HO = Health Officer **New Health Officer Orientation Flow Diagram** RO = Regional Office RD = Regional OPPA Director LHD = Local Health Department WALHDAB = Wisconsin Association of RD communicates confirmation of HO qualifications from State Health Officer to LHD Local Health Departments and Boards BOH = Board of Health ROPPA = Regional Office of Policy and Practice Alignment RD notified by LHD of New Health Officer Appointment RD notifies regional WALHDAB group, DPH Supervisors, DPH Communications Team and other regional offices RD initiates phone call and follow up email sent to new HO, RD initiates welcome letter from State Health Officer sent to new explaining process for orientation. Copy letter to BOH chair, if HO and copy BOH chair (templates) applicable, to agency director/administrator coordinator First meeting scheduled for HO with RD (1st 2-3 weeks) Basic overview of DPH Basic overview of orientation Identification of process goals and objectives Resource materials HO completes orientation assessment tool (2 weeks) Discuss with RD RD and staff review (team) Assign key ROPPA staff Second meeting occurs between HO and RD (beginning of week 3) - Review tool - If orientation required, then develop initial plan for using topics and processes identified as needs from the assessment tool Orientation for Peer Mentor **DPH/WALHDAB** Public Health WALHDAB **Regional New** DPH Staff 1-1 Arranged New HO 6 Day **Employees in** Regional HO Group Consultation Wisconsin 2 Day (if needed) Meetings (if available) **Training** (if needed) Orientation progress tracked by RD/key ROPPA staff using plan for orientation

Ongoing Training Topics identified and training plan developed.

Evaluation of orientation by HO and ROPPA

Training

Orientation