



Council of State and Territorial Epidemiologists

Assessment Instructions

2017 Epidemiology Capacity Assessment

The Council of State and Territorial Epidemiologists (CSTE) appreciates your support in completing the 2017 Epidemiology Capacity Assessment (ECA). The ECA aims to assess the overall State Health Department epidemiology capacity from the perspective of the State Epidemiologists. Your responses will be kept confidential and shared only in de-identified, aggregate form.

CSTE has periodically assessed epidemiology capacity in State Health Departments since 2001. CSTE's 2017 ECA is a follow-up to the 2013 ECA and will provide important information about the current capacity of epidemiology programs in State Health Departments. For more information about previous ECAs, visit the CSTE website: <http://www.cste.org/group/ECA>.

Please use the following as guidelines when completing this assessment:

We strongly recommend reviewing and completing the [PDF](#) version of the assessment before proceeding with this online form. It may be helpful to consult State Health Department staff, organizational charts, or other documents to complete portions of the ECA.

Assessment Functionality: The link received by the State Epidemiologist may be forwarded to other health department staff to complete. It should not be shared outside of the State Health Department. The assessment cannot be completed by two individuals simultaneously.

Using the Online Tool

The assessment is designed so that it can be completed in multiple sittings and/or by several people. Please keep the following in mind as you navigate through the assessment:

- It is possible to move back and forth throughout the assessment.

- A limited number of questions will "request a response" before allowing you to move forward.
 - Messages will appear if question(s) within a section have not been completed, and the unanswered question(s) will be highlighted in pale blue.
 - It is still possible to move forward to the next section.
- For questions that require responses in multiple columns and rows, the TAB key can be used to navigate quickly from cell to cell.

Because no questions require a response to move forward, it is essential that the State Epidemiologist go through the entire assessment a final time before submission to confirm that all questions and all parts within questions have been answered.

Who completes the ECA? Some State Health Departments will want different staff members, such as program area leads or Human Resources staff, to complete various sections of the assessment. These individuals can record their responses directly in the assessment or they can be compiled by you or your designee using the worksheets provided below prior to completing the assessment online.

- [Program Area Leads Worksheet](#)
- [Human Resources Worksheet](#)

Others Adding Directly to the Assessment

If multiple staff will assist with completing the assessment online, please adhere to the following guidelines:

- The initial recipient should open the assessment, move through the assessment, and record responses.
- Upon completion, the browser tab should be closed. Closing the browser tab automatically saves all the responses.
- The email containing the assessment link can be forwarded to other recipients. Only one recipient at a time can open the assessment and record responses, and the browser tab must then be closed in order for each recipient's responses to be recorded.

Only the State Epidemiologist or their designee should review and submit the completed assessment.

Others Completing the Worksheets for the State Epidemiologist to Add to the Assessment

If you wish to compile the responses from other staff and limit the number of individuals entering information directly in the online assessment, optional worksheets have been prepared that can be modified according to your needs.

- The worksheets contain all possible questions where either information or input from program area leads or from Human Resources may be useful.
- Those questions to which you prefer to respond yourself or have others respond can be deleted before sending out the worksheet.
- One question appears on both worksheets since the necessary information may rest with different groups among health departments.
- The numbering and format on the worksheets corresponds to what appears on the screen to facilitate data entry.
- Instructions for modification can be found within the first tab of each worksheet.

Who should be counted as an epidemiologist? Some questions will require an enumeration of the current epidemiology workforce within the State Health Department. Please count each epidemiologist only once.

State level epidemiologists include:

- All those employed by the state
- All those working at the state level who are either federal assignees (e.g. EISO, CEFO, PHAP) or contract employees (e.g. CSTE trainee, contracted from school of public health to work at or for the State Health Department)
- State employees assigned to work at a local or regional level (e.g. to conduct investigations for a region of the state).

When considering who should be counted, please focus on the functions performed by the individual rather than the job title. Reference the Applied Epidemiology Competencies ([AECs](#)) for examples of epidemiology job functions if you need assistance in determining the status of an employee.

Please note that this is the same definition that was used in 2013. You may wish to review your state's individual report from the previous assessment as a point of reference. Further instructions on who should be counted as an epidemiologist can be found [here](#).

The following is an outline of the ten assessment sections:

- Section 1: Epidemiology leadership within the State Health Department
 - This section can be completed by the State Epidemiologist without additional input.
- Section 2: Epidemiology staffing and funding sources within the State Health Department
 - Question 7 (number of epidemiologists and source of funding by program area) and Question 8 (ideal number of epidemiologists by program area) have been included as options in the Program Area Leads worksheet.
 - Question 7 is also included as an option in the Human Resources Worksheet.
- Section 3: Epidemiology and surveillance capacity within the State Health Department
 - Question 10 (perceived capacity) has been included as an option in the Program Area Leads Worksheet.
- Section 4: Civil service annual salary ranges for epidemiologists in your State Health Department
 - Please consult with your Human Resources or other hiring director when completing this section.
 - Questions 12 and 13 have been included as options in the Human Resources Worksheet.
- Section 5: Epidemiology training and the Applied Epidemiology Competencies (AECs)
 - Please consult other State Health Department epidemiologists for questions pertaining to domains not under your area of responsibility.
 - Question 18 (pressing training needs) has been included as an option in the Program Area Leads Worksheet.
- Section 6: Existing practices, incentives and barriers aimed at strengthening the state epidemiology workforce
 - All questions within this section should be completed by the State Epidemiologist or a senior level health official within your agency. It may be helpful to consult with a Human Resources or other hiring director.
 - Question 21 (minimum hiring requirements) has been included as an option in the Human Resources Worksheet.
- Section 7: Vacancies and retention of the state epidemiology workforce
 - All questions within this section should be completed by the State Epidemiologist or a designated senior level health official within your agency. It may be helpful to consult with a Human Resources director or other State Health Department staff by specific program areas.
 - Question 23 (vacancies by program area) has been included as an option in the Human Resources Worksheet.

- Question 24 (obstacles to retention) has been included as an option in the Program Area Leads Worksheet.
- Section 8: Preparedness within the State Health Department
 - This question should be completed by the State Epidemiologist or a senior level health official within your agency.
- Section 9: Leadership feedback
 - The two open-ended questions within this section should be completed by the State Epidemiologist or a senior level health official within your agency.
- Section 10: Review of assessment
 - All questions within this section should be completed by the State Epidemiologist or a senior level health official within your agency.

The assessment must be completed in its entirety before it can be submitted. A confirmation that all parts of the assessment have been completed is required.

Please complete the entire assessment by 11:59pm EST on Wednesday, May 31, 2017.

For questions, contact Jessica Arrazola at ECA@cste.org.

Section 1: Epidemiology Leadership

Section 1: Epidemiology leadership within the State Health Department (Questions 1-4)

This section can be completed by the State Epidemiologist without additional input.

Q1. How long has the State Epidemiologist been in his/her current position?

Please indicate half years in increments of 0.5

Years in current position:

Q2. Is the State Epidemiologist an appointed position in your state?

☐ Yes

☐ No

Q3. Is there a formal lead epidemiologist for each program area below?

If the "Other" category is not relevant to your situation, please select "No."

	Yes	No
Chronic Disease	☐	☐
Environmental Health	☐	☐
Genomics	☐	☐
Infectious Disease	☐	☐
Informatics	☐	☐
Injury	☐	☐
Maternal and Child Health	☐	☐
Mental Health	☐	☐
Occupational Health	☐	☐
Oral Health	☐	☐
Preparedness	☐	☐
Substance Abuse	☐	☐
Vital Statistics	☐	☐
Other (please specify) 	☐	☐

Q4. Do epidemiologists at the State Health Department have easy access to peer-reviewed literature that is not open access? *Open access is defined as available online to the reader without financial, legal, or technical barriers other than those inseparable from gaining access to the internet itself.*

Select option from the dropdown scale.

Yes, within 2 hours
Yes, the same day (2-23 hours)
Yes, within 24-72 hours
Yes, but >72 hours
No access

Section 2: Epidemiology Funding Sources

Section 2: Epidemiology staffing and funding sources within the State Health Department (Questions 5-8)

Question 7 (number of epidemiologists and source of funding by program area) and Question 8 (ideal number of epidemiologists by program area) have been included as options in the Program Area Leads Worksheet.

Question 7 is also included as an option in the Human Resources Worksheet.

Q5. What are the funding sources for all epidemiology activities within the State Health Department?

Note: This question will not automatically validate total percent. Total must equal 100%. Please do not leave any box blank- if necessary, indicate 0%.

Federal Funds %

State Funds %

Other %

Total

Q6. What are the funding sources for all epidemiology personnel within the State Health Department?

For more information on who should be counted as an epidemiologist, please [click here](#).

Note: This question will not automatically validate total percent. Total must equal 100%. Please do not leave any box blank- if necessary, indicate 0%.

Federal Funds %

State Funds %

Other %

0

Total

0

Q7. Please indicate the total number of epidemiologists (FTEs) currently working for your State Health Department by program area and funding source. If an epidemiologist has responsibilities divided over more than one program area, please attribute the fraction of the time the epidemiologist works in any given program area to the nearest 0.1 FTE (e.g. 0.2 ID, 0.4 PR, 0.4 EH).

For enumeration purposes state-level epidemiologists include all those employed by the state, all those working at the state level who are either federal assignees (e.g. EISO, CEFO, PHAP) or contract employees (e.g. CSTE trainee, contracted from school of public health to work at or for the State Health Department), and state employees assigned to work at local or regional level (e.g. to conduct investigations for a region of the state).

When considering who should be counted, please focus on the functions performed by the individuals rather than the job title.

You may wish to consult the 2013 responses from your state in completing this form.

Note: Only numbers are accepted. Please round to one decimal place.

To navigate across rows, use the TAB key. All cells should be completed even if you do not have a program in this area.

If the "Other" category is not relevant to your situation, please also indicate "0" for each value in that row.

The "Total" column can be used to validate responses by program area rows.

	Number supported with federal funds from CDC	Number directly funded by CDC (e.g., CEFO, EIS, PHAP, etc.)	Number supported with federal funds from other agencies	Number supported with state funds	Number supported with funds from other sources (e.g., foundations)	Total
Chronic Disease	0	0	0	0	0	0
Environmental Health	0	0	0	0	0	0
Genomics	0	0	0	0	0	0
Infectious Disease	0	0	0	0	0	0
Informatics	0	0	0	0	0	0
Injury	0	0	0	0	0	0
Maternal and Child Health	0	0	0	0	0	0
Mental Health	0	0	0	0	0	0
Occupational Health	0	0	0	0	0	0
Oral Health	0	0	0	0	0	0
Preparedness	0	0	0	0	0	0
Substance Abuse	0	0	0	0	0	0
Vital Statistics	0	0	0	0	0	0
Other (please specify)	0	0	0	0	0	0

Q8. Please estimate the ideal number of additional epidemiologists needed to reach full capacity for your State Health Department by program area (the number of epidemiologists in addition to the current number regardless of resources- it may be helpful to reference Question 7). Please attribute the fraction of capacity in each program area to the nearest 0.1 FTE if less than one FTE is needed.

Note: Only numbers are accepted. Please round to one decimal place.

To navigate down the column, use the TAB key. All cells should be completed even if you do not have a program in this area.

If the "Other" category is not relevant to your situation, please indicate "0" for that row.

	Estimate of ideal number of additional epidemiologists needed to reach full capacity
Chronic Disease	
Environmental Health	
Genomics	
Infectious Disease	
Informatics	
Injury	
Maternal and Child Health	
Mental Health	
Occupational Health	
Oral Health	
Preparedness	
Substance Abuse	
Vital Statistics	
Other (please specify)	

Section 3: Epidemiology and Surveillance Capacity

Section 3: Epidemiology and surveillance capacity within the State Health Department (Questions 9-11)

This section focuses on the four key Essential Public Health Services (EPHS) that have been identified as significant for epidemiologists:

- EPHS 1: Monitoring health status to identify and solve community health problems**
- EPHS 2: Diagnosing and investigating health problems and health hazards in the community**
- EPHS 9: Evaluating effectiveness, accessibility and quality of personal and population-based health services**

- **EPHS 10: Researching for new insights and innovative solutions to health problems**

For further details on the EPHS, please click [here](#).

If necessary, please seek the guidance of other State Health Department staff within program specific areas when completing this section.

Question 10 (perceived capacity) has been included as an option in the Program Area Leads Worksheet.

Q9. Does your State Health Department have adequate epidemiological capacity to provide the following four Essential Public Health Services ([EPHS](#)), such that the Department is able to lead activities, provide subject matter expertise, and apply for, receive, and manage resources to conduct key activities?

See below for a definition of scales used in this question.

None: 0% adequate epidemiological capacity to provide this EPHS.

Minimal: 1-24% adequate epidemiological capacity to provide this EPHS.

Partial: 25-49% adequate epidemiological capacity to provide this EPHS.

Substantial: 50-74% adequate epidemiological capacity to provide this EPHS.

Almost full: 75-99% adequate epidemiological capacity to provide this EPHS.

Full: 100% adequate epidemiological capacity to provide this EPHS.

Select capacity option from the dropdown scale.

EPHS #1 Monitoring health status to identify and solve community health problems

EPHS #2 Diagnosing and investigating health problems and health hazards in the community

EPHS #9 Evaluating effectiveness, accessibility and quality of personal and population-based health services

EPHS #10 Researching for new insights and innovative solutions to health problems

None (0%)
Minimal (1-24%)
Partial (25-49%)
Substantial (50-74%)
Almost full (75-99%)
Full (100%)

Q10. What best describes the overall current epidemiological capacity to provide the four Essential Public Health Services ([EPHS](#)) in the each of the following program areas in your

State Health Department, such that the Department is able to lead activities, provide subject matter expertise, and apply for, receive, and manage resources to conduct key activities?

See below for a definition of scales used in this question.

None: 0% epidemiological and surveillance capacity to provide the four EPHS.

Minimal: 1-24% epidemiological and surveillance capacity to provide the four EPHS.

Partial: 25-49% epidemiological and surveillance capacity to provide the four EPHS.

Substantial: 50-74% epidemiological and surveillance capacity to provide the four EPHS.

Almost full: 75-99% epidemiological and surveillance capacity to provide the four EPHS.

Full: 100% epidemiological and surveillance capacity to provide the four EPHS.

We do not have this program area.

Select capacity option from the dropdown scale.

If the "Other" category is not relevant to your situation, please select "We do not have this program area."

Chronic Disease

Environmental Health

Genomics

Infectious Disease

Informatics

Injury

Maternal and Child Health

Mental Health

Occupational Health

Oral Health

Preparedness

Substance Abuse

Vital Statistics

Other (please specify)

▼

None (0%)

Minimal (1-24%)

Partial (25-49%)

Substantial (50-74%)

Almost full (75-99%)

Full (100%)

We do not have this program area

▼

▼

▼

▼

▼

▼

Q11. From your perspective as State Epidemiologist, please identify:

A. If there is a need to improve capacity for the four Essential Public Health Services (EPHS) in each of the following program areas in your State Health Department.

B. To what extent it is a priority to improve capacity for the four Essential Public Health Services (EPHS) in each of the following program areas in your State Health Department.

Select options from the dropdown scales.

If you do not have any programs in the "Other" category, please select "We do not have this program area" in columns A and B.

	A. Is there a need to improve capacity for the four EPHS in this program area?	B. To what extent is it a priority to improve capacity for the four EPHS in this program area?
Chronic Disease		
Environmental Health	Yes No We do not have this program area	High priority Medium priority Low priority Not a priority We do not have this program area
Genomics		
Infectious Disease		
Informatics		
Injury		
Maternal and Child Health		
Mental Health		
Occupational Health		
Oral Health		
Preparedness		
Substance Abuse		
Vital Statistics		
Other (please specify)		

Section 4: Civil Service Annual Salary Ranges

Section 4: Civil service annual salary ranges for epidemiologists in your State Health Department (Questions 12-13)

It may be helpful to consult with your Human Resources or other hiring director for Questions 12 and 13. It may also be helpful to reference the Applied Epidemiology Competencies (AECs) to answer Question 13.

Questions 12 and 13 have been included as options in the Human Resources Worksheet.

Please include only civil service employees. Further instructions for who should be counted as an epidemiologist can be found [here](#).

Q12. Describe the civil service annual salary range for epidemiologists working in your State Health Department by degree (state employees only). If you have more than one position for a given degree below, please use the low end of the lowest position in that level to the high end of the highest position in that level. *Example: If an entry level epidemiologist with an MD makes \$75,000 to \$100,000 and a senior level epidemiologist with an MD makes \$125,000 to \$150,000 the salary scale is: \$75,000-\$150,000.*

Please include only civil service employees.

Note: Commas are not permitted in response boxes. Only numbers are accepted. Please round to the nearest whole number.

	Salary Range (Minimum)	Salary Range (Maximum)
MD, DO		
DVM		
PhD, DrPH, other doctoral		
MPH, MSPH, other Master		
BA, BS, BSN, other Bachelor		
Associate or no post high school degree		

Q13. Describe the official Human Resources civil service annual salary range for epidemiologists working in your State Health Department by career level according to the Applied Epidemiology Competencies ([AECs](#)). If you have more than one position in a given career level below, please use the low end of the lowest position in that level to the high end of the highest position in that level.

Please include only civil service employees.

Note: Commas are not permitted in response boxes. Only numbers are accepted. Please round to the nearest whole number.

	Salary Range (Minimum)	Salary Range (Maximum)
State Epidemiologist		
Deputy State Epidemiologist		
Senior Level Epidemiologist		
Mid Level Epidemiologist		
Entry Level Epidemiologist		

Section 5: Epidemiology Training and the AECs

Section 5: Epidemiology training and the Applied Epidemiology Competencies (AECs) (Questions 14-18)

Please consult other State Health Department epidemiologists for questions pertaining to domains not under your area of responsibility.

Question 18 (pressing training needs) has been included as an option in the Program Area Leads Worksheet.

Q14. Does your public health agency do the following in order to provide access to training in epidemiology?

	Yes	No
Include education and training objectives in performance review?	☐	☐
Pay for formal training or education outside your organization (conferences or seminars)?	☐	☐

	Yes	No
Provide on-site training (epidemiology seminars, etc)?	☐	☐
Provide epidemiology training or education to epidemiologists at the local level?	☐	☐
Have staff position(s) responsible for internal training?	☐	☐
Require continuing education in epidemiology and surveillance?	☐	☐

Q15. Does your public health agency do the following in order to provide access to cross-training in informatics?

	Yes	No
Require cross-training in informatics?	☐	☐
Pay for formal informatics training or education outside your organization (conferences or seminars)?	☐	☐
Provide on-site informatics training (seminars, etc)?	☐	☐
Provide informatics cross-training or education to epidemiologists at the local level?	☐	☐
Have staff position(s) responsible for internal informatics cross-training?	☐	☐

Q16. Does your public health agency provide epidemiology training in collaboration with any of the following organizations/groups?

If no "Other" is specified, please select "No."

	Yes	No
Centers for Disease Control and Prevention (CDC)	☐	☐
Schools of Public Health	☐	☐
Public Health Institutes	☐	☐
Schools of Medicine	☐	☐
Schools of Nursing	☐	☐
Schools of Veterinary Medicine	☐	☐
Other Academic Institutions	☐	☐
Centers for Public Health Preparedness/Preparedness and Emergency Response Learning Centers	☐	☐
Public Health Training Centers	☐	☐
Other Healthcare Organizations	☐	☐
Other Federal/governmental agencies	☐	☐
Public Safety/First Responders	☐	☐
Other Healthcare Providers	☐	☐
Other (please specify)	☐	☐

Q17. How does the State Health Department utilize the Applied Epidemiology Competencies ([AECs](#)) to define the career path for applied epidemiologists?

For more information on who should be counted as an epidemiologist, please click [here](#).

Select all that apply.

- ☐ Assess epidemiological capacity of specific positions
- ☐ Assess gaps in knowledge
- ☐ Create/update job qualification statements
- ☐ Create/update position descriptions
- ☐ Create/update promotion requirements
- ☐ Develop curricula for continued education/training programs

- ☐ Develop specific training plans to address gaps in knowledge
- ☐ Not sure if we have used the AECs
- ☐ We have not used the AECs

Q18. From your perspective, what are the most pressing training needs among your epidemiology staff?

For more information on who should be counted as an epidemiologist, please click [here](#).

Please select the top two most pressing training needs.

- ☐ Assessments and evaluations (development and distribution)
- ☐ Continuing education (basic epi refreshers, novel methodologies, updates to the field/literature, etc.)
- ☐ Cultural competency (diversity and inclusion, improving knowledge and attitudes to promote culturally responsive work, community collaboration, etc.)
- ☐ Data analytics (informatics, translating and applying public health data, etc.)
- ☐ Fiscal management (planning, budgeting, and/or monitoring resources)
- ☐ Leadership development (identifying future leaders, coaching/mentoring programs, retention of current leaders)
- ☐ Persuasive communication (articulating a message to the public, communicating public health research and data, policy engagement, etc.)
- ☐ Systems thinking (systems development, change management, strategic planning, and/or flexibility)
- ☐ Software skills (Epi Info, SAS, SPSS, R, etc.)
- ☐ Team-building (improving interpersonal relations and collaboration among staff)
- ☐ Other (please specify)

Section 6: Existing Practices, Incentives and Barriers of the Workforce

Section 6: Existing practices, incentives and barriers aimed at strengthening the state epidemiology workforce (Questions 19-21)

All questions within this section should be completed by the State Epidemiologist or a senior level health official within your agency. It may be helpful to consult with a Human Resources or other hiring director.

Question 21 (minimum hiring requirements) has been included as an option in the Human Resources Worksheet.

Q19. To what extent is each of these factors a problem in recruiting epidemiologists?

If the "Other" category is not relevant to your situation, please select "Not a Problem" in that row.

Salary scale	
Personnel policies and procedures	
Job benefits	Not a Problem Minor Problem Moderate Problem Major Problem
Job security	
Job location	
Opportunity for promotion	
Travel required	
Travel permitted	
Job interests/fulfillment	
Opportunities for training	
Limitations recruiting outside your organization	
Restrictions on choosing the best candidate	
Restrictions on hiring quickly enough	
Restrictions on offering competitive pay	
Hiring freezes	
Other factor (please specify)	

Q20. The following are useful recruitment settings or activities implemented by our organization:

If the "Other" category is not relevant to your situation, please select "No" in that row.

	Yes	No
Universities/Schools of Public Health		
Recruitment job fairs		

	Yes	No
Professional organizations (ACE, APHA, ASPPH, ASTHO, CSTE, NACCHO- including newsletters and conferences)	☐	☐
Federal programs (CEFO, EIS, PHAP)	☐	☐
Other health agencies within the state	☐	☐
Local media	☐	☐
Periodic epidemiology newsletters	☐	☐
State and/or local government websites	☐	☐
Public Health career websites (e.g. Emory Public Health Employment Connection)	☐	☐
LinkedIn or other online networks	☐	☐
Facebook	☐	☐
Other social media	☐	☐
Other (please specify) 	☐	☐

Q21. In general (regardless of program area), what are your minimum hiring requirements for entry level epidemiology positions at the State Health Department?

For more information on who should be counted as an epidemiologist, please click [here](#).

A. Educational Attainment: **Please select option from dropdown list.**

High School Diploma
Associate Degree
Bachelors Degree
Masters Degree
Doctorate Degree

B. Years Experience: **Please select option from dropdown list.**

Less than 1
1
2
3
4
5
6
7
8
9
More than 9

C. What qualifies as experience? **Select all that apply.**

- ☐ Internships
- ☐ Volunteering
- ☐ Paid work
- ☐ Full time experience
- ☐ Other (please specify)

Section 7: Retention of the Workforce

Section 7: Vacancies and retention of the state epidemiology workforce (Questions 22-26)

All questions within this section should be completed by the State Epidemiologist or a designated senior level health official within your agency. It may be helpful to consult with a Human Resources director or other State Health Department staff by specific program areas.

Question 23 (vacancies by program area) has been included as an option in the Human Resources Worksheet.

Question 24 (obstacles to retention) has been included as an option in the Program Area Leads Worksheet.

Q22. Does your State Health Department utilize contractors to fill vacancies for epidemiology/surveillance positions at the Master's degree and above level?

A vacancy is defined as a position to be filled at the State Health Department that meets the following conditions: (1) there is work available for the position and (2) the job could start within 30 days.

☐ Yes

☐ No

Q23. For epidemiology/surveillance positions at the Master's degree and above level, please estimate the number of vacancies by program area in civil service positions (columns A and B) and contract employees (columns C and D). Please attribute the fraction of time for vacancy by program area to the nearest 0.1 FTE if there is vacancy for a position over multiple program areas.

A vacancy is defined as a position to be filled at the State Health Department that meets the following conditions: (1) there is work available for the position and (2) the job could start within 30 days. Do not include positions that are required to be left vacant due to hiring freezes or other requirements.

To navigate across rows, use the TAB key.

Please do not leave any box blank, indicate "0" instead.

For columns C and D, if you do not use contractors, indicate "0."

	A. What is the number of vacant epidemiology positions at the health department for <u>civil service employees</u> ?	B. How many <u>civil service</u> positions do you intend to fill (actively working with HR)?	C. What is the number of vacant epidemiology positions at the health department for <u>contract employees</u> ?	D. How many <u>contract positions</u> do you intend to fill (actively working with HR)?
Chronic Disease				
Environmental Health				
Genomics				
Infectious Disease				
Informatics				
Injury				
Maternal and Child Health				
Mental Health				
Occupational Health				
Oral Health				

	A. What is the number of vacant epidemiology positions at the health department for <u>civil service</u> employees?	B. How many <u>civil service</u> positions do you intend to fill (actively working with HR)?	C. What is the number of vacant epidemiology positions at the health department for <u>contract employees</u> ?	D. How many <u>contract positions</u> do you intend to fill (actively working with HR)?
Preparedness				
Substance Abuse				
Vital Statistics				
Other (please specify)				

Q24. To what extent is each of these factors a problem in retaining epidemiologists?

Please include only civil service employees.

If no "Other" is specified, please select "Not a Problem."

Salary scale	
Personnel policies and procedures	
Job benefits	Not a Problem Minor Problem Moderate Problem Major Problem
Job security	
Job location	
Opportunity for promotion	
Travel required	
Travel permitted	
Job interests/fulfillment	
Opportunities for training	
Loss to private or government sector	
Restrictions on merit raises	
Restrictions on travel outside jurisdiction	
Layoffs from budget restrictions	
Other factor (please specify)	

Q25. In light of the projected public health workforce shortage, how are you currently working with staff to minimize turnover?

Select all that apply.

- ☐ Internal promotions
- ☐ Mentoring/informal coaching
- ☐ Promoting task diversity in assignments
- ☐ Providing professional development and training
- ☐ Publicly recognizing employee achievements
- ☐ Succession planning
- ☐ Other (please specify)

Q26. In light of the projected public health workforce shortage, how are you working with staff to maintain institutional knowledge?

Select all that apply.

- ☐ Documenting standard operating procedures
- ☐ Participating in preceptorship/practicum programs
- ☐ Providing internal training
- ☐ Providing professional development
- ☐ Other (please specify)

Section 8: Preparedness

Section 8: Preparedness within the State Health Department (Question 27)

This question should be completed by the State Epidemiologist or a senior level health official within your agency.

Q27. Do you utilize an Outbreak Management System?

An outbreak management system supports the initial characterization, investigation, response, and containment of outbreaks through the collection and analysis of data.

- ☐ Yes
- ☐ No

Section 9: Leadership Feedback

Section 9: Leadership feedback (Questions 28-29)

All questions within this section should be completed by the State Epidemiologist or a designated senior level health official within your agency.

Q28. As the State Epidemiologist, what are the most critical issues you face?

Q29. What other thoughts, comments, concerns or questions would you like to share with CSTE with regard to the epidemiology workforce and training?

Section 10: Review Assessment

Section 10: Review of assessment (Questions 30-31)

All questions within this section should be completed by the State Epidemiologist or a designated senior level health official within your agency.

Please review the previous 9 sections of the assessment prior to completing this section to confirm all questions have been answered accurately.

Q30. As the State Epidemiologist, I confirm that all questions within this assessment have been answered.

☐ [Click here to confirm](#)

Q31. As the State Epidemiologist, I confirm that all parts of this assessment have been completed accurately, to the best of my knowledge. I have consulted with other State Health Department staff as needed.

☐ [Click here to confirm](#)

Submit Assessment

After you have completed a review of the responses to the 2017 Epidemiology Capacity Assessment and confirm that the assessment has been completed accurately to the best of your knowledge, please click the forward arrow below to submit your responses. Your responses cannot be reviewed after submission.

Click the next arrow to submit your responses.

If you have any additional questions or comments, please email Jessica Arrazola at ECA@cste.org.