within 60 days after employment; annually thereafter
	Tuberculosis Part 2 *ky.train.org (Module #1072163)* Registration Code: 315	Within 60 days after employment; annually thereafter
	HIPAA *ky.train.org (Module #1020107)*	Within 60 days after employment; annually thereafter

	Quality Improvement Track 1 *ky.train.org (Module #1100213)*	Within 6 months after employment
	*Nuts and Bolts of Preparedness *ky.train.org (Module #1054996)*	Within 60 days of employment
	*IS-700 An Introduction to the National Incident Management System (NIMS) *FEMA*	Within 90 days of employment (ICS-700 should be completed prior to IS-100 or the Disaster Preparedness Orientation)
	*IS-100 Introduction to the Incident Command System (ICS) *FEMA*	Within 90 days of employment (ICS-100 should be completed prior to the Disaster Preparedness Orientation)
	Disaster Preparedness Employee Orientation BRDHD Staff In Person	Within 1 year of employment
	POD Essential BRDHD Staff In Person	Within 12 months of employment (after Disaster Preparedness Employee Orientation)

*Starred trainings require an emailed certificate to the Disaster Preparedness and Response Branch Director.

Appendix C: Annual Required Trainings Checklist

Employee Name: _____

Completed	Training Title ***Provider - hyperlinked***	Frequency
	Cultural Humility Training	Annually
	Bloodborne Pathogen Part 1 *ky.train.org (Module #1071998*) Registration Code: 1311	Within 60 days after employment; annually thereafter
	Bloodborne Pathogen Part 2 *ky.train.org (Module #1072027)* Registration Code: 2311	Within 60 days after employment; annually thereafter
	Bloodborne Pathogen Part 3 *ky.train.org (Module #1072126)* Registration Code: 3311	Within 60 days after employment; annually thereafter
	Tuberculosis Part 1 *ky.train.org (Module #1072156)* Registration Code: 315	Within 60 days after employment; annually thereafter
	Tuberculosis Part 2 *ky.train.org (Module #1072163)* Registration Code: 315	Within 60 days after employment; annually thereafter
	HIPAA *ky.train.org (Module #1020107)*	Within 60 days after employment; annually thereafter
	ICS Review Training BRDHD Staff In Person	Annually
	All Hazard Plan Review Training and POD Essential Review BRDHD Staff In Person	Annually
	Performance Management & Quality Improvement Training BRDHD Staff In Person	Annually

Appendix D: Supervisor Required Trainings Checklist

Employee Name: _____

Completed	Training Title ***Provider - hyperlinked***	Frequency
	*ICS-200 ICS for Single Resources and Initial Action Incidents *FEMA*	Within 12 months of employment or promotion
	*IS-800 National Response Framework, An Introduction *FEMA*	Within 12 months of employment or promotion
	*WebEOC Awareness Tutorial *ky.train.org (Module #1079572)*	Within 12 months of employment or promotion
	*Access and Functional Needs (AFN) Awareness Training *ky.train.org (Module #1047529)*	Within 12 months of employment or promotion
	*IS-2200 Basic Emergency Operations Center Functions *FEMA*	Within 12 months of completing ICS-200, ICS-800, AFN Awareness, and WEBEOC Tutorial
	IS-300 In-Person	When available after completing ICS-200 and ICS-800
	IS-400 In-Person	When available after completing ICS-200 and ICS-800
	Quality Improvement Track 2 *ky.train.org (Module #1100291)*	Within 6 months after employment or promotion
	Supervisor Skills Training	As Offered

*Starred trainings require an emailed certificate to the Disaster Preparedness and Response Branch Director.

Appendix E: Required Trainings for Specific Roles

Training Title ***Provider - hyperlinked***	**Staff Role or Title**	**Frequency**
*WebEOC Awareness Tutorial *ky.train.org (Module #1079572)*	Tier 3, Tier 4, and Preparedness Staff	Available On-line When Needed
*Access and Functional Needs (AFN) Awareness Training *ky.train.org (Module #1047529)*	Tier 3, Tier 4, and Preparedness Staff	Available On-line When Needed
IS-300 In-Person	Tier 3, Tier 4, and Preparedness Staff	Available On-line When Needed
IS-400 In-Person	Tier 3, Tier 4, and Preparedness Staff	Available On-line When Needed
Healthcare Provider CPR and First Aid Training and Certification BRDHD Staff In Person	Nursing Staff	Annually
Civil Rights Training *ky.train.org (Module #1086294)*	All WIC Staff	Annually
Limited English Proficient Persons *ky.train.org (Module #1020091)*	All WIC Staff	Annually
Customer Service Training *ky.train.org (Module #1084390)*	All Client-Facing Staff	Annually

*Starred trainings require an emailed certificate to the Disaster Preparedness and Response Branch Director.

Appendix F: Preparedness Interns Required Trainings Checklist

Intern Name: _____

Completed	**Training Title** ***Provider (Module #) - hyperlinked***
Go to the BRDHD staff Internet and sign up for FEMA SID first!	
	*IS-700 An Introduction to the National Incident Management System (NIMS) *FEMA*
	*IS-100 Introduction to the Incident Command System (ICS) *FEMA*
When you register for TRAIN, choose CDC, Kentucky, and BRDHD groups.	
	*Nuts and Bolts of Preparedness *ky.train.org (Module #1054996)*
	*AFN Awareness Training *ky.train.org (Module #1047529)*
	*Strategic National Stockpile (SNS) Overview Course *ky.train.org (Module #1093663)*

*All trainings require an emailed certificate to the Disaster Preparedness and Response Branch Director.

Appendix G: CE Requirements

Discipline	KY CE Requirements (as of November 2022)
Registered Sanitarian	10 contact hours annually (Fiscal Year)
KY Licensed Diabetes Educator (LDE)	15 CEUs per year
Certified Diabetes Educator	75 CEUs every 5 years
Certified Community Health Worker	15 CEUs per year
Dietitian (RDN)	15 CPEUs per year (75 CPEUs every 5 years)
Dietitian (LD)	15 CPEU per year
Certified Lactation Counselor	18 CEUs every 3 years
Certified Lactation Consultant	75 CERPs every 5 years
Social Worker (LSW, LISW, MSW, etc.)	15 hours every 3 years with 3 hours in Social Work Ethics; 6 hours in Suicide Prevention, Treatment, and Management every 6 years; 1.5 hours in Pediatric Abusive Head Trauma every 6 years; 3 hours in Domestic Violence once after initial licensure
Registered Nurse (RN)	Proof of earning fourteen (14) approved contact hours; OR Proof of earning seven (7) approved contact hours, PLUS a nursing employment evaluation that is satisfactory for continued employment. A KBN Nursing Continuing Education Employment Evaluation Form completed and signed by the nurse's supervisor or employer, which covers at least six (6) months of the earning period (November 1 - October 31) is required. The KBN Nursing Continuing Education Employment Evaluation Form; OR Current national certification or recertification related to the nurse's practice role in effect during the entire period, or initially earned or renewed during the period (does not include clinical certifications such as ACLS, PALS, NRP, etc...); OR Successful completion of a postlicensure academic course at a college, university, or postsecondary vocational institution. Must be relevant to nursing practice (e.g. nursing course designated by a nursing course number and beyond the prelicensure curriculum) OR an academic

	course applicable to the nurse's role and beyond the prelicensure curriculum. The course must have been completed during the earning period with an awarded grade of "C" or better, or a grade of "pass" on a pass-fail grading system. Calculation of contact hours: One (1) semester or trimester hour of academic credit = 15 contact hours; One (1) quarter hour of academic credit = 12 contact hours. May request course review for approval of applicable nursing content pursuant to 201 KAR 20:215 Section 7; OR Participation as a preceptor for at least one nursing student or new employee. Must be for at least 120 hours, have a one-to-one relationship with student or employee, may precept more than one student during the 120 hours. Preceptorship shall be evidenced by submission of the KBN Preceptor Continuing Education Verification form completed by the educational institution or preceptor's supervisor; The KBN Preceptor Continuing Education Form; OR Publication of an article in a peer-reviewed, health-related journal; OR A nursing continuing education presentation that is designed and developed by the presenter, presented to nurses or other health professionals, is evidenced by a program brochure, course syllabi, or a letter from the offering provider identifying the licensee as the presenter of the offering; and offered by a provider approved pursuant to 201 KAR 20:220. The number of contact hours earned shall be twice the number of contact hours offered to presentation attendees; OR Completion of a nursing research project as principal investigator, coinvestigator, or project director. Must be qualitative or quantitative in nature; utilize research methodology, and increases knowledge resulting in improved outcomes or changes in behavior. Submission must include a project abstract and a summary of the findings. All nurses must complete mandatory CE contact hours in suicide prevention (2 Total Contact Hours) and implicit bias (1.5 Total Contact Hours).
Physician	60 hours of CME every three years. It must include a minimum of 30 hours in AMA PRA Category 1™ Credit from an organization accredited by KMA or the ACCME. The remaining 30 hours may be AMA PRA Category 2
Dental Hygienist	30 CEUs every 2 years with at least 10 of those hours taken in a live, interactive format and at least 20 of those hours focused on clinical skills and knowledge, 2 in HIV/AIDS every 10 years; Current CPR/First Aid Certification

Public Health Registered Dental Hygienist	Public health registered dental hygienists must complete five hours of CE in the area of public health as well as a three hour board-approved course on medical emergencies. Both requirements may be included as part of the 30 required hours and are not additional hours.

Appendix H: Disaster Preparedness and Response Multi-Year Calendar

Barren River District Health Department

Preparedness and Response Branch

Upcoming Meetings, Training Sessions, Drills & Exercise

FY (2023-2026)

2023		
JANUARY • **Resolve to be Ready** • R3 EM Meeting • Homeless Workgroup meeting • New employee IS-100/700 and Nuts and Bolts of Preparedness online • Mach5 TTX Exchange Supervisors • MACH 5 TTX – HEART (Healthcare Coalition) • MGT 481 and 482 Disaster Recovery • Active Shooter Training	**FEBRUARY** • **Earthquake Awareness** • R3 EM Meeting • Homeless Workgroup meeting • Statewide Tornado Drill • LEPC-Barren Co/Glasgow • Warren Co LEPC Meeting • New employee IS-100/700 and Nuts and Bolts of Preparedness online • MACH 5 TTX – HEART (Healthcare Coalition)	**MARCH** • **Severe Weather Awareness** • R3 EM Meeting • Homeless Workgroup meeting • ReadyOp BRDHD Alert Drill • ReadyOp Self-Update Notification • New employee IS-100/700 and Nuts and Bolts of Preparedness online • Districtwide Staff meeting • Statewide Tornado Drill • MACH 5 TTX – HEART (Healthcare Coalition) • Burn VTTX
APRIL • **National Financial Capability**	**MAY** • **Older American Preparedness**	**JUNE** • **Pet Preparedness**

• R3 EM Meeting • Homeless Workgroup meeting • New employee IS-100/700 and Nuts and Bolts of Preparedness online • New Employee Preparedness Orientation • Fire Extinguisher training • Prep Summit • Radiation TTX • MACH 5 TTX – HEART (Healthcare Coalition)	• R3 EM Meeting • Homeless Workgroup meeting • New employee IS-100/700 and Nuts and Bolts of Preparedness online • Mach5 TTX Exchange Supervisors • MACH 5 TTX – HEART (Healthcare Coalition) • Fire Extinguisher training • LEPC-Barren Co/Glasgow • Warren Co LEPC Meeting	• R3 EM Meeting • Homeless Workgroup meeting • ReadyOp BRDHD Alert Drill • ReadyOp Self-Update Notification • Districtwide Staff meeting • New employee IS-100/700 and Nuts and Bolts of Preparedness online • Mach5 TTX Exchange Supervisors • Joint Statewide Preparedness Mtg • MACH 5 TTX – HEART (Healthcare Coalition)
JULY • **Extreme Heat** • R3 EM Meeting • Homeless Workgroup meeting • New employee IS-100/700 and Nuts and Bolts of Preparedness online • POD Essential training • KYEM ICS300&400 • MACH 5 TTX – HEART (Healthcare Coalition)	**AUGUST** • **Back to School Preparedness** • POD Essential training – various BRDHD groups • Homeless Workgroup meeting • New employee IS-100/700 and Nuts and Bolts of Preparedness online • TN-KY Coalition • LEPC-Barren Co/Glasgow • Warren Co LEPC Meeting • POD Essential training • MACH 5 TTX – HEART (Healthcare Coalition)	**SEPTEMBER** • **National Preparedness** • KYEM Conference • CSEPP- CHEM exercise • New employee IS-100/700 and Nuts and Bolts of Preparedness online • LEPC-various counties • LHD Fire Drills – Various • ReadyOp Self-Update Notification • ReadyOp BRDHD Alert Drill • Districtwide Staff meeting • MACH 5 TTX – HEART (Healthcare Coalition)
OCTOBER • **National Fire Prevention**	**NOVEMBER** • **Cybersecurity Awareness – Online shopping**	**DECEMBER** • **Winter Weather Awareness**

• Great American ShakeOut Earthquake drill • R3 EM Meeting • Homeless Workgroup meeting • New employee IS-100/700 and Nuts and Bolts of Preparedness online • New employee IS-100/700 online • Mach5 TTX Preparedness HEART members • New Employee Preparedness Orientation • MACH 5 TTX – HEART (Healthcare Coalition	• New employee IS-100/700 and Nuts and Bolts of Preparedness online • Joint State-Regional Preparedness Mtg • LEPC-Barren Co/Glasgow • Warren Co LEPC Meeting • Homeless Workgroup meeting • MACH 5 TTX – HEART (Healthcare Coalition)	• "72 on You" Info on Website and Facebook • R3 EM Meeting • Homeless Workgroup meeting • ReadyOp Self-Update Notification • ReadyOp BRDHD Alert Drill • Districtwide Staff meeting • Staff Assembly Drill • New employee IS-100/700 and Nuts and Bolts of Preparedness online • MACH 5 TTX – HEART (Healthcare Coalition)

2024

JANUARY

- **Resolve to be Ready**
- R3 EM Meeting
- Homeless Workgroup meeting
- New employee IS-100/700 and Nuts and Bolts of Preparedness online
- "72 on You" Info
- Annual All Hazard Plan update training – various BRDHD locations
- MACH 5 TTX – HEART (Healthcare Coalition)

FEBRUARY

- **Earthquake Awareness**
- R3 EM Meeting
- Statewide Tornado Drill
- New employee IS-100/700 and Nuts and Bolts of Preparedness online
- "72 on You" Info
- Conduct Physical Inventory
- Homeless Workgroup meeting
- Annual All Hazard Plan update training – various BRDHD locations
- MACH 5 TTX – HEART (Healthcare Coalition)

MARCH

- **Severe Weather Awareness**
- TN-KY State Cross-Border Health Departments Coalition Meeting-
- R3 EM Meeting
- ReadyOp BRDHD Alert Drill
- ReadyOp Self-Update Notification
- Districtwide Staff meeting
- New employee IS-100/700 and Nuts and Bolts of Preparedness online
- LEPC-Barren Co/Glasgow
- Warren Co LEPC Meeting
- Homeless Workgroup meeting
- MACH 5 TTX – HEART (Healthcare Coalition)

APRIL

- **Earthquake Awareness**
- R3 EM Meeting
- Homeless Workgroup meeting
- ReadyOp Alert Drill
- New employee IS-100/700 and Nuts and Bolts of Preparedness online

MAY

- **Earthquake Awareness**
- R3 EM Meeting
- Nationwide/Statewide Shaken Fury Earthquake Exercise
- New employee IS-100/700 and Nuts and Bolts of Preparedness online
- Homeless Workgroup meeting

JUNE

- R3 EM Meeting
- LHD Fire Drills –Various
- ReadyOp BRDHD Alert Drill
- ReadyOp Self-Update Notification
- Districtwide Staff meeting
- New employee IS-100/700 and Nuts and Bolts of Preparedness online

• New Employee Preparedness Orientation • Warren Co Household HazWaste • "72 on You" Info • Mach5 TTX Exchange Supervisors • MACH 5 TTX – HEART (Healthcare Coalition)	• MACH 5 TTX – HEART (Healthcare Coalition)	• LEPC-Barren Co/Glasgow • Warren Co LEPC Meeting • MACH 5 TTX – HEART (Healthcare Coalition)
JULY • R3 EM Meeting • New employee IS-100/700 and Nuts and Bolts of Preparedness online • POD Essential training • Mach5 TTX Preparedness HEART members • TN-KY State Cross-Border Health Departments Coalition Meeting- • MACH 5 TTX – HEART (Healthcare Coalition)	**AUGUST** • READYOp/Sat phones/Bed Status Drill – Priority Notification • Mach5 TTX Exchange Supervisors • New employee IS-100/700 and Nuts and Bolts of Preparedness online • MACH 5 TTX – HEART (Healthcare Coalition) • LEPC-Barren Co/Glasgow • Warren Co LEPC Meeting	**SEPTEMBER** • KYEM Conference • CSEPP- CHEM exercise • New employee IS-100/700 and Nuts and Bolts of Preparedness online • LEPC-various counties • ReadyOp BRDHD Alert Drill • ReadyOp Self-Update Notification • Districtwide Staff meeting • LHD Fire Drills – Various • MACH 5 TTX – HEART (Healthcare Coalition)
OCTOBER • Great American ShakeOut Earthquake drill • R3 EM Meeting • New employee IS-100/700 and Nuts and Bolts of Preparedness online	**NOVEMBER** • R3 EM Meeting • New employee IS-100/700 online • Joint State-Regional Preparedness Meeting	**DECEMBER** • Mach5 TTX Exchange Supervisors • New Employee Preparedness Orientation • Districtwide Staff meeting

• TN-KY Coalition Meeting • MACH 5 TTX – HEART (Healthcare Coalition)	• New employee IS-100/700 and Nuts and Bolts of Preparedness online • Mach5 TTX Exchange Supervisors • MACH 5 TTX – HEART (Healthcare Coalition)	• Staff Assembly Drill • LHD Fire Drills – Various • ReadyOp BRDHD Alert Drill • ReadyOp Self-Update Notification • R3 EM Meeting • LEPC-Barren Co/Glasgow • Warren Co LEPC Meeting • MACH 5 TTX – HEART (Healthcare Coalition)

	2025	
JANUARY • **Resolve to be Ready** • R3 EM Meeting • ReadyOp/Sat phones/Bed Status Priority Messaging Drill • MACH 5 TTX – HEART (Healthcare Coalition)TEPW – Wkshop with Regional Coordinator • Mach5 TTX Exchange Supervisors • New employee IS-100/700 and Nuts and Bolts of Preparedness online	**FEBRUARY** • **Earthquake Awareness** • R3 EM Meeting • Statewide Tornado Drill • New employee IS-100/700 and Nuts and Bolts of Preparedness online • LEPC-Warren Co/Bowling Green • MACH 5 TTX – HEART (Healthcare Coalition)	**MARCH** • **Severe Weather Awareness** • TN-KY Coalition Meeting • R3 EM Meeting • ReadyOp BRDHD Alert Drill • ReadyOp Self-Update Notification • Districtwide Staff meeting • LEPC-Barren Co/Glasgow • Warren Co LEPC Meeting • Mach5 TTX Preparedness HEART members • New employee IS-100/700 and Nuts and Bolts of Preparedness online • MACH 5 TTX – HEART (Healthcare Coalition)
APRIL • R3 EM Meeting • New employee IS-100/700 and Nuts and Bolts of Preparedness online • New Employee Preparedness Orientation • MACH 5 TTX – HEART (Healthcare Coalition)	**MAY** • State-wide Preparedness Wkshop • New employee IS-100/700 and Nuts and Bolts of Preparedness online • Mach5 TTX Exchange Supervisors • MACH 5 TTX – HEART (Healthcare Coalition)	• **JUNE** • ERRT Conference • R3 EM Meeting • ReadyOp BRDHD Alert Drill • ReadyOp Self-Update Notification • Districtwide Staff meeting • TN-KY Coalition • LEPC-Barren Co/Glasgow • Warren Co LEPC Meeting

		• MACH 5 TTX – HEART (Healthcare Coalition)
JULY • R3 EM Meeting • New employee IS-100/700 and Nuts and Bolts of Preparedness online • POD Essential training • MACH 5 TTX – HEART (Healthcare Coalition)	**AUGUST** • KAMM Conference • Mach5 TTX Exchange Supervisors • New employee IS-100/700 and Nuts and Bolts of Preparedness online • MACH 5 TTX – HEART (Healthcare Coalition) • LEPC-Barren Co/Glasgow • Warren Co LEPC Meeting	**SEPTEMBER** • KYEM Conference • CSEPP- CHEM exercise • New employee IS-100/700 and Nuts and Bolts of Preparedness online • LEPC-various counties • ReadyOp BRDHD Alert Drill • ReadyOp Self-Update Notification • Districtwide Staff meeting • MACH 5 TTX – HEART (Healthcare Coalition)
OCTOBER • Statewide Earthquake exercise • R3 EM Meeting • TN-KY Coalition Meeting TTX • Mach5 TTX Preparedness HEART members • New employee IS-100/700 and Nuts and Bolts of Preparedness online • MACH 5 TTX – HEART (Healthcare Coalition)	**NOVEMBER** • R3 EM Meeting • Joint State-Regional Preparedness Meeting • New employee IS-100/700 and Nuts and Bolts of Preparedness online • Mach5 TTX Exchange Supervisors • MACH 5 TTX – HEART (Healthcare Coalition)	**DECEMBER** • Mach5 TTX Exchange Supervisors • New employee IS-100/700 online • New Employee Preparedness Orientation • R3 EM Meeting • LEPC-Barren Co/Glasgow • Warren Co LEPC Meeting • ReadyOp BRDHD Alert Drill • ReadyOp Self-Update Notification • Districtwide Staff meeting • Staff Assembly Drill

		• MACH 5 TTX – HEART (Healthcare Coalition)

	2026	
JANUARY • **Resolve to be Ready** • New employee IS-100/700 and Nuts and Bolts of Preparedness online • MACH 5 TTX – HEART (Healthcare Coalition)	**FEBRUARY** • **Earthquake Awareness** • R3 EM Meeting • Statewide Tornado Drill • New employee IS-100/700 and Nuts and Bolts of Preparedness online • LEPC-Warren Co/Bowling Green • MACH 5 TTX – HEART (Healthcare Coalition)	**MARCH** • **Severe Weather Awareness** • TN-KY Coalition Meeting • R3 EM Meeting • New employee IS-100/700 and Nuts and Bolts of Preparedness online • ReadyOp BRDHD Alert Drill • ReadyOp Self-Update Notification • Districtwide Staff meeting • LEPC – Barren Co/Glasgow • MACH 5 TTX – HEART (Healthcare Coalition)
APRIL • R3 EM Meeting • New employee IS-100/700 and Nuts and Bolts of Preparedness online • New Employee Preparedness Orientation • MACH 5 TTX – HEART (Healthcare Coalition)	**MAY** • State-wide Preparedness Wkshop • New employee IS-100/700 and Nuts and Bolts of Preparedness online • Mach5 TTX Exchange Supervisors • MACH 5 TTX – HEART (Healthcare Coalition)	**JUNE** • R3 EM Meeting • New employee IS-100/700 and Nuts and Bolts of Preparedness online • TN-KY Coalition • LEPC-Barren Co/Glasgow • Warren Co LEPC Meeting • ReadyOp BRDHD Alert Drill • ReadyOp Self-Update Notification • Districtwide Staff meeting • MACH 5 TTX – HEART (Healthcare Coalition)

JULY	AUGUST	SEPTEMBER
• R3 EM Meeting • LEPC – Barren Co/Glasgow • New employee IS-100/700 and Nuts and Bolts of Preparedness online • POD Essential training • MACH 5 TTX – HEART (Healthcare Coalition)	• New employee IS-100/700 and Nuts and Bolts of Preparedness online • MACH 5 TTX – HEART (Healthcare Coalition) • LEPC-Barren Co/Glasgow • Warren Co LEPC Meeting	• KYEM Conference • CSEPP- CHEM exercise • New employee IS-100/700 and Nuts and Bolts of Preparedness online • LEPC-various counties • ReadyOp BRDHD Alert Drill • ReadyOp Self-Update Notification • Districtwide Staff meeting • MACH 5 TTX – HEART (Healthcare Coalition)
OCTOBER	**NOVEMBER**	**DECEMBER**
• Statewide Earthquake exercise • R3 EM Meeting • New employee IS-100/700 and Nuts and Bolts of Preparedness online • TN-KY Coalition Meeting • MACH 5 TTX – HEART (Healthcare Coalition)	• R3 EM Meeting • New employee IS-100/700 and Nuts and Bolts of Preparedness online • Joint State-Regional Preparedness Meeting • MACH 5 TTX – HEART (Healthcare Coalition)	• New employee IS-100/700 online • New Employee Preparedness Orientation • R3 EM Meeting • LEPC-Barren Co/Glasgow • Warren Co LEPC Meeting • ReadyOp BRDHD Alert Drill • ReadyOp Self-Update Notification • Districtwide Staff meeting • Staff Assembly Drill • MACH 5 TTX – HEART (Healthcare Coalition)

1. The time-limits for developing operations plan, performing exercise and developing AAR are based on guidelines from HSEEP- Exercise planning timelines. Source: https://hseep.dhs.gov/support/VolumeI.pdf
2. ERRT Beginner's course and Refresher ERRT course are sponsored by KY Department of Public Health.
3. Exercise Objectives will follow PHEP 2019 deliverables as found in KY Public Health FY 19-20 Deliverable Guidance for LHDs and Regional HCCs

Appendix I: Training Evaluation

Learning Survey

Training:

Date:

Name (optional):

Instructions: For each element place a “B” in the box that best indicates your level of understanding of this concept before training. One the training is over, place an “A” in the box that indicates your level of understanding of this concept after training.

Level / Concept	1 I have no knowledge.	2 I have heard about this.	3 I have an understanding.	4 I can see where to apply this in the workplace.	5 I can see it and help explain it to others.

What in the training did you find most useful to your job and role at BRDHD?

What topic(s) would you like follow-up or addition information on?

Where will you apply this concept in the next two (2) weeks?

Appendix J: Committees

Employee Wellness

- Encourage healthy behaviors for staff by promoting insurance perks, inviting staff to join wellness challenges, etc.

Employee Safety

- Assist with incident reviews. Encourage safe behaviors for staff and recommend changes, trainings, etc. to make staff and clients safer while on our grounds.

Retention

- Explore ways to improve employee satisfaction, such as incentives, acknowledgement, training opportunities, etc. for staff.

Disaster Preparedness & Response

- Give input on preparedness plans, support Project Public Health Ready accreditation efforts, promote drills and Update Trainings, etc.

Social

- Plan special events and activities such as birthday celebrations, District-Wide Meeting activities, etc. to give staff more opportunities to connect to one another

Health Equity

- Promote ways to reach vulnerable populations, including promoting local community events, and identify opportunities for equity within our policies and practices.

QI Team

- Identify and prioritize internal quality improvement opportunities, learn new QI tools, spread the word about agency-wide QI projects, etc.

References

[A] U.S. Census Bureau (2020). Decennial Census.
[B] U.S. Census Bureau (2020). ACS 5-Year Estimate.
[C] U.S. Census Bureau (2020). Decennial Census.
[D] Public Health Foundation (2021). Core Competencies for Public Health Professionals. Retrieved from https://www.phf.org/resourcestools/pages/core_public_health_competencies.aspx.