

How Should I Use The LBOH Toolkit?

A Tutorial

The Local Boards of Health Toolkit is designed to be a “one-stop” resource for new board of health and board of supervisor members to learn about the roles and responsibilities of local boards of health. Think of the Local Boards of Health Toolkit as an encyclopedia – vast quantities of knowledge available in one place. Like an encyclopedia, the Local Boards of Health Toolkit **should be used in small chunks in many sessions – not completed in one session**. You wouldn’t read an encyclopedia cover to cover at one time, would you?

The toolkit is broken down into six different sections:

- What is Public Health?
- Roles and Responsibilities of a Local Board of Health Member
- Local Boards of Health and Supervisors
- Other Public Health Law
- Iowa Public Health Modernization
- Resources

Section I: What is Public Health?

The first section of the toolkit introduces the basics of public health, and is best used with those that have no working knowledge of public health. This section introduces the Core Public Health Function and the Ten Essential Services of Public Health, which form the backbone of public health systems in America. This section also provides a long list of acronyms that are used in public health and may be confusing to those brand new to public health.

Section II: Roles and Responsibilities of a Local Board of Health Member

This part of the Local Boards of Health Toolkit is the longest of the group, and contains the vast majority of the information boards of health will need to oversee their local health department. The section is broken into two subsections: Local/County Boards of Health and Local Public Health Agency (LPHA) – much of the information overlaps, but there are crucial distinctions between the board overseeing public health in a county and the county agency that does the groundwork to improve health. Documents, statutes, and tips are included to help guide the board in governance of the local public health agency.

Section III: Local Boards of Health and Supervisors

This section of the toolkit describes the differences and similarities between the local board of health and the local board of supervisors in a specific jurisdiction, and provides advice on ways that these two boards may work together in order to reach common goals.

Section IV: Other Public Health Law

This section describes the process of legislation in Iowa, for those who do not have a firm background in law or state governance. This section also describes how to access Iowa Code and Iowa Administrative Code from the online service provided by the legislative branch of Iowa state government. In addition,

the concept of the state board of health is introduced, and laws supporting the state board of health and the relationship between local boards and the state board are listed.

Section V: Iowa Public Health Modernization

This part of the toolkit describes the Iowa Public Health Modernization project and how local boards of health will work with both the Iowa Department of Public Health and their local public health agency in ensuring a baseline of public health services are provided in each county. The history of the project is described and the latest version of the Iowa Public Health Standards is provided in this section.

Section VI: Resources

This final section of the Local Boards of Health Toolkit is a collection of different Web sites and documents that relate to other sections of the toolkit, and enhance the overall usefulness of the toolkit. This section can be used to expand on information learned from the other sections, and is better used to complement the other sections than using it alone.

When you first load the Local Boards of Health Toolkit online or from CD, you should see the following in your Web browser:



Technical Requirements	Contacts	Downloads
<p>Adobe Acrobat Reader (free download)</p> <p>Flash Player (free download)</p> <p>If you need assistance downloading or installing any of this software, please contact Jay Cooper.</p>	<p>If you have any questions regarding toolkit materials, please contact Diane Anderson at the Iowa Department of Public Health.</p> <p>If you would like to request a CD-ROM version of this toolkit, please contact Jay Cooper.</p>	<p>Entire Toolkit in PDF Format (100 MB)</p> <p>Local Board of Health Toolkit Flyer</p> <p>How Should I Use The LBOH Toolkit? - A Tutorial</p> <p>Materials from the 2010 Iowa Governor's Conference on Public Health Presentation Top 10 List Quiz: Version 1 Version 2 Version 3</p>

Other Available Toolkits

[Shelter Management](#) | [JIC-PIO](#) | [NIMS-ICS](#) | [Public Health Toolkit](#) | [Pandemic Influenza Toolkit](#)

The toolkit is at the top of the page, and other information is available in three boxes below the toolkit – Technical Requirements, Contacts, and Downloads. If you are unable to see the image at the top (the picture of the boardroom with the Local Boards of Health TOOLKIT text above it), download the free Flash player from Adobe’s Web site by clicking that link. Other documents require Acrobat Reader (also free from Adobe’s Web site – make sure you have this installed before loading the toolkit.) Use the Contacts links if you have any trouble accessing the content or would like to add information to the Local Boards of Health Toolkit. The toolkit can also be downloaded as a (large) PDF file from this page, under the Downloads heading.

You can access the information in the toolkit two different ways: by using the menu on the left side of the toolkit or from the menu at the beginning of each section. These two options are highlighted in green in the image below:

Local Boards of Health Toolkit

Download Toolkit (PDF)
Complete an Evaluation

Click on any button below to access the toolkit resources.

- What is Public Health?**
- General Introduction
- Core PH Functions
- PH and Common Acronyms
- Reference Book
- Roles and Responsibilities
- LBOH and Supervisors
- Other Public Health Law
- Iowa PH Modernization
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Section I: What is Public Health?

What Is Public Health?

Many of the major improvements in the health of American people have been accomplished through public health measures. Control of epidemics, safe food, water, maternal, and child health services are only a few of the public health achievements that have prevented countless deaths and improved the quality of American life.

A. Core Public Health Functions and Essential Public Health Services

The Operational Definition of a Functional Local Health Department (Brochure) was developed by the National Association of County and City Health Officials (NACCHO) in 2005 to describe and promote the emerging trend of standards based public health.

B. Public Health and Common Acronyms

This document lists the most common acronyms and abbreviations used in public health settings in Iowa.

C. Reference Book

This book highlights the need for effective public health services due to ever increasing threats to the public’s health in the 21st century.

You can also download the toolkit as a (large) PDF from inside the toolkit by clicking on the Download Toolkit (PDF) button at the top of the toolkit frame. In addition, we want to know what you think about this toolkit, so that we can improve it in future versions! Click on the Complete an Evaluation button near the top of the toolkit frame to access this questionnaire. These two buttons are highlighted in green in the image on the next page.

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All sections of the Local Boards of Health Toolkit are identical, and work the same way. Again, the aim of this toolkit is not for completion in one session – this information should be used as a reference or completed in many different sessions. It is up to you to break up the information, based on your time schedule. However, the way most people break up the sessions is as follows (based on 1-2 hour sessions):

- Session 1 – Section I
- Session 2 – Section II, part A, subparts 1-4
- Session 3 – Section II, part A, subparts 5-7
- Session 4 – Section II, part A, subparts 8-9
- Session 5 – Section II, part B, subparts 1-5
- Session 6 – Section II, part B, subparts 6-8
- Session 7 – Section III
- Session 8 – Section IV
- Session 9 – Section V

This is just a suggested timetable – you and your board are free to choose how rapidly you move through the information.

If you have any suggestions for future versions of this toolkit, please use the Contacts links or fill out the survey and let us know!