



**New Health Officer Resource Guide**

*The following resources will help assess your prior experience in public health and identify areas for focus of the orientation process.*

Name: \_\_\_\_\_ Jurisdiction: \_\_\_\_\_ Date: \_\_\_\_\_

| <b>Topic</b>   | <b>Notes</b> |
|--|--------------|
| <b><u>The Public Health System</u></b>                     |              |
| <b><u>10 Essential Public Health Services</u></b>          |              |
| <b><u>Foundational Public Health Services</u></b>          |              |
| <b><u>National Public Health Performance Standards</u></b> |              |
| <b><u>Healthy People 2030</u></b>                          |              |
| <b><u>DPH Training Page</u></b>                            |              |
| <b><u>Local and State Alignment</u></b>                    |              |
| <b><u>2020 State Health Assessment</u></b>                 |              |
| <b><u>Healthy Wisconsin: 5 Year State Health Plan</u></b>  |              |



| <b>Topic</b>  | <b>Notes</b> |
|---|--------------|
| <b><u>Wisconsin Department of Health Services Mission and Guiding Principles</u></b>                                    |              |
| <b>DPH Strategic Plan <i>(if available)</i></b>   |              |
| <b><u>Division of Public Health (DPH)</u></b>   |              |
| <b><u>DPH Regional Offices</u></b>  |              |
| <b><u>First Nations in Wisconsin</u></b><br><b><u>Wisconsin First Nations: American Indian Studies in Wisconsin</u></b> |              |
| <b><u>Public Health Role with Tribes</u></b>  |              |
| <b>Sovereign Nation Status</b>  |              |
| <b>Local Tribes Organization Structure</b>  |              |
| <b>Tribal Health Services</b>   |              |
| <b><u>NACCHO Operational Definition of a Functional Health Department</u></b>   |              |
| <b><u>Local Health Department (LHD)</u></b>   |              |
| <b>Health Officer Job Description</b>   |              |



| <b>Topic</b>   | <b>Notes</b> |
|--|--------------|
| <b><u>Wisconsin Health Officer Statutory Authority</u></b>   |              |
| <b><u>LHD Levels of Service and Chapter DHS 140 Review</u></b>   |              |
| <b>Community Health Strategist</b><br><b>1. <u>Public Health Foundation: Community Chief Health Strategist</u></b><br><b>2. <u>Public Health 3.0</u></b> |              |
| <b><u>Adverse Childhood Experiences (ACEs)</u></b>   |              |
| <b><u>Trauma-Informed Care</u></b>   |              |
| <b><u>Wisconsin Reportable Diseases</u></b>  |              |
| <b>Disease Investigation and Interviewing Process</b><br><i>(state role/local role)</i>  |              |
| <b>Food and Waterborne Diseases</b>  |              |
| <b>Vectorborne Diseases</b>  |              |
| <b>Animal Bite and Rabies Prevention</b>   |              |
| <b>Tuberculosis</b>  |              |
| <b>Sexually Transmitted Infections</b>   |              |



| <b>Topic</b>   | <b>Notes</b> |
|--|--------------|
| <b>Influenza</b>   |              |
| <b>HIV Counseling and Partner Notification</b>                                 |              |
| <b>Vaccine Preventable Diseases</b>  |              |
| <b>Immunization Program</b><br><i>[Vaccine for Children Program (VFC)]</i>     |              |
| <b><u>Immunization Schedule</u></b>  |              |
| <b>Disease of Regional Interest</b><br><i>(blastomycosis, norovirus, etc.)</i> |              |
| <b><u>Alcohol and Other Substance Use</u></b>                                  |              |
| <b><u>Arthritis Prevention and Control</u></b>                                 |              |
| <b><u>Asthma Program</u></b>   |              |
| <b><u>Wisconsin Cancer Collaborative</u></b>                                   |              |
| <b><u>Diabetes Prevention and Control</u></b>                                  |              |
| <b><u>Heart Disease</u></b>  |              |
| <b><u>Injury and Violence Prevention Program</u></b>                           |              |



| <b>Topic</b>   | <b>Notes</b> |
|--|--------------|
| <b><u>Nutrition, Physical Activity and Obesity</u></b>                   |              |
| <b><u>Stroke</u></b>   |              |
| <b><u>Tobacco Prevention and Control Program</u></b>                     |              |
| <b><u>Reproductive Health and Contraception</u></b>                      |              |
| <b><u>Health Care Education and Training (HCET)</u></b>                  |              |
| <b><u>Birth to 3 Program</u></b>   |              |
| <b><u>Maternal, Infant, and Early Childhood Home Visits</u></b>          |              |
| <b><u>Breastfeeding</u></b>  |              |
| <b><u>Maternal and Child Health (MCH)</u></b>                            |              |
| <b><u>Children and Youth with Special Health Care Needs (CYSHCN)</u></b> |              |
| <b><u>Newborn Screening Program</u></b>                                  |              |



| <b>Topic</b>   | <b>Notes</b> |
|--|--------------|
| <b><u>Prenatal Care Coordination Program (PNCC)</u></b>                        |              |
| <b><u>Women, Infants, Children (WIC)</u></b>                                   |              |
| <b><u>Equity in Birth Outcomes</u></b>   |              |
| <b><u>Wisconsin Well Woman Program and WISEWOMEN</u></b>                       |              |
| <b><u>Oral Health Program</u></b>  |              |
| <b><u>Human Health Hazards and Nuisance Complaints</u></b>                     |              |
| <b><u>Lead-Safe Wisconsin</u></b>  |              |
| <b><u>Indoor and Outdoor Air Quality</u></b>                                   |              |
| <b><u>Radon Protection</u></b>   |              |
| <b><u>Toxic Chemicals and Chemical Spills</u></b>                              |              |
| <b><u>Water Testing</u></b>  |              |
| <b><u>DNR Agent Non-Community Water Testing</u></b>                            |              |
| <b>Food Safety and Recreational Licensing</b><br><b><u>DHS Food Safety</u></b> |              |



| <b>Topic</b>   | <b>Notes</b> |
|--|--------------|
| <b><u>DATCP Food Safety and Recreational Licensing</u></b>   |              |
| <b><u>Boil Water Notice</u></b>  |              |
| <b><u>Wisconsin Beach Health</u></b>   |              |
| <b><u>Environmental Public Health Tracking</u></b>   |              |
| <b><u>Health Care and Coverage</u></b>   |              |
| <b><u>Study of Local Health Department Activity</u></b><br><b><u>Linking to Care</u></b>             |              |
| <b><u>School Health</u></b>  |              |
| <b><u>Jail Health</u></b>  |              |
| <b><u>Occupational Health (drug screening, TB skin testing, fit testing, immunizations, etc)</u></b> |              |
| <b><u>Community Health Assessment and Health Improvement Planning</u></b>                            |              |
| <b><u>State Surveillance Reports by Disease</u></b>  |              |
| <b>Local Surveillance Reports</b>  |              |
| <b><u>Wisconsin Public Health Profiles</u></b>   |              |



| Topic   | Notes |
|---|-------|
| <b><u>Secure Public Health Electronic Record Environment (SPHERE)</u></b>       |       |
| <b>Vital Birth Records (SPHERE)</b>   |       |
| <b><u>Wisconsin Electronic Disease Surveillance System (WEDSS)</u></b>          |       |
| <b><u>EpiX</u></b>  |       |
| <b>Local Reports and Data</b>   |       |
| <b><u>Wisconsin Immunization Registry (WIR)</u></b>                             |       |
| <b><u>Registry for Effectively Communicating Immunization Needs (RECIN)</u></b> |       |
| <b><u>Public Health Information Network (PHIN)</u></b>                          |       |
| <b><u>WIC Data (ROSIE)</u></b>  |       |
| <b>Lead Data (STELLAR or local)</b>   |       |
| <b><u>County Health Rankings and Roadmaps</u></b>                               |       |
| <b><u>Wisconsin Interactive Statistics on Health (WISH)</u></b>                 |       |





| <b>Topic</b>   | <b>Notes</b> |
|--|--------------|
| <b><u>State and Partner Data Sets</u></b>                |              |
| <b><u>Wisconsin State Lab of Hygiene</u></b>             |              |
| <b><u>Clinical Laboratory Improvement Act (CLIA)</u></b> |              |
| <b><u>Public Health Preparedness</u></b>                 |              |
| <b><u>Healthcare Emergency Readiness Coalition</u></b>   |              |
| <b>Public Health Emergency Core Competencies</b>         |              |
| <b>CDC Public Health Performance Measures</b>            |              |
| <b>Public Health Emergency Plan (PHEP)</b>               |              |
| <b>Mass Clinic Plan</b>                                  |              |
| <b>24/7 Emergency Notification Procedure</b>             |              |
| <b><u>National Incident Management System (NIMS)</u></b> |              |
| <b><u>Wisconsin Emergency Management</u></b>             |              |
| <b>Emergency Operations Plan (EOP)</b>                   |              |
| <b><u>Public Health Intervention Model</u></b>           |              |
| <b><u>Strategic Planning Process</u></b>                 |              |



| <b>Topic</b>   | <b>Notes</b> |
|--|--------------|
| <b>Health in All Policies</b><br><b>1. <u>NACCHO Health in All Policies</u></b><br><b>2. <u>ASTHO Health in All Policies</u></b>   |              |
| <b><u>Community Health Improvement Plan (CHIP)</u></b>   |              |
| <b>Evidence-Based Best Practice Resources</b><br><b>1. <u>NIH Evidence-Based Best Practice Resources</u></b><br><b>2. <u>County Health Rankings and Roadmaps Action to Improve Health</u></b><br><b>3. <u>WALHDAB Community Health Improvement in Action Project</u></b> |              |
| <b>Public Health Ethics</b><br><b>1. <u>CDC Public Health Ethics</u></b><br><b>2. <u>NACCHO Public Health Ethics</u></b>   |              |
| <b><u>Partner Communications and Alerting (PCA) Portal</u></b>   |              |
| <b>Risk Communications</b>   |              |



| <b>Topic</b>                               | <b>Notes</b> |
|--|--------------|
| <b>Message Mapping</b>                     |              |
| <b>Medical Community</b>                   |              |
| <b>General Public</b>                      |              |
| <b><u>Health Literacy</u></b>              |              |
| <b>Annual Reports</b>                      |              |
| <b>Social Marketing</b>                    |              |
| <b>Community Organization</b>              |              |
| <b><u>Community Guide</u></b>              |              |
| <b><u>Community Tool Box</u></b>           |              |
| <b>Group Facilitation</b>                  |              |
| <b><u>Coalition Building</u></b>           |              |
| <b>Advocacy and Community Mobilization</b> |              |
| <b>Cross-sector Partnerships</b>           |              |
| <b><u>Board of Health</u></b>              |              |
| <b>Job Description</b>                     |              |



| <b>Topic</b>  | <b>Notes</b> |
|---|--------------|
| <b>Roles and Responsibilities</b>                         |              |
| <b>BOH WI Statutory Authority</b>                         |              |
| <b>Medical Advisor Roles and Responsibilities</b>         |              |
| <b>Agenda Setting and Minutes</b>                         |              |
| <b>Strategic Planning and Goal Setting</b>                |              |
| <b>Orientation</b>  |              |
| <b>Performance Evaluations</b>                            |              |
| <b><u>Office of Health Equity</u></b>                     |              |
| <b><u>Limited English Proficiency Resources</u></b>       |              |
| <b><u>Performance Management</u></b>                      |              |
| <b><u>Program Evaluation</u></b>                          |              |
| <b><u>Public Health Quality Improvement</u></b>           |              |
| <b><u>Office of Health Informatics: Data Contacts</u></b> |              |
| <b><u>TRAIN-WI</u></b>                                    |              |
| <b>Scheduling</b>   |              |



| Topic   | Notes |
|---|-------|
| <b>Personnel Policy and Procedures</b>  |       |
| <b>Job Descriptions</b>   |       |
| <b><u>Public Health Nurse Consultants</u></b>   |       |
| <b><u>Public Health Educator</u></b>  |       |
| <b>Hiring and Contracting</b>   |       |
| <b>Orientation and On-boarding</b>  |       |
| <b>Performance Evaluations</b>  |       |
| <b>Discipline, Dismissal, Grievance Process</b>   |       |
| <b>Union Contracts and Negotiations</b>   |       |
| <b>Staff Development</b>  |       |
| <b>Public Health Workforce Development</b><br><b>1. <u>Wisconsin Public Health Workforce Development</u></b><br><b>2. <u>Public Health Foundation Workforce Development</u></b> |       |
| <b>Delegation of Duties</b>   |       |



| <b>Topic</b>  | <b>Notes</b> |
|---|--------------|
| <b>Team Management</b>                                  |              |
| <b>Reclassification Process</b>                         |              |
| <b>Personnel Records</b>                                |              |
| <b>Licensing and Certification</b>                      |              |
| <b>Child Abuse, Neglect and Mandatory Reporting</b>     |              |
| <b><u>Bloodborne Pathogens and Exposure Control</u></b> |              |
| <b><u>TB Infection Control</u></b>                      |              |
| <b>Fire and Weather Incidents</b>                       |              |
| <b>Personnel Work Safety</b>                            |              |
| <b>Workplace Non-violence Policy</b>                    |              |
| <b>Sexual Harassment</b>                                |              |
| <b>Use of Internet</b>                                  |              |
| <b>Employee Wellness</b>                                |              |
| <b>Incident Reports</b>                                 |              |
| <b>Budget Development Process</b>                       |              |



| <b>Topic</b>   | <b>Notes</b> |
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| <b><u>Prevention Block Grant</u></b>   |              |
| <b>Local Contracts (Grants)</b>  |              |
| <b>Audit</b>   |              |
| <b><u>Wisconsin Grant and Contracts (GAC)</u></b>  |              |
| <b>Medicaid, Medicare Billing and Reimbursement</b><br><b>1. <u>Medicaid in Wisconsin</u></b><br><b>2. <u>Grant Enrollment, Application and Reporting System (GEARS)</u></b> |              |
| <b><u>State Statutes and Administrative Rules</u></b>  |              |
| <b>Local Ordinances</b>  |              |
| <b><u>Legal Counsel (Corps Counsel)</u></b>  |              |
| <b>Public Meeting Laws</b>   |              |
| <b><u>HIPAA</u></b>  |              |
| <b>Confidentiality</b>   |              |
| <b>Referral (Internal and External)</b>  |              |



Wisconsin Department of Health Services, Division of Public Health  
**Office of Policy and Practice Alignment (OPPA)**

| Topic                    | Notes |
|--------------------------|-------|
| <b>Record Retention</b>  |       |
| <b>Records Custodian</b> |       |

| <b><i>PUBLIC HEALTH PROGRAMS BY FUNDING SOURCE:</i></b>    |  |                                   |
|--|--|-----------------------------------|
| <b><i>State Grants</i></b>                                 | <b><i>Contracts</i></b>                                    | <b><i>Medicaid</i></b>            |
| Immunizations (Vaccine for Children Program)               | DNR Agent Non-Community Water Testing                      | Health Check                      |
| Reproductive Health  | Food Safety and Recreational Licensing (DHFS/DATCP)        | Targeted Case Management          |
| Early Identification of Pregnancy (EIDP)                   | Mobile Home Park Licensing                                 | Prenatal Care Coordination        |
| Maternal and Child Health (MCH)                            | School Health  | Immunizations                     |
| Regional Children and Youth with Special Health Care Needs | Jail Health  | Oral Health – Fluoride Varnishing |
| WIC  | Occupational Health (TB Skin testing, Drug Screening, etc) |                                   |
| Oral Health Services                                       | TB Dispensary Program                                      |                                   |
| Wisconsin Well Women Program/WISEWOMEN                     | HIV Counseling and Partner Notification                    |                                   |
| Childhood Lead Prevention                                  |  |                                   |
| Public Health Preparedness                                 |  |                                   |
| Tobacco  |  |                                   |