CIFOR Toolkit Contents

Label	Document name	Purpose	Audience
A	**Toolkit Overview**	Describes goals, target audience, and approach of the CIFOR Toolkit	Agency and jurisdiction decision-makers
B	**Toolkit User Instructions**	Discusses in detail the steps for using the CIFOR Toolkit	Facilitator and recorder
C	**Toolkit User Instructions (Cheat Sheet for Facilitators)**	Briefly lists the steps for using the CIFOR Toolkit	Facilitator
D	**Preliminaries Worksheet**	Helps identify participants and resources necessary to use the Toolkit	Facilitator
E	**Selecting Focus Areas Worksheet**	Helps identify parts of foodborne disease outbreak response that are a high priority for program/agency/jurisdiction to work on	Workgroup (or subset) from program/agency/jurisdiction
F	**Individual Focus Area Worksheets**	Helps identify CIFOR recommendations appropriate for program/agency/jurisdiction related to the following:	Workgroup (or subset) from program/agency/jurisdiction
	Focus Area 1 Worksheet	*Relationships with relevant agencies and organizations*	
	Focus Area 2 Worksheet	*Communications*	
	Focus Area 3 Worksheet	*Necessary resources*	
	Focus Area 4 Worksheet	*Notification/complaint systems*	
	Focus Area 5 Worksheet	*Pathogen-specific surveillance*	
	Focus Area 6 Worksheet	*Initial steps of an investigation*	
	Focus Area 7 Worksheet	*Epidemiology investigation*	
	Focus Area 8 Worksheet	*Environmental health investigation*	
	Focus Area 9 Worksheet	*Laboratory investigation*	
	Focus Area 10 Worksheet	*Control of source at implicated facility*	
	Focus Area 11 Worksheet	*Food recall*	
	Focus Area 12 Worksheet	*Control of secondary spread*	
G	**Sample Focus Area Worksheet**	Illustrates how to complete a Focus Area worksheet	Facilitator and recorder
H	**Crosswalks among National Initiatives and CIFOR Toolkit**	Demonstrates bridges among three national quality improvement initiatives and Focus Areas used in CIFOR Toolkit	Agencies/jurisdictions trying to meet FDA Food Regulatory Program, Public Health Accreditation Board, or Public Health Performance Standards
I	**Toolkit Tips for Facilitators**	Describes role of facilitator and suggestions for leading Toolkit process	Facilitator
J	**Participant Evaluation Form**	Solicits feedback to improve future versions of CIFOR Toolkit	All workgroup members