



Workforce Development Plan

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Iowa Department of Public Health
Protecting and Improving the Health of Iowans



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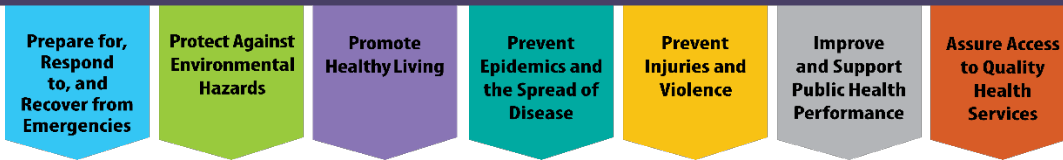
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Purpose & Overview

Protecting and Improving the Health of Iowans



Introduction

The Workforce Development Plan (WDP) is the foundation for the Iowa Department of Public Health’s (IDPH) ongoing commitment to the training and development of its workforce. This section provides an overview of the WDP, links to other Department plans, and the Department’s strategic priorities.

Overview

Training and development of the workforce is one part of a comprehensive strategy toward agency quality improvement. Fundamental to this work is identifying gaps in knowledge, skills and abilities through the assessment of both organizational and individual needs, and addressing those gaps through targeted training and development opportunities.

This document provides a comprehensive workforce development plan for IDPH to assure an adequate workforce that is both sufficiently trained and competent to fulfill the public health needs of our community. In addition, the plan covers the evaluation and development of IDPH employees. This document also addresses the requirement for a workforce development plan found in Version 1.5 of the Public Health Accreditation Board (PHAB)’s Measure 8.2.1.

Strategic Priorities

IDPH has a Strategic Plan (SP). This five-year SP focuses on improving efficiency of the Department, and its capability and capacity to improve the health of Iowans. The FY 2017-2021 SP includes three goals:

- Goal 1. Strengthen the Department’s role as Iowa’s chief health strategist (CHS)
- Goal 2. Strengthen the Department’s capability and capacity to improve population health through partnerships, communications, workforce development and quality improvement (QI)
- Goal 3. Implement a collaborative Department-wide approach to addressing Iowa’s top health issues

Goal 1 reflects the Department’s commitment to implementing strategies to address the changing needs of public health. Goal 2 specifically addresses workforce development. An objective of Goal 2 is “Increase the percentage of IDPH staff participating in internal training.” The following table shows the number of in-house training courses offered and the total attendance for 2015-2018.

	Total # In-House Training Sessions Offered (Includes duplicate trainings)	Total Attendance for All In-House Training Sessions	Total # Staff Attending at least 1 Training
2015	90	945	N/A*
2016	93	1810	N/A*
2017	95	1584	281
2018	85	1673	342
2019	72	1281	251
2020	84	2023	259

**Data not available*

Agency Profile

Introduction

This section provides a broad overview of the Department’s mission and vision, learning culture, barriers to training and professional development and supportive workforce policies.

Mission and Vision

The IDPH mission is *Protecting and Improving the health of Iowans*. The IDPH vision is *Iowa’s Leader for Population Health* and the IDPH vision for Iowa is *Healthy Iowans in Healthy Communities*.

Learning Culture

IDPH supports employee professional development. All employees are encouraged to collaborate with their supervisor about personal skill development and educational opportunities for professional growth. Professional development begins with all new, permanent IDPH employees attending New Employee Orientation. Employees are offered in-house training on a wide variety of topics such as financial/service contracting, quality improvement, leadership, interpersonal skills, technology skills and many more. In-house trainings are free for employees to attend during work time. Presenters are a mix of IDPH employees who agree to share topic-related expertise with fellow employees and outside subject matter experts. Appendix A shows the training sessions offered in 2020.

IDPH staff receive a monthly email from IDPH Education Coordinator with a professional development catalog (Appendix A). This professional development catalog can also be accessed in the All Staff IDPH google drive. In addition to the scheduled training sessions listed on the table in Appendix A, IDPH has implemented mandatory, monthly online trainings covering information and cyber security.

IDPH employees also have access to the Department of Administrative Service’s (DAS) [Professional Development Solutions \(PDS\) classes](#). PDS offers certificate programs, leadership development training and courses covering a wide range of topics. In 2020, PDS courses were put on hold when State of Iowa staff shifted to a virtual working environment. These courses are now offered in an online format via the LearnSoft Learning Management System (LMS).

Barriers

Challenges exist which hinder or limit training opportunities for IDPH employees. Listed below are some of these challenges.

Funding: The lack of a Department-wide budget for training is an ongoing challenge. The uncertainty of state and federal funding streams is also an ongoing challenge for all bureaus and programs. There are opportunities to apply for grant funding for workforce development initiatives through the PHS Block Grant. However, these funds are not always available and/or granted.

Communication Challenges: IDPH employees are not all in one building. Some of the professional licensure boards and the Office of the State Medical Examiner’s Office are in separate locations from the majority of the Department’s programs in the Lucas State Office Building. There are also regional staff and employees who work out of field offices. In addition, since moving to a virtual/hybrid work environment, many staff lack access to the IDPH employee Intranet for important documents.

Technology Issues: The Department moved from Microsoft to Google formats in 2016. This has created challenges with document functionality, location of documentation and ongoing technology training needs that

Workforce Development Plan

still exist. In addition, since moving to a virtual environment in March 2020, IDPH is still exploring the best way to utilize technology for training in a virtual and/or hybrid model.

Supportive Workforce Policies

IDPH has a number of policies that support its workforce. The following table represents a few.

Policy Name	General Overview
Academic Education Reimbursement Policy	Outlines eligibility and process for Department reimbursement for academic education
Certified Public Managers Program Payment	Outlines the payment method for the Certified Public Managers Program
IDPH Employee Recognition	Provides a process for employee recognition at IDPH
Intermittent Telework & Satellite Office Policies	Details the steps for employees to apply to telework either on a permanent (satellite office) or an intermittent basis
New Worker Orientation Policy	Ensures that new employees receive a timely orientation with necessary information to understand job expectations, work rules, policies and procedures, and to perform job duties
Memberships Policy	Establishes procedures for memberships in professional organizations that allow supervisors to approve employee participation in appropriate professional organizations during normal business hours at the Department's expense

Workforce Culture

Introduction

This section provides a description of the Department’s current demographics and strategies for adapting to the needs of the future workforce.

Current Workforce Demographics

The table below is a summary of the demographics of IDPH’s current workforce.

Category	As of April 1, 2019	As of July 1, 2021
Total # of Employees:	481	639
Permanent Full-time (FT)	422	445
Permanent Part-time (PT)	7	6
Temporary (includes temp. employees and interns)	52	188
Total # of Permanent Employees by Gender: (FT & PT only)		
Female	312	332
Male	117	119
Total # of Permanent Employees by Race: (FT & PT only)		
Hispanic / Latino	10	14
American Indian / Alaska Native	1	2
Asian	9	9
African American	19	21
Caucasian	389	400
Two+ Races	1	5
Total # of Permanent Employees by Age Groups: (FT & PT only)		
< 20	0	0
20 – 29	21	29
30 – 39	106	108
40 – 49	126	137
50 – 59	105	116
>60	71	61
Retention Rate Percentages per 5 and 10 Years:		
5 years	64.03%	66.08%
10 years	50.31%	48.12%
Turnover Rate Percentages by Fiscal Years:	8.70%	8.89%
Total # of Employees < 5 Years from qualifying for retirement:		
Management	7	1
Non-Management	87	42
*Calculated as sum of employees age 65+; employees age 62 with 20 yrs. service; and employees who have reached the Rule of 88.		

Future Workforce

Workforce demographics are changing nationwide. More Baby Boomers are retiring and more Millennials are joining Generation X in the workforce. IDPH has recognized this trend, which has led to organizational changes including the increased use of social media to advertise job openings and research on working with multiple generations in the workplace.

All IDPH employment opportunities are posted on the Department of Administrative Service (DAS) website. To reach a broader audience, IDPH announces job openings through the social media avenues of LinkedIn, Twitter, Instagram, and Facebook. Social media announcements direct prospective applicants to the DAS website.

Workforce Skills Assessment

Introduction

The Workforce Skills Assessment (WSA) is the one method to inform the Iowa Department of Public Health’s (IDPH) Workforce Development Plan (WDP), which is the foundation for IDPH’s ongoing commitment to the training and development of its workforce. This section provides an overview of the structure and key findings of the WSA.

Overview

In March 2021, all IDPH employees received an invitation to complete a workforce skills assessment. The primary goal of the assessment was to identify skill gaps based on the competencies from the Association for Talent Development’s (ATD) competency model. The assessment results also inform professional development offerings and other workforce development initiatives.

A workforce skills assessment, based on an adopted set of core competencies, is an accreditation requirement of the Public Health Accreditation Board (PHAB). The assessment requirement falls under a specific group of standards in PHAB’s Domain 8, “Maintain a Competent Public Health Workforce.” This requirement highlights the importance of identifying, documenting and assessing skill gaps in the IDPH workforce.

The assessment is designed to assess six different skill/knowledge areas of IDPH’s workforce:

- Communication Skills
- Collaboration and Leadership Skills
- Project and Financial Management Skills
- Cultural Awareness and Inclusion Skills
- Analytical and Assessment Skills
- Public Health Sciences Skills

The assessment was sent to all IDPH staff via email. A total of 296 employees responded to at least one question on the assessment (69.6%). Respondents were asked to select their role in the department as either support, professional, or leadership staff.

Key Findings

The assessment yielded a number of statistically significant results. Skill gaps were identified based on at least 40% of staff responding either “little” or “limited,” unless otherwise noted. The below knowledge/skill statements were identified as a skill gap for non-leadership staff (support and professional staff):

Knowledge of governmental processes and structures	43%
Skill in using data visualization techniques (examples: flow charts, graphs, plots, word clouds and different map types)	47%
Skill in using data from public health surveillance systems and surveys to draw conclusions about population health	50%
Knowledge of how to develop materials to be accessible on the IDPH website	52%
Knowledge of the state and local health improvement planning processes	53%
Skill in writing grant proposals based on funder requirements	54%
Skill in disaggregating data by subpopulation (examples: race/ethnicity, age groupings, sex, gender) to identify health disparities	55%
Skill in finding funding for my program(s)	58%

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Skill in using the state health assessment to identify opportunities to address the state’s health priorities	58%
Knowledge of the process for formally requesting a reasonable work accommodation related to an injury, health condition or disability	60%
Knowledge of how to develop materials to be accessible to those who have a vision impairment	63%
Knowledge of how to develop materials in multiple languages	65%

The below knowledge/skill statements were identified as a skill gap for leadership staff:

Skill in using the state health assessment to identify opportunities to address the state’s health priorities	44%
Knowledge of the state and local health improvement planning processes	44%
Knowledge of how to develop materials to be accessible on the IDPH website	50%
Skill in using data from public health surveillance systems and surveys to draw conclusions about population health	50%
Knowledge of the process for formally requesting a reasonable work accommodation related to an injury, health condition or disability	58%
Skill in disaggregating data by subpopulation (examples: race/ethnicity, age groupings, sex, gender) to identify health disparities	58%
Knowledge of how to develop materials in multiple languages	63%
Knowledge of how to develop materials to be accessible to those who have a vision impairment	75%

For more information and full results, please visit the 2021 [Workforce Skills Assessment Executive Summary](#).

Connections to Department Initiatives

Introduction

This section provides information on how different department-wide initiatives are connected to the department's workforce development efforts. This section connects workforce development efforts to performance improvement, health equity, wellness, internships and new employee onboarding efforts.

Performance Improvement

At the Iowa Department of Public Health (IDPH), performance Improvement (PI) is the combination of quality improvement (QI) and performance management (PM). PI work has been formally implemented since 2016 when a QI coordinator and a PM coordinator were hired in response to Public Health Accreditation standards and measures. Since then, a QI council, performance management system and PI plan have been put into place to standardize PI efforts across the Department.

PI activities have focused on introducing the methodologies to staff and building the infrastructure to sustain a PI culture including: QI trainings for IDPH employees, QI adventures and regularly scheduled performance management meetings. When IDPH staff engage in PI activities they are developing organizational, facilitation, communication, critical thinking, and problem solving skills.

Health Equity

Health equity is a core value and priority for IDPH to address unjust and avoidable health inequities for Iowans. In 2017 IDPH approved the first [Health Equity Policy](#), which outlines requirements for health equity training for staff as well as data standards. Along with new employee orientation, there will be opportunities to build out an understanding of theoretical frameworks for health equity as well as practical application and integration of these concepts.

The current definition of health equity for IDPH is the attainment of the highest possible level of health for all people. It means achieving the environmental, social, economic and other conditions in which all people have the opportunity to attain their highest possible level of health. Achieving health equity requires valuing everyone equally with focused and ongoing societal efforts to address avoidable inequalities, historical and contemporary injustices, and the elimination of health and healthcare disparities.

Core areas for supporting health equity capacity for staff include a focus on improving organizational culture, implementing health equity policies, procedures and practices, data methodologies, planning and performance improvement, and community engagement and partnership.

Wellness

IDPH supports and promotes employee wellness activities. IDPH partners with the Department of Administrative Services to promote a Farmer's Market and to identify and promote walking paths around the Capitol Complex. In addition, IDPH implemented a Worksite Wellness Program in 2019. The purpose of this program is to address Goal 3 of the Department's Strategic Plan focusing on Iowa's top health issues through wellness programming and educational opportunities. In order to make this program successful, the IDPH Wellness Committee was formed in May 2019 to lead the wellness program efforts from planning through implementation to develop a culture of wellness and healthy opportunities for IDPH employees. The IDPH Wellness Committee has also created 12 student intern projects and continues to work with future student interns on internship project placement.

Workforce Development Plan

In 2020, the Wellness Committee had promoted 28 virtual Wellness Wednesday Discussions. These wellness discussions are an opportunity for IDPH staff to join in informal discussion or educational presentations related to different topics of wellness. Each session included between 21 and 126 staff participating on the calls, totaling to 1,463 participants over the 28 events. A total number of 203 unduplicated staff, including 11 leadership staff attended at least one Wellness Wednesday Discussion virtual event. The IDPH Wellness Committee also promoted 4 wellness challenges in 2020. For more information on topics and types of discussions and challenges, please [click here](#). The Wellness Committee has continued to promote Wellness Wednesday Discussions and wellness challenges in 2021. The Wellness Committee is also working on creating a Healthy Meetings Guidelines document for IDPH staff.

Internships

Exposing students to public health experiences helps build the future workforce. IDPH is committed to providing quality internship opportunities for students. The Department offers both paid and unpaid internships. The IDPH Education Coordinator helps with internship placement. Students can access an application form for unpaid internships on the IDPH Internship website. If there are opportunities for paid internships, interested applicants are directed to the DAS website to complete the application process.

In September 2019, a QI adventure was held to improve the internship process. This adventure came about because in 2018, a new education coordinator was hired and quickly recognized that each bureau interacted with the internship program differently. The unpaid internship program did not have formal documentation that outlines the process or the roles and responsibilities for identifying and working with interns. It was recognized that this is an opportunity to improve the internship experience for both interns and for IDPH staff. As a result of this QI adventure, tools, checklists, templates and best practices documents were created and existing forms and the internship application and management webpage were updated.

New Employee Onboarding

The Department has a formal orientation process for all new, permanent employees. Supervisors have access to a packet of orientation materials and new employee checklists. Employees meet with Human Resources for information regarding pay, benefits, policies, etc. New employees also meet with the IDPH Education Coordinator within their first week of employment for an overview of resources.

The new employee onboarding process went through a two-day virtual QI adventure in June 2021. An opportunity for improvement was identified because roles and responsibilities between staff involved in the new employee onboarding process was not clearly defined; there was no standardization between divisions and bureaus in guiding new hires through the process; new employee orientation materials for supervisors to use when onboarding new employees had not been updated for a few years; and virtual onboarding of new employees has been done, but it is not being documented for future use. As a result of this QI adventure, IDPH staff involved in the adventure will be working to update existing materials, forms and checklists and roles and responsibilities will be cleared identified and documented.

New Employee Orientation has been offered as one full-day session every other month (6x/year). However, since March 2019, New Employee Orientation has been revised to be one half-day virtual session. The topics presented on during New Employee Orientation include the 10 Essential Services of Public Health, health equity, data sharing and confidentiality, strategic plan and chief health strategist, performance improvement, communications and a building scavenger hunt (when in-person).

IDPH Employee Survey

The Iowa Department of Public Health (IDPH) Employee Survey was adapted from the Baldrige Performance Excellence Program’s “Are We Making Progress?” tool. The Baldrige Program is a public-private partnership with the U.S. Department of Commerce and the National Institute of Standards and Technology. The survey tool is designed to assess the following aspects of organizational performance:

- Leadership
- Strategic Planning
- Customer & Market Focus
- Measurement, Analysis & Knowledge Management
- Human Resources
- Operations
- Results

IDPH has administered this survey annually since 2011. It provides an opportunity for employees to express their work experiences and propose solutions to the day-to-day and long-term challenges facing the department. Results serve as a critical resource in building and maintaining a supportive, collaborative and rewarding work environment. Responses have been used to continuously build the skills of the IDPH workforce, especially by identifying important areas for employee development and training.

The Employee Survey also is used to monitor progress in multiple areas of the department, including performance management and the IDPH Strategic Plan. Several aspects of Goal 2, "Strengthen the department’s capability and capacity to improve population health through partnerships, communications, workforce development, and quality improvement," are measured using results from the annual Employee Survey.

Below are the results of the top ten lowest scoring questions from the 2021 Employee Survey. The percentages in the right-hand column indicate the percentage of IDPH staff who agreed/strongly agreed to the following statements:

I know how well IDPH is doing financially	25%
IDPH removes things that get in the way of progress	30%
I know how the department as a whole is doing	42%
I am satisfied with the information I receive about what is going on in other parts of the department	44%
As they plan for the future, department management asks for my ideas	48%
IDPH is flexible and can make changes quickly when needed	49%
I ask if my customers are satisfied or dissatisfied with my work	52%
IDPH encourages new ideas (innovation)	56%
IDPH has the right people and skills to do its work	62%
Department management asks what I think	63%

IDPH Leadership Development Opportunities

Introduction

This section provides information on the department's leadership development opportunities, including Leading through Engagement, Activities and Discovery (LEAD).

The "LEAD" Program

Leading through Engagement, Activities and Discovery (LEAD) classes offer leadership, mentoring and networking opportunities for IDPH employees. Since 2019, this program has been offered annually to IDPH non-leadership staff. IDPH employees must go through an application process to be considered for participation in LEAD. A maximum of 20 participants are selected each round. Each LEAD program consists of five sessions taking place on Fridays from 8:30am-12pm. In 2019, the program was held in-person. In 2020, the program was held virtually. In 2021, the program will also be held virtually.

The topics presented on during LEAD consist of the following:

- Theories and Styles of Leadership
- Leadership 2.0 Assessment and Personal Leadership Development
- Introduction to Mentoring and Coaching
- Enneagram and Working with Others
- Conflict Resolution, Active Listening and Mediation
- Compassionate Leadership
- Implicit Bias in Leadership
- Life and Leadership Lessons and Autobiography

After the pilot program concluded in 2019, IDPH employees participating in the program provided such positive feedback that the curriculum was re-designed and brought to leadership staff (bureau chiefs and division directors). Beginning in 2020 and concluding in 2021, the LEAD sessions were held every other month at monthly bureau chief meetings for leadership staff. LEAD for both leadership staff and non-leadership staff will continue to be offered in the future.

Current Strategies

Introduction

This section describes current actions IDPH is taking to mitigate barriers (described on pages 5-6) to training and professional development.

Solutions to Barriers

Challenges exist which hinder or limit training opportunities for IDPH employees. Listed below are some of these solutions to these barriers.

Funding: For FY19, the Department has received \$6,500 from the Centers for Disease Control and Prevention's Preventative Health and Health Services (PHHS) Block Grant to support workforce development initiatives. The funding will be used to support trainings related to Leadership Development, Health Equity, Public Health Sciences, Cultural Competency and Google. In FY20, the department did not receive any funding for workforce development initiatives. However, in FY20 the department used and will continue to use indirect funding to support LEAD initiatives in FY21. Additional funding will continue to be sought and discussed with executive leadership.

Communication Challenges: To help with many staff lacking access to the IDPH employee Intranet for important documents, an "ALL Iowa Department of Public Health" Google Drive folder was created to house important documents.

Technology Issues: For FY19 and FY20, there were opportunities for IDPH employees to attend Google training sponsored by the Office of the Chief Information Officer (OCIO). In addition, the IDPH Education Coordinator sends out resources for Google help, tips and tricks to new employees and staff on the training distribution list. There will continue to be trainings offered on Google in the future. In addition, to address technology concerns related to a hybrid workplace, new technology is being added to the department's large conference rooms.

Next Steps

Introduction

This section presents workforce development objectives and performance measures for the Department and strategies for monitoring.

Workforce Development Objectives

The following table shows objectives, activities, timeframes and responsible parties for identified workforce needs.

Objectives	Activities	Timeframe	Responsible Parties	Workforce Need(s) Addressed
Maintain providing leadership development training to IDPH staff.	Offer LEAD once per year for non-leadership staff. Offer leadership training to leadership staff at least 2x/year.	Ongoing through June 30, 2023	Education Coordinator, Executive Team and Bureau Chiefs	Leadership development. Change management principles.
Develop resources to address skill gaps identified in the 2021 Workforce Skills Assessment.	Meetings scheduled, resources developed and resources provided to IDPH staff.	Ongoing through June 30, 2023	Education Coordinator, IDPH Program Staff	*1, 2, 4, 5, 6, 7, 8, 9, 10, 11, 12
Develop and deliver training to address skill gaps identified in the 2021 Workforce Skills Assessment.	Meetings scheduled, training curriculum developed and training provided to IDPH staff.	Ongoing through June 30, 2023	Education Coordinator, IDPH Program Staff	*1, 2, 3, 4, 7, 9, 11, 12
Develop a healthy meetings guideline document for IDPH staff.	Meetings scheduled, document developed and shared with staff.	July 1, 2022	Education Coordinator, IDPH Wellness Committee	Transition to a virtual/hybrid work setting. Employee well-being.

***Skill Gaps**

- 1 - Knowledge of governmental processes and structures
- 2 - Skill in using data visualization techniques (examples: flow charts, graphs, plots, word clouds and different map types)
- 3 - Skill in using data from public health surveillance systems and surveys to draw conclusions about population health
- 4 - Knowledge of how to develop materials to be accessible on the IDPH website
- 5 - Knowledge of the state and local health improvement planning processes
- 6 - Skill in writing grant proposals based on funder requirements
- 7 - Skill in disaggregating data by subpopulation (examples: race/ethnicity, age groupings, sex, gender) to identify health disparities
- 8 - Skill in finding funding for my program(s)
- 9 - Skill in using the state health assessment to identify opportunities to address the state's health priorities
- 10 - Knowledge of the process for formally requesting a reasonable work accommodation related to an injury, health condition or disability
- 11 - Knowledge of how to develop materials to be accessible to those who have a vision impairment
- 12 - Knowledge of how to develop materials in multiple languages

Workforce Development Performance Measures

The following table shows measures and timeframes for identified goals.

Performance Measure	Target	As of June 30, 2021	Timeframe
Percentage (%) of staff who are at least “somewhat likely” to utilize the skills they learned in an IDPH professional development opportunity	90%	98.8%	Ongoing through June 30, 2023
Percentage (%) of staff attending at least one IDPH optional professional development opportunity	65%	50%	Ongoing through December 31, 2022

Workforce Retention Strategies

The department will be exploring methods to improve the process for collecting data and information regarding why IDPH staff are leaving employment with the department. In the past, digital exit interview surveys were sent out by department Human Resources (HR) to departing staff. Completion of these surveys was not required.

COVID RECOVERY

The department will be partnering with the University of Iowa’s College of Public Health on workforce development opportunities related to COVID recovery. In particular, department leadership wants to focus on employee burnout and resiliency at all staffing levels.

Communication

Progress related to current strategies and goals of this plan will be communicated annually to Department leadership. The plan will be posted on the Intranet, announced by email, and highlighted in the “Training Insider” newsletter.

Training Evaluation

All participants are asked to evaluate in-house training sessions. This is done as a Google Form emailed to participants within one hour of the training event. The training numbers and evaluation results are tabulated in Google Sheets. Presenters of in-house training sessions receive a summary of evaluations as feedback. Objectives specific to each training are added to all training evaluations.

Tracking

The IDPH Education Coordinator logs all participants attending each in-house training session in a Google Sheet document. Employees are encouraged to track their own internal and external trainings. Employees are also encouraged to share training records with supervisors during annual performance reviews. In addition, attendee satisfaction and attendee acquisition are being tracked in order to explore trends for training attendance.

Roles and Responsibilities for Plan Maintenance and Review

The IDPH Education Coordinator will maintain the current plan. The plan will be renewed every two years. As part of this process, a new WSA will be conducted in order to inform the renewed WDP. The IDPH Executive Team will be responsible for the final review. Reviews will include an assessment of progress toward workforce goals; identification of new barriers and solutions; and documentation of training to meet identified skill gaps.

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Appendix A

IDPH PROFESSIONAL DEVELOPMENT

2020 CATALOG

QUESTIONS?

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IOWA DEPARTMENT OF
PUBLIC HEALTH

2020



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JANUARY 2020

What's With This New Purple Font? Health Equity is Service Procurement and Contracting

January 16, 2020 | 10:00am-12:00pm | Betsy Richey | Lucas Building – Room 517/518

Overview:

One of the key ways to incorporate health equity into our work is to ensure our funding is awarded to projects that are implemented with an equity lens. Guidance has been included in service procurement and contracting documents (in purple font!) to help programs think about ways to ensure equity in our contracted activities. This training will discuss how to incorporate key equity concepts into service contracting, and provide examples of how this has been done at IDPH.

Objectives:

- Understand how to use health equity language in IDPH contract documents
- Identify ways in which IDPH funding can be used to advance equity
- Review examples of IDPH contracts that have incorporated an equity lens

[CLICK TO ENROLL](#)

Purchase Requisition Training

January 16, 2020 | 1:00pm-2:00pm | Chris Julson & Meg Rottinghaus | Lucas Building – Room 517/518

Overview:

This session will review the new purchase requisition Google form, as well as the process for completing the requisition, routing for approval and sending to the purchasing agent for procurement processing.

Objectives:

- Review the new process for completing a purchase requisition

[CLICK TO ENROLL](#)

Introduction to Procurement

January 21, 2020 | 9:00am-10:00am | Melana Hammond & John McMullen | Lucas Building – Room 517/518

Overview:

This session is designed to provide state employees with a basic understanding of state government procurement for purchasing goods and services. This course will provide an overview of state procurement laws, describe the roles of public procurement, including thresholds, the general steps in procurement cycles, IDPH contract templates, tools, and resources and the IowaGrants process. Intended audience is new employees, however seasoned employees who want to understand the background about the practices of the Department are welcome to join.

Objectives:

- Understand state government procurement for purchasing goods and services
- Describe the roles of public procurement

[CLICK TO ENROLL](#)

Purchase Requisition Training

January 21, 2020 | 11:00am-12:00pm | Chris Julson & Meg Rottinghaus | Lucas Building – Room 517/518

Overview:

This session will review the new purchase requisition Google form, as well as the process for completing the requisition, routing for approval and sending to the purchasing agent for procurement processing.

Objectives:

- Review the new process for completing a purchase requisition

[CLICK TO ENROLL](#)

Chaos...Chaos Everywhere. Or Not? (QI Tools for Getting Organized)

January 28, 2020 | 1:00pm-2:00pm | Kelsey Feller, Ellen Maahs & Dex Walker | Lucas Building – Room 517/518

Overview:

Gantt charts and kanban boards are two tools to help you or a team organize to do items. Learn how to create one and walk away from the class with the start of a kanban board.

Objectives:

- Explain how to use a Gantt chart
- Explain when to use a Kanban board and demonstrate how to use a Kanban board

[CLICK TO ENROLL](#)

Purchase Requisition Training

January 29, 2020 | 1:00pm-2:00pm | Chris Julson & Meg Rottinghaus | Lucas Building – Room 517/518

Overview:

This session will review the new purchase requisition Google form, as well as the process for completing the requisition, routing for approval and sending to the purchasing agent for procurement processing.

Objectives:

- Review the new process for completing a purchase requisition

[CLICK TO ENROLL](#)

Purchase Requisition Training

January 31, 2020 | 9:00am-10:00am | Chris Julson & Meg Rottinghaus | Lucas Building – Room 517/518

Overview:

This session will review the new purchase requisition Google form, as well as the process for completing the requisition, routing for approval and sending to the purchasing agent for procurement processing.

Objectives:

- Review the new process for completing a purchase requisition

[CLICK TO ENROLL](#)

FEBRUARY 2020

Service Contracting (B) – Competitive Selection Options & RFP Template Overview

February 6, 2020 | 9:00am-11:00am | Melana Hammond & John McMullen | Lucas Building - Room 517/518

Overview:

This session will review the options for competitive selection of service providers and the Request for Proposal (RFP) template. The training will review:

1. Rules, codes and policy related to competitive selection
2. How to determine which competitive selection document to use
3. In-depth review of each section of the RFP template

Objectives:

- Explain rules, codes and policies related to competitive selection
- Define how to determine which competitive selection document to use
- Provide in-depth review of each section of the RFP template

[CLICK TO ENROLL](#)

PDCA..huh? The ABC's of the Plan-Do-Check-Act (PDCA) Cycle in QI

February 11, 2020 | 9:00am-11:00am | Joy Harris & Dex Walker | Lucas Building – Room 517/518

Overview:

How can you be more deliberate in your approach to QI? Learn more about waste and the Plan-Do-Check-Act cycle with a hands-on activity involving our QI mascot Mr. Potato Head!

Objectives:

- Explain the importance of quality improvement in public health
- Explain the Plan-Do-Check-Act cycle
- Explain different types of waste

[CLICK TO ENROLL](#)

Heard and Valued: Engaging an Equity Lens in a Needs Assessment

February 20, 2020 | 10:00am-12:00pm | Shalome Musignac Jordan & Analisa Pearson | Lucas Building – Room 517/518

Overview:

A key focus of the Maternal, Child and Adolescent Health needs assessment was to identify differences in health needs among ethnic and racial minorities and other population groups with low income or who have historically has less access, power and privilege in Iowa to work on eliminating these differences. As a result, eight priority populations were identified in an Advisory Committee representing these populations was convened. The presenters will discuss the approach to engaging the either priority populations, the role of the Advisory Committee and lessons learned.

Objectives:

- Demonstrate the importance of using a repertoire of skills and strategies to engage marginalized communities
- Learn strategies programs can use to champion health equity with their work
- Share lessons learned around successful engagement of marginalized communities with a needs assessment

[CLICK TO ENROLL](#)

Outsmart Your Overwhelm – Simple Strategies to Stress Less and Live More!

February 26, 2020 | 8:30am-12:00pm | Michelle Rembert, Momentom3 Mind Body and Beyond, LLC | Lucas Building – Room 517/518

Overview:

Feeling stressed out? Well, you are not alone. We live in a world becoming increasingly busier. Trying to juggle the demands of life and your job is one of the biggest problems employees report. Surprisingly, research shows that a certain amount of stress can be detrimental to your health, happiness and job performance. The key is finding the right balance! In this engaging and interactive workshop, you will:

Objectives:

- Define stress, the neuroscience behind it, common causes and the impact of chronic stress
- Assess the source of your stress and how it affects you at work and at home
- Learn simple, low-cost research backed practices to incorporate into your work and personal life to live a more meaningful and fulfilling life at work and at home

[CLICK TO ENROLL](#)

MARCH 2020

Service Contracting (C) – Service Contract Requirements & Special Conditions Template Review

March 3, 2020 | 9:00am-11:00am | Melana Hammond & John McMullen | Lucas Building – Room 517/518

Overview:

This session will review the IDPH Service Contract templates. It will review rules, code and policy related to service contracts; describe contract template options; explain each section of the IDPH General and Special Conditions Contract Template; discuss other contract documents needed; and review expectations for contract-monitoring.

Objectives:

- Review IDPH rules, code and policy related to contracting for services and contract template options
- Review each section of the Special Conditions Contract Template
- Review documents needed in addition to the contract

[CLICK TO ENROLL](#)

Let's Start at the Beginning...a Very Good Place to Start (QI Tools for Determining How to Get Started)

March 5, 2020 | 11:00am-12:00pm | Katie Bee, KC Armstrong, Marisa Roseberry & Dex Walker | Lucas Building – Room 517/518

Overview:

Knowing where to start with a problem or situation is the hardest part, but the force field diagram and know-do not matrix can help!

Objectives:

- Define a force field diagram and know-do not matrix
- Explain how to use the tools in your daily work at IDPH

[CLICK TO ENROLL](#)

Service Contracting – Grant Site Prep & Contract Routing

March 10, 2020 | 9:00am-11:00am | Melana Hammond & John McMullen | Lucas Building – Room 517/518

Overview:

This training provides a step-by-step walk through for the required activities and responsibilities for getting the grant sites set up and contracts routed for all contracts that do not result from an application process. Attend this class if you have any sole source contracts, service agreements, contracts with a value of less than \$5,000, governmental contracts in IowaGrants, or simplified RFA contracts.

Objectives:

- Understand the timelines involved with routing contracts without an application process
- Recognize the steps involved, as well as my responsibilities in the process
- Learn to apply the process in my daily work to ensure consistency throughout the department

[CLICK TO ENROLL](#)

Service Contracting (A) – Competitive Selection & Service Contract Process Overview

March 12, 2020 | 1:00pm-3:00pm | Melana Hammond & John McMullen | Lucas Building – Room 517/518

Overview:

This session will review the steps involved for the competitive selection process through execution of a service contract. A detailed overview of the steps involved for the 4 phases of the process outlined in flowchart format, as well as discussion of employee roles and responsibilities in each phase of the process will be reviewed. The four phases to be discussed are:

1. Development of documents and funding opportunity
2. Application submission and review preparation
3. Application evaluation
4. Contracting routing and execution

Objectives:

- Review the four phases of the service contracting process maps
- Review the timelines for the process
- Explain your role in the service contracting process

[CLICK TO ENROLL](#)

Become a Gmail and Calendar Master

March 31, 2020 | 8:30am-11:00am | Jessica Van Heuveln | Virtual – Google Meet

Overview:

Audience – Beginner to Intermediate User

Items Needed – Laptop

Overall Objective: To become an advanced user in Gmail and Google Calendar.

Objectives:

- Objective 1: Understanding and modifying your Gmail interface
- Objective 2: Understanding Conversation View
- Objective 3: Understanding Labels
- Objective 4: Understanding Filters
- Objective 5: Understanding Archiving (rather than deleting)
- Objective 6: Understanding Searching in Gmail
- Objective 7: Clean the Kitchen/Inbox
- Objective 8: Fun Gmail Shortcuts
- Objective 9: Understanding Google Tasks
- Objective 10: Understanding the Calendar View Options
- Objective 11: Find a Friend and Send Invites
- Objective 12: Find a Resource Calendar -- “What about the State of Iowa Holiday Schedule”
- Objective 13: Out of Office, Reminder and Task from Event Screen
- Objective 14: Calendar Settings

[CLICK TO ENROLL](#)

APRIL 2020

Wellness Wednesday Discussion

April 15, 2020 | 8:00am-9:00am | IDPH Wellness Committee – Facilitators: Andrew Minear and Rhonda Rairden-Nelson | Virtual – Google Meet

Overview:

The IDPH Wellness Committee wants to make sure that you are taking care of YOU! Social isolation and changes to our regular routine can lead to mental health challenges including depression and anxiety. Please join us for a brief check-in this Wednesday morning at 8:00am. Bring your coffee, tea, juice.....whatever makes you feel most comfortable! This will be an informal opportunity to check-in with fellow employees to share what is going well for you, what challenges you are encountering, and what strategies you have found useful to maintain your health and wellness. We have set aside one hour, but will not have a set agenda. It is our hope that conversations will flow naturally and in a manner that helps us feel relaxed and centered.

Objectives:

- Learn what is going well and what challenges this new work environment is causing
- Share strategies that are useful to maintain health and wellness during this time

[CLICK TO ENROLL](#)

Service Contracting (D) – Request for Proposal, RFP Application Evaluation Process Overview

April 21, 2020 | 9:00am-11:00am | Melana Hammond & John McMullen | Virtual – Google Meet

Overview:

This training reviews the recommended practices and employees expectations related to oversight of the application evaluation process for applications submitted under an RFP. It will review the process and requirements for selecting, recruiting, and training reviewers and review teams, as well as review the evaluation process as outlined in the RFP template; how to access and conduct reviews in IowaGrants; and the final process of selecting awardees by preparing final scores, matrices, and preparing the NOIA.

Objectives:

- Understand the difference in reviewing applications submitting for an RFP vs. RFA
- Understand the timelines and steps involved in conducting reviews of RFP applications

[CLICK TO ENROLL](#)

Wellness Wednesday Discussion

April 22, 2020 | 8:00am-9:00am | IDPH Wellness Committee – Guest Speaker: Tiffany Conroy | Virtual – Google Meet

Overview:

This Wellness Wednesday Discussion will feature guest speaker, Tiffany Conroy, Injury Prevention Program Manager in the Bureau of Disability, Injury and Compassionate Therapeutics who will be spending the first half of the discussion talking about self-care and self-compassion. Her presentation will be followed by a group/participant discussion.

Objectives:

- Learn self-care and self-compassion strategies
- Share strategies that are useful to maintain health and wellness during this time

[CLICK TO ENROLL](#)

Service Contracting – Request for Application, RFA Evaluation Process Overview

April 23, 2020 | 9:00am-11:00am | Melana Hammond & John McMullen | Virtual – Google Meet

Overview:

This training reviews the application evaluation process for applications submitted under an RFA. It will review the process for selecting reviewers; as well as review the evaluation process as outlined in the RFA template; how to access and conduct reviews in IowaGrants; and the final process of selecting awardees and preparing the NOIA.

Objectives:

- Understand the difference in reviewing applications submitting for an RFA vs. RFP
- Understand the timelines and steps involved in conducting reviews of RFA applications

[CLICK TO ENROLL](#)

Better Choices, Better Health

April 24 – May 29, 2020 | 11:00am-1:30pm | Morgan Casey, Ali Grossman & Andrew Minear | Virtual – Google Meet

Overview:

This program covers a variety of topics including:

- Sleep
- Stress
- Physical Activity
- Decision Making
- Healthy Eating
- Time Management
- Working with your Health-Care Providers
- Action Planning
- Problem Solving

This evidence-based self-management program, developed by Stanford University, is held for six sessions. Each session is two and half hours in length, and will be held virtually. The workshop sessions are taught by trained leaders. The course creates an environment of mutual support, which builds the participant's confidence in their ability to manage their health and lead active lives.

Participants should plan to attend all 6 sessions. If you would like to participate, but have a conflict with any of the sessions, please contact Kayleigh Duff, IDPH Education Coordinator. This program will include a resource manual that will be shipped to your home at no-cost to you. All six sessions are being held virtually on Fridays from 11am-1:30pm. The dates include April 24, May 1, May 8, May 15, May 22 and May 29.

This interactive program is for people wanting to learn self-management skills and learn how their health problems may affect their lives. This program is also for people who suffer from or care for others who suffer from conditions such as heart disease, diabetes, arthritis, depression, asthma, bronchitis, emphysema, and any other physical or mental health condition. Participants are encouraged to make weekly action plans, share experiences, and help each other solve problems they encounter. Participants can expect to learn techniques on managing poor sleep, physical limitations, pain, stress/anxiety, difficult emotions, depression, shortness of breath, and fatigue.

Objectives:

- Learn ways to address the physical and psychological effects of chronic disease (including fatigue, pain, depression, isolation and frustration)
- Gain self-confidence in ability to control symptoms
- Understand basic concepts regarding exercise, proper nutrition and using medications appropriately
- Discuss techniques to communicate effectively with family, friends and health professionals

[CLICK TO ENROLL](#)

Undesign the Redline DSM Virtual Tour

April 27, 2020 | 10:00am-11:00am | Polk County Housing Trust Fund | Virtual – Zoom

Overview:

Undesign the Redline is an interactive exhibit that explores the history of housing discrimination and the ongoing impacts in Des Moines today. Redlining, or the federal government policies to deny home and investment loans in neighborhoods that were predominantly non-white, concentrated black and other minority and/or poor families in neighborhoods with unsafe housing stock, few resources, and little public investment. The impacts of these policies can be seen today in population health, and have been linked to many negative health outcomes, including increased rates of lead poisoning, asthma, and poor mental health. Redlining occurred in cities and towns across the US, including Des Moines, Iowa.

The guided tour will explore the history of redlining in Des Moines, and the ongoing inequities in Des Moines neighborhoods through pictures, maps, timelines, and stories of residents. For more information about the exhibit, please visit: <https://www.undesigndsm.com/>.

Objectives:

- Understand the history of redlining in Des Moines
- Describe how redlining has impacted Des Moines residents
- Explore strategies for community-based policy to combat the effects of redlining

[CLICK TO ENROLL](#)

Wellness Wednesday Discussion

April 29, 2020 | 8:00am-9:00am | IDPH Wellness Committee | Virtual – Google Meet

Overview:

Join this discussion for an opportunity to check-in with fellow employees to share what is going well for you, what challenges you are encountering and what strategies you have found useful to maintain your health and wellness.

Objectives:

- Learn what is going well and what challenges this new work environment is causing
- Share strategies that are useful to maintain health and wellness during this time

[CLICK TO ENROLL](#)

MAY 2020

Wellness Wednesday Discussion

May 6, 2020 | 8:00am-9:00am | IDPH Wellness Committee – Guest Speaker(s): Tiffany Conroy & Shalome Musignac-Jordan | Virtual – Google Meet

Overview:

Tiffany Conroy (Office of Disability, Injury and Violence Prevention) will discuss the concepts of "collective trauma" and "atypical" depression and anxiety. Additionally, she will provide some strategies for protecting your mental health during COVID-19. We will follow this presentation with brief discussion and adjourn with a meditation moment led by Shalome Musignac-Jordan (Bureau of Family Health).

Objectives:

- Discuss collective trauma and atypical depression and anxiety
- Learn strategies for protecting your mental health

[CLICK TO ENROLL](#)

Service Contracting Overview & Refresher Course (A, B, C)

May 7, 2020 | 9:00am-11:00am | Melana Hammond & John McMullen | Virtual – Google Meet

Overview:

This session will provide a high-level overview of service contracting processes and include updates/modifications to the process. If you are new to service contracting or if you've taken the three required courses (A, B, C), this class is for you.

Objectives:

- Review Competitive Procurement Requirements and high-level overview of IDPH process for development of Competitive Selection Documents
- Review Contract Templates used at IDPH and contract routing process

[CLICK TO ENROLL](#)

Become an Intermediate User in Google Drive and Google Docs

May 12, 2020 | 8:30am-11:30am | Jessica Van Heuveln | Virtual – Google Meet

Overview:

Audience – Beginner to Intermediate User

Items Needed – Laptop

Overall Objective: To become a proficient user in Google Drive/File Stream. Introduction to Google Docs.

Objectives:

- Objective 1: Understanding the Google Drive Settings
- Objective 2: Understanding Google Drive Layout
- Objective 3: Understanding Locations and Filters
- Objective 4: Understanding Google Drive Infrastructure and Advanced Search
- Objective 5: Understanding File Types
- Objective 6: Drive File Stream
- Objective 7: Introduction of Google Docs
- Objective 8: Google Doc Menus
- Objective 9: Collaboration with Google Docs

[CLICK TO ENROLL](#)

Wellness Wednesday Discussion

May 13, 2020 | 8:00am-9:00am | IDPH Wellness Committee – Guest Speaker: Michelle Rembert | Virtual – Google Meet

Overview:

Is coronavirus (COVID-19) adding stress to your workday? You're not alone. During this time of fear, uncertainty and disruptions to your normal professional and personal routines - it is more important than ever to utilize stress management and self-care strategies. Join us for an interactive discussion led by Michelle Rembert of Momentom3 Mind Body and Beyond, LLC.

Objectives:

- How to do a self-care check-in to determine what you need to be at your best
- How to put yourself first and prioritize your self-care so that you can lead and care for others
- How to fit self-care into your already busy schedule

[CLICK TO ENROLL](#)

Who's Got That? (QI Tool for Making Sure Your Team Doesn't Drop the Ball)

May 14, 2020 | 1:00pm-2:00pm | Joy Harris, Ellen Maahs & Dex Walker | Virtual – Google Meet

Overview:

Does your team need help communicating who is going what and who needs to know about it? The RASCI chart, a QI tool, is a solution! Learn what it is and how to create one.

Objectives:

- Define a RASCI chart
- Explain how to use a RASCI chart

[CLICK TO ENROLL](#)

Outsmart Your Overwhelm – Simple Strategies to Stress Less and Live More!

May 19, 2020 | 8:30am-10:30am | Michelle Rembert, Momentom3 Mind Body and Beyond, LLC | Virtual – Zoom

Overview:

Feeling stressed out? Well, you are not alone. We live in a world becoming increasingly busier. Trying to juggle the demands of life and your job is one of the biggest problems employees report. Surprisingly, research shows that a certain amount of stress can be detrimental to your health, happiness and job performance. The key is finding the right balance! In this engaging and interactive workshop, you will:

Objectives:

- Define stress, the neuroscience behind it, common causes and the impact of chronic stress
- Assess the source of your stress and how it affects you at work and at home
- Learn simple, low-cost research backed practices to incorporate into your work and personal life to live a more meaningful and fulfilling life at work and at home

[CLICK TO ENROLL](#)

Wellness Wednesday Discussion

May 20, 2020 | 8:00am-9:00am | IDPH Wellness Committee | Virtual – Google Meet

Overview:

Trina Radske-Suchan from Community Health Partners will be discussing the Walk with Ease (WWE) program, developed by *The Arthritis Foundation*. The program encourages people with arthritis to start walking to better manage their pain and stay active. However, it has also been found to be a great exercise program for a broader audience as well, including:

- Individuals with health risks or chronic conditions
- Sedentary individuals or beginners to exercise
- Individuals who are interested in weight management
- Individuals who enjoy walking and would like to join a group to make it more social

Objectives:

- Learn about the Walk with Ease program
- Discuss ways to “walk better”

[CLICK TO ENROLL](#)

Social and Demographic Analysis of Newborns Served Through the Iowa Newborn Hearing Screening Program (2013-2017)

May 20, 2020 | 10:00am-11:00am | Amanda Hagerman | Virtual – Google Meet

Overview:

You are invited to learn about an explorative data analysis to look at social and demographic factors for a population-based program! The newborn hearing screening program (known as EHDI) supports birthing hospitals in serving all babies born in the state. The program performed deeper analysis to identify factors that influence timeliness of screening, diagnosis and children who do not receive recommended follow up (known as lost to follow-up). Factors such as rurality, age, gender, race, ethnicity, region, among others were examined to identify higher risk areas and/or populations. Exploring existing trends and disparities allows for targeted health service delivery, education and outreach. The EHDI program will talk about the importance of such analyses and next steps including creating data visualizations to disseminate this data with providers to encourage change.

Objectives:

- Identify variables within the EHDI program to perform data analysis
- Explore social fabric and geographic factors that can impact program delivery
- Discuss the importance of deeper, explorative analyses of program data

[CLICK TO ENROLL](#)

Get Your Brainstorming On (QI Tools for Bringing Out the Ideas)

May 22, 2020 | 9:00am-10:00am | Andrea Bentzinger & Dex Walker | Virtual – Google Meet

Overview:

Affinity diagrams and mind maps are QI tools to use to make brainstorming sessions more successful. Discover how to use these tools for individual brainstorming or group brainstorming sessions.

Objectives:

- Demonstrate how to use affinity diagrams
- Demonstrate how to use mind maps

[CLICK TO ENROLL](#)

What's Causing Your Problem? And What're You Going to do About It? (QI Tools for Root Cause Analysis and Next Steps Identification)

May 26, 2020 | 1:00pm-2:30pm | KC Armstrong, Erin Barkema & Dex Walker | Virtual – Google Meet

Overview:

Are you not sure what's causing your problem? And how are you going to address? Check out these QI tools - cause and effect diagram and solution and effect diagram.

Objectives:

- Explain how and when to use a cause and effect diagram
- Explain how to use a solution and effect diagram

[CLICK TO ENROLL](#)

Wellness Wednesday Discussion

May 27, 2020 | 8:00am-9:00am | IDPH Wellness Committee | Virtual – Google Meet

Overview:

Join this discussion for an opportunity to check-in with fellow employees to share what is going well for you, what challenges you are encountering and what strategies you have found useful to maintain your health and wellness. We will follow our informal discussion with 20 minutes of movement! Amanda Hagerman (Bureau of Family Health) will be leading us through a short zumba activity to adjourn our discussion.

Objectives:

- Learn what is going well and what challenges this new work environment is causing
- Share strategies that are useful to maintain health and wellness during this time

[CLICK TO ENROLL](#)

JUNE 2020

Addressing Unconscious Bias

June 2, 2020 | 9:00am-11:00am | Justyn Lewis & Katie Jones | Virtual – Google Meet

Overview:

Everyone has unconscious biases. Bias is a prejudice in favor of or against one thing, person, or group, usually in a way that is considered to be unfair. Bias can be conscious or unconscious. Unconscious bias is activated involuntarily, without awareness or intentional control. Biases, including unconscious biases, contribute to real-world problems. Fortunately, biases, including unconscious bias, can be “unlearned.” This interactive training will provide examples of bias based on race, ethnicity, age, sex, gender identity, sexual orientation, physical ability, religion, and weight. This training will describe strategies to address unconscious bias at individual and organizational levels, and strategies specific for public health professionals and healthcare providers. Attendees will be encouraged to participate in reflective discussions on how unconscious bias impacts individuals, public health practice, and our society.

Objectives:

- Define unconscious bias
- Describe at least two examples of unconscious bias
- Describe at least two strategies to address unconscious bias

[CLICK TO ENROLL](#)

Wellness Wednesday Discussion

June 3, 2020 | 8:00am-9:00am | IDPH Wellness Committee | Virtual – Google Meet

Overview:

Are you looking to work on your mental and physical well-being? Meredith will provide a brief overview of the benefits of yoga followed by a 45-minute Vinyasa flow class. Vinyasa yoga benefits the mind, as well as the body. It is described as a dynamic meditation due to the focus required during its practice. Since it helps connect the mind and body, it releases stress and anxiety while building strength and flexibility. Once you finish this session, you will feel calmer and more relaxed.

**Participants should wear clothes they can easily move around in and be prepared to get moving! A yoga mat is recommended, but not at all required.*

Objectives:

- Learn the benefits of yoga on physical and mental well-being
- Practice Vinyasa yoga

[CLICK TO ENROLL](#)

Too Many Ideas? No Problem! (QI Tools for Identifying Priorities for Action With a Group)

June 3, 2020 | 1:00pm-2:00pm | Brandy Benedict, Kelsey Feller & Dex Walker | Virtual – Webex

Overview:

Discover how QI tools for prioritization can transform all of those great ideas to come up with an action plan.

Objectives:

- Explain the different types of prioritization techniques and how to use these techniques

[CLICK TO ENROLL](#)

Learn More Advanced How To's in Google Sheets

June 4, 2020 | 8:30am-11:30am | Jessica Van Heuveln | Virtual – Google Meet

Overview:

Audience – Intermediate or Advanced Google Sheet User

Items Needed – Laptop

Overall Objective: Learn advanced features within Google Sheets.

Objectives:

- Objective 1: Create, Edit, Duplicate, and Print
- Objective 2: Understanding Data Validation
- Objective 3: Understanding Sorting, Filters, and Filter View
- Objective 4: Understanding Function versus Formula
- Objective 5: Understanding Relative versus Absolute
- Objective 6: Create Functions and Formulas
- Objective 7: Understanding Formatting and Conditional Formatting
- Objective 8: Enter Objects and Display Data
- Objective 9: Collaboration with Google Sheets

[CLICK TO ENROLL](#)

Seeing the Big Picture (QI Tool for a High Level Perspective on a Process)

June 9, 2020 | 10:00am-12:00pm | Katie Bee, Andrea Bentzinger & Dex Walker | Virtual – Google Meet

Overview:

Hear how a SIPOC, a QI tool, can view a process from a high level perspective and why that is important. A SIPOC will focus the conversation on the suppliers, inputs, outputs, customers, and steps of a process.

Objectives:

- Explain what a SIPOC tool is
- Demonstrate how to incorporate and use the SIPOC tool in daily work at IDPH

[CLICK TO ENROLL](#)

Wellness Wednesday Discussion

June 10, 2020 | 8:00am-9:00am | IDPH Wellness Committee | Virtual – Google Meet

Overview:

From the conversations we have had as IDPH staff, it seems that much of our anxiety is produced by uncertainty. Gerd Clabaugh, Director of IDPH, has agreed to join our discussion to help address our questions and listen to our concerns. Please be thinking about what questions you might have regarding our return to the office and plan to join us for this Q&A opportunity!

Objectives:

- Share questions and concerns about your thoughts and feelings related to returning to the office

[CLICK TO ENROLL](#)

Wellness Wednesday Discussion

June 17, 2020 | 8:00am-9:00am | IDPH Wellness Committee | Virtual – Google Meet

Overview:

Are you curious about how to use essential oils? Sylvia Navin from the Bureau of Family Health will provide a brief overview of how she uses essential oils to promote relaxation and stress management. This overview will be followed by an informal discussion facilitated by the Wellness Committee.

Objectives:

- Learn how essential oils promote relaxation and stress management

[CLICK TO ENROLL](#)

IowaGrants.gov Claims Reports

June 22, 2020 | 2:00pm-3:00pm | Karen Morris, Song Luong & Brad Lorenz | Virtual – Google Meet

Overview:

Discover how to run data reports in the IowaGrants.gov to monitor contractor claims submitted for payment and determine where claims are at in the approval process.

Objectives:

- Explain data reports available for monitoring contractor claims
- Demonstrate how to generate data reports in IowaGrants.gov for monitoring contractor claims

[CLICK TO ENROLL](#)

Wellness Wednesday Discussion

June 24, 2020 | 8:00am-9:00am | IDPH Wellness Committee | Virtual – Google Meet

Overview:

Did you know the Nutrition Facts label was recently updated? Want to know how to read the label and understand what it is telling you? Please join us for our Wellness Wednesday Discussion, led by Bureau Chief of the Bureau of Nutrition and Physical Activity, Jill Lange, to review the label information and discuss ways to make healthier food choices.

Objectives:

- Review the updated Nutrition Facts label
- Discuss ways to make healthier food choices

[CLICK TO ENROLL](#)

Out of State Travel Training

June 25, 2020 | 10:00am-11:00am | Karen Morris and Melissa Mark | Virtual – Google Meet

Overview:

This training will consist of an overview of the out of state travel payment process for new employees and employees who are wanting a refresher.

Objectives:

- Review out of state travel requirements and reimbursement process
- Discuss situational questions and obtain clarification on policies and procedures

[CLICK TO ENROLL](#)

JULY 2020

Wellness Wednesday Discussion

July 1, 2020 | 8:00am-9:00am | IDPH Wellness Committee | Virtual – Google Meet

Overview:

Are you looking to work on your mental and physical well-being? Meredith will provide a brief overview of the benefits of yoga followed by a 45-minute Vinyasa flow class. Vinyasa yoga benefits the mind, as well as the body. It is described as a dynamic meditation due to the focus required during its practice. Since it helps connect the mind and body, it releases stress and anxiety while building strength and flexibility. Once you finish this session, you will feel calmer and more relaxed.

**Participants should wear clothes they can easily move around in and be prepared to get moving! A yoga mat is recommended, but not at all required.*

Objectives:

- Learn the benefits of yoga on physical and mental well-being
- Practice Vinyasa yoga

[CLICK TO ENROLL](#)

IowaGrants.gov Claims Reports

July 1, 2020 | 9:00am-10:00am | Karen Morris, Song Luong & Brad Lorenz | Virtual – Google Meet

Overview:

Discover how to run data reports in the IowaGrants.gov to monitor contractor claims submitted for payment and determine where claims are at in the approval process.

Objectives:

- Explain data reports available for monitoring contractor claims
- Demonstrate how to generate data reports in IowaGrants.gov for monitoring contractor claims

[CLICK TO ENROLL](#)

Wellness Wednesday Discussion

July 8, 2020 | 8:00am-9:00am | IDPH Wellness Committee | Virtual – Google Meet

Overview:

The Spend Smart. Eat Smart. website, app, blogs and social media platforms are designed to help Iowans make healthy choices, while sticking to a grocery budget. Features include recipes, cooking videos, home workouts and more. Join Christine Hradek from Iowa State University for a tour of the Spend Smart. Eat Smart. website. She will share features that are useful in our everyday lives as well as features that may be useful professionally.

Objectives:

- Learn more about the Spend Smart. Eat Smart. website, app, blogs and social media platforms
- Understand the features of the Sped Smart. Eat Smart. website, app, blogs and social media platforms

[CLICK TO ENROLL](#)

Service Contracting Overview & Refresher Course (A, B, C)

July 14, 2020 | 9:00am-11:00am | Melana Hammond & John McMullen | Lucas Building – Room 517/518

Overview:

This session will provide a high-level overview of service contracting processes and include updates/modifications to the process. If you are new to service contracting or if you've taken the three required courses (A, B, C), this class is for you.

Objectives:

- Review Competitive Procurement Requirements and high-level overview of IDPH process for development of Competitive Selection Documents
- Review Contract Templates used at IDPH and contract routing process
- Discuss recent and upcoming updates to Bureau of Finance templates

[CLICK TO ENROLL](#)

Catch up on QI – Force Field Diagrams

July 14, 2020 | 2:00pm-2:30pm | Joy Harris | Virtual – Google Meet

Overview:

Catch up on QI is a virtual space for IDPH team members to refresh their knowledge of quality improvement concepts and the use of tools in a short amount of time. This week we will discuss brainstorming using a force field diagram.

Objectives:

- Explain what a force field diagram is
- Demonstrate how to incorporate and use the force field diagram tool in daily work at IDPH

[CLICK TO ENROLL](#)

Wellness Wednesday Discussion

July 15, 2020 | 8:00am-9:00am | IDPH Wellness Committee | Virtual – Google Meet

Overview:

The IDPH Wellness Committee is excited to host a four-week educational workshop series for staff! “What About Me? My Wellbeing” will be offered during our Wellness Wednesday Discussion events beginning on July 15th and ending on August 5th. This introductory, research-based program will be presented by staff from ISU Extension and Outreach, and will cover topics such as taking time for yourself, relationships, finances and physical health. Each workshop is 45 minutes and will begin at 8:00 a.m. each Wednesday. Here is the schedule:

July 15th - Time for Me - Understanding Wellbeing. Presenters: Mary Krisco and Ann Parker

July 22nd - Social/Emotional Wellbeing - Building Strong Relationships. Presenter: Rosa Gonzalez

July 29th - Financial Wellbeing - Managing Your Money. Presenter: Kayln Cody

August 5th - Physical Wellbeing - Enjoying Good Health and Energy. Presenter: Mary Krisco

According to Kalyn Cody, a human sciences specialist with ISU Extension and Outreach, “Wellbeing is not an end, it’s a journey. Your needs will fluctuate depending on where you are in your life. This program can be applied at any point. It’s all about taking time out of your busy schedule to reflect on the lifestyle choices you’re making to meet your own goals for your relationships and your financial and physical health. This is not about us telling you what you should be doing. It’s about you figuring out what you should be doing based on your own individual goals.”

Objectives:

- Understanding wellbeing

[CLICK TO ENROLL](#)

Introduction to Procurement

July 16, 2020 | 9:00am-10:00am | Melana Hammond & John McMullen | Lucas Building – Room 517/518

Overview:

This session is designed to provide state employees with a basic understanding of state government procurement for purchasing goods and services. This course will provide an overview of state procurement laws, describe the roles of public procurement, including thresholds, the general steps in procurement cycles, IDPH contract templates, tools, and resources and the IowaGrants process. Intended audience is new employees, however seasoned employees who want to understand the background about the practices of the Department are welcome to join.

Objectives:

- Understand state government procurement for purchasing goods and services
- Describe the roles of public procurement

[CLICK TO ENROLL](#)

Wellness Wednesday Discussion

July 22, 2020 | 8:00am-9:00am | IDPH Wellness Committee | Virtual – Google Meet

Overview:

The IDPH Wellness Committee is excited to host a four-week educational workshop series for staff! “What About Me? My Wellbeing” will be offered during our Wellness Wednesday Discussion events beginning on July 15th and ending on August 5th. This introductory, research-based program will be presented by staff from ISU Extension and Outreach, and will cover topics such as taking time for yourself, relationships, finances and physical health. Each workshop is 45 minutes and will begin at 8:00 a.m. each Wednesday. Here is the schedule:

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July 29th - Financial Wellbeing - Managing Your Money. Presenter: Kayln Cody

August 5th - Physical Wellbeing - Enjoying Good Health and Energy. Presenter: Mary Krisco

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Objectives:

- Social/Emotional wellbeing

[CLICK TO ENROLL](#)

Wellness Wednesday Discussion

July 29, 2020 | 8:00am-9:00am | IDPH Wellness Committee | Virtual – Google Meet

Overview:

The IDPH Wellness Committee is excited to host a four-week educational workshop series for staff! “What About Me? My Wellbeing” will be offered during our Wellness Wednesday Discussion events beginning on July 15th and ending on August 5th. This introductory, research-based program will be presented by staff from ISU Extension and Outreach, and will cover topics such as taking time for yourself, relationships, finances and physical health. Each workshop is 45 minutes and will begin at 8:00 a.m. each Wednesday. Here is the schedule:

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July 22nd - Social/Emotional Wellbeing - Building Strong Relationships. Presenter: Rosa Gonzalez

July 29th - Financial Wellbeing - Managing Your Money. Presenter: Kayln Cody

August 5th - Physical Wellbeing - Enjoying Good Health and Energy. Presenter: Mary Krisco

According to Kayln Cody, a human sciences specialist with ISU Extension and Outreach, “Wellbeing is not an end, it’s a journey. Your needs will fluctuate depending on where you are in your life. This program can be applied at any point. It’s all about taking time out of your busy schedule to reflect on the lifestyle choices you’re making to meet your own goals for your relationships and your financial and physical health. This is not about us telling you what you should be doing. It’s about you figuring out what you should be doing based on your own individual goals.”

Objectives:

- Financial wellbeing

[CLICK TO ENROLL](#)

Find Your FLOW...chart (QI Tool for Documenting and Improving Processes)

July 29, 2020 | 10:00am-12:00pm | Maggie Ferguson, Jill Lange & Dex Walker | Lucas Building – Room 517/518

Overview:

Struggling with how to document or improve a process? Learn how flowcharting can help!

Objectives:

- Explain the differences between the three different types of flowcharts
- Explain how to create and analyze the three different types of flowcharts

[CLICK TO ENROLL](#)

AUGUST 2020

Wellness Wednesday Discussion

August 5, 2020 | 8:00am-9:00am | IDPH Wellness Committee | Virtual – Google Meet

Overview:

The IDPH Wellness Committee is excited to host a four-week educational workshop series for staff! “What About Me? My Wellbeing” will be offered during our Wellness Wednesday Discussion events beginning on July 15th and ending on August 5th. This introductory, research-based program will be presented by staff from ISU Extension and Outreach, and will cover topics such as taking time for yourself, relationships, finances and physical health. Each workshop is 45 minutes and will begin at 8:00 a.m. each Wednesday. Here is the schedule:

July 15th - Time for Me - Understanding Wellbeing. Presenters: Mary Krisco and Ann Parker

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July 29th - Financial Wellbeing - Managing Your Money. Presenter: Kayln Cody

August 5th - Physical Wellbeing - Enjoying Good Health and Energy. Presenter: Mary Krisco

According to Kalyn Cody, a human sciences specialist with ISU Extension and Outreach, “Wellbeing is not an end, it’s a journey. Your needs will fluctuate depending on where you are in your life. This program can be applied at any point. It’s all about taking time out of your busy schedule to reflect on the lifestyle choices you’re making to meet your own goals for your relationships and your financial and physical health. This is not about us telling you what you should be doing. It’s about you figuring out what you should be doing based on your own individual goals.”

Objectives:

- Physical wellbeing

[CLICK TO ENROLL](#)

Get Your Brainstorming On (QI Tools for Bringing Out the Ideas)

August 5, 2020 | 9:00am-10:00am | Andrea Bentzinger, Amy Hoehne & Dex Walker | Lucas Building – Room 517/518

Overview:

Affinity diagrams and mind maps are QI tools to use to make brainstorming sessions more successful. Discover how to use these tools for individual brainstorming or group brainstorming sessions.

Objectives:

- Demonstrate how to use affinity diagrams and mind maps

[CLICK TO ENROLL](#)

PDCA..huh? The ABC’s of the Plan-Do-Check-Act (PDCA) Cycle in QI

August 19, 2020 | 1:00pm-3:00pm | Joy Harris & Dex Walker | Lucas Building – Room 517/518

Overview:

How can you be more deliberate in your approach to QI? Learn more about waste and the Plan-Do-Check-Act cycle with a hands-on activity involving our QI mascot Mr. Potato Head!

Objectives:

- Explain the importance of quality improvement in public health
- Explain the Plan-Do-Check-Act cycle
- Explain different types of waste

[CLICK TO ENROLL](#)

Wellness Wednesday Discussion

August 26, 2020 | 8:00am-9:00am | IDPH Wellness Committee | Virtual – Google Meet

Overview:

Many of you completed a Wellness Committee survey recently...so, now what?? Are you wondering what's next for the IDPH Wellness Committee?? Join us for our next Wellness Wednesday on August 26th at 8:00AM to find out what's to come. You won't want to miss hearing about our September wellness challenge!

Objectives:

- Discuss survey results
- Learn what to expect next with upcoming Wellness Wednesday Discussions and wellness opportunities

[CLICK TO ENROLL](#)

SEPTEMBER 2020

Wellness Wednesday Discussion

September 2, 2020 | 8:00am-9:00am | IDPH Wellness Committee | Virtual – Google Meet

Overview:

The IDPH Wellness Committee's very first wellness activity begins September 1 - a water intake challenge! As a way to set you up for success, Health Coach and Wellness Program Coordinator Adam Shanks, with Health Solutions LLC., will be joining us for an upcoming Wellness Wednesday on September 2 at 8:00 AM. Don't miss out on learning about the benefits of drinking water, as well as tips and tricks on how to increase water intake.

Objectives:

- Learn the benefits of drinking water
- Learn tips and tricks to increase your daily water intake

[CLICK TO ENROLL](#)

Virtual Sticky Notes – Is this a thing? (Idea Boardz & Jamboards)

September 3, 2020 | 9:00am-10:00am | Kayleigh Duff & Marisa Roseberry | Virtual – Google Meet

Overview:

Wondering how to collaborate and brainstorm with your colleagues in this new online working environment? This session will review Jamboards and Idea Boardz, two online tools that take using sticky notes to a new virtual level!

Objectives:

- Explain how to use Jamboards
- Explain how to use Idea Boardz

[CLICK TO ENROLL](#)

Too Many Ideas? No Problem! (QI Tools for Identifying Priorities for Action With a Group)

September 8, 2020 | 9:00am-10:00am | Brandy Benedict & Andrea Bentzinger | Virtual – Google Meet

Overview:

Discover how QI tools for prioritization can transform all of those great ideas to come up with an action plan. These tools can work in a virtual environment, as well.

Objectives:

- Explain the different types of prioritization techniques and how to use these techniques

[CLICK TO ENROLL](#)

Who's Got That? (QI Tool for Making Sure Your Team Doesn't Drop the Ball)

September 15, 2020 | 11:00am-12:00pm | Joy Harris & Ellen Maahs | Virtual – Google Meet

Overview:

Does your team need help communicating who is going what and who needs to know about it? The RASCI chart, a QI tool, is a solution! Learn what it is and how to create one virtually.

Objectives:

- Define a RASCI chart
- Explain how to use a RASCI chart

[CLICK TO ENROLL](#)

Service Contracting – Grant Site Prep & Contract Routing

September 17, 2020 | 9:00am-11:00am | Melana Hammond & John McMullen | Virtual – Google Meet

Overview:

This training provides a step-by-step walk through for the required activities and responsibilities for getting the grant sites set up and contracts routed for all contracts that do not result from an application process. Attend this class if you have any sole source contracts, service agreements, contracts with a value of less than \$5,000, governmental contracts in IowaGrants, or simplified RFA contracts.

Objectives:

- Understand the timelines involved with routing contracts without an application process
- Recognize the steps involved, as well as my responsibilities in the process
- Learn to apply the process in my daily work to ensure consistency throughout the department

[CLICK TO ENROLL](#)

Wellness Wednesday Discussion

September 23, 2020 | 8:00am-9:00am | IDPH Wellness Committee | Virtual – Google Meet

Overview:

5-2-1-0....Strategic Plan....Goal 3 Team....have you heard of these projects happening at IDPH? Spend an hour learning how all three of these things are working together and how you can get involved in making Healthy Choices Count! within your IDPH program or personal life. Also, October is the kick off of Healthiest State Month, where Iowans will be participating in healthy choices all month long.

Objectives:

- Learn about the 5-2-1-0 program

[CLICK TO ENROLL](#)

Screen to Screen: Let's Talk About Virtual Facilitation

September 28, 2020 | 10:00am-11:00am | Andrea Bentzinger, Kayleigh Duff & Marisa Roseberry | Virtual – Google Meet

Overview:

Are you wondering how to facilitate conversations in a virtual environment? A [Lean coffee](#) is a structured, but agenda-less meeting where the discussion is participant led. The group decides on the topics! Join others for a Lean coffee discussion to hear what others are experiencing and what tools are available.

Objectives:

- Learn how to facilitate conversations in a virtual environment
- Participate in a Lean coffee discussion

[CLICK TO ENROLL](#)

Service Contracting (A) – Competitive Selection & Service Contract Process Overview

September 29, 2020 | 9:00am-11:00am | Melana Hammond & John McMullen | Virtual – Google Meet

Overview:

This session will review the steps involved for the competitive selection process through execution of a service contract. A detailed overview of the steps involved for the 4 phases of the process outlined in flowchart format, as well as discussion of employee roles and responsibilities in each phase of the process will be reviewed. The four phases to be discussed are:

1. Development of documents and funding opportunity
2. Application submission and review preparation
3. Application evaluation
4. Contracting routing and execution

Objectives:

- Review the four phases of the service contracting process maps
- Review the timelines for the process
- Explain your role in the service contracting process

[CLICK TO ENROLL](#)

Wellness Wednesday Discussion – Food and Gut Fixes to Improve Health, Mood and Wellbeing

September 23, 2020 | 8:00am-9:00am | IDPH Wellness Committee | Virtual – Google Meet

Overview:

As food is medicinal and our gut has been named our "Second Brain", you will learn about ways to nourish your body through food and gut fixes to improve your health, mood, and overall wellbeing. The root-causes of health conditions and illness relating to food and the gut will also be shared in this presentation.

Objectives:

- Learn ways to nourish your body through food intake
- Learn about health conditions and illnesses related to food and gut

[CLICK TO ENROLL](#)

OCTOBER 2020

Service Contracting (B) – Competitive Selection Options & RFP Template Overview

October 6, 2020 | 9:00am-11:00am | Melana Hammond & John McMullen | Virtual – Google Meet

Overview:

This session will review the options for competitive selection of service providers and the Request for Proposal (RFP) template. The training will review:

4. Rules, codes and policy related to competitive selection
5. How to determine which competitive selection document to use
6. In-depth review of each section of the RFP template

Objectives:

- Explain rules, codes and policies related to competitive selection
- Define how to determine which competitive selection document to use
- Provide in-depth review of each section of the RFP template

[CLICK TO ENROLL](#)

Wellness Wednesday Discussion

October 7, 2020 | 8:00am-9:00am | IDPH Wellness Committee | Virtual – Google Meet

Overview:

Honest conversations about racism can be difficult, but they are necessary in order to gain shared understanding and move toward collective action. Join the Wellness Wednesday discussion on *October 7* for an open and vulnerable conversation exploring examples of situations where people have experienced or witnessed racism in order to feel more confident in addressing racial tension next time you see it.

Objectives:

- Explore examples of situations where people have experienced racism
- Learn skills to feel more confident addressing racial tension

[CLICK TO ENROLL](#)

Chaos...Chaos Everywhere. Or Not? (QI Tools for Getting Organized)

October 7, 2020 | 9:00am-10:00am | Ellen Maahs & Marisa Roseberry | Virtual – Google Meet

Overview:

Gantt charts and kanban boards are two tools to help you or a team organize to do items, especially now in the virtual working environment when collaboration is more important than ever. Learn how to create one and walk away from the class with the start of a kanban board.

Objectives:

- Explain how to use a Gantt chart
- Explain when to use a Kanban board
- Demonstrate how to use a Kanban board

[CLICK TO ENROLL](#)

Service Contracting (C) – Service Contract Requirements & Special Conditions Template Review

October 15, 2020 | 9:00am-11:00am | Melana Hammond & John McMullen | Virtual – Google Meet

Overview:

This session will review the IDPH Service Contract templates. It will review rules, code and policy related to service contracts; describe contract template options; explain each section of the IDPH General and Special Conditions Contract Template; discuss other contract documents needed; and review expectations for contract-monitoring.

Objectives:

- Review IDPH rules, code and policy related to contracting for services and contract template options
- Review each section of the Special Conditions Contract Template
- Review documents needed in addition to the contract

[CLICK TO ENROLL](#)

Better Choices, Better Health

October 16 – November 20, 2020 | 11:00am-1:00pm | Morgan Casey & Ali Grossman | Virtual – Google Meet

Overview:

This program covers a variety of topics including:

- Sleep
- Stress
- Physical Activity & Healthy Eating
- Decision Making
- Time Management
- Working with your Health-Care Providers
- Action Planning & Problem Solving

This evidence-based self-management program, developed by Stanford University, is held for six sessions. Each session is two hours in length, and will be held virtually. The workshop sessions are taught by trained leaders. The course creates an environment of mutual support, which builds the participant's confidence in their ability to manage their health and lead active lives.

Participants should plan to attend all 6 sessions. If you would like to participate, but have a conflict with any of the sessions, please contact Kayleigh Duff, IDPH Education Coordinator. This program will include a resource manual that will be shipped to your home at no-cost to you. All six sessions are being held virtually on Fridays from 11:00am-1:00pm. The dates include October 16, October 23, October 30, November 6, November 13 and November 20.

This interactive program is for people wanting to learn self-management skills and learn how their health problems may affect their lives. This program is also for people who suffer from or care for others who suffer from conditions such as heart disease, diabetes, arthritis, depression, asthma, bronchitis, emphysema, and any other physical or mental health condition. Participants are encouraged to make weekly action plans, share experiences, and help each other solve problems they encounter. Participants can expect to learn techniques on managing poor sleep, physical limitations, pain, stress/anxiety, difficult emotions, depression, shortness of breath, and fatigue.

Objectives:

- Learn ways to address the physical and psychological effects of chronic disease (including fatigue, pain, depression, isolation and frustration)
- Gain self-confidence in ability to control symptoms
- Understand basic concepts regarding exercise, proper nutrition and using medications appropriately
- Discuss techniques to communicate effectively with family, friends and health professionals

[CLICK TO ENROLL](#) – **PLEASE OBTAIN SUPERVISOR APPROVAL BEFORE ENROLLING IN THIS TRAINING**

Fun with Pivot Tables!

October 28, 2020 | 10:00am-11:00am | Jonn Durbin | Virtual – Google Meet

Overview:

Do you know what a pivot table is? Do you use pivot tables to work with your data? Would you like to learn to use pivot tables to look at your data? This training will give a brief overview of pivot tables and how they can be used. There will be time to discuss and go over an example. Registered attendees will get a data set to explore prior to the training so that this session can be tailored to your needs!

Objectives:

- Provide an overview of how pivot tables can be used
- Explain how to use pivot tables to look at your own data

[CLICK TO ENROLL](#)

Virtual Sticky Notes – Is this a thing? (Idea Boardz & Jamboards)

October 29, 2020 | 11:00am-12:00pm | Kayleigh Duff & Marisa Roseberry | Virtual – Google Meet

Overview:

Wondering how to collaborate and brainstorm with your colleagues in this new online working environment? This session will review Jamboards and Idea Boardz, two online tools that take using sticky notes to a new virtual level!

Objectives:

- Explain how to use Jamboards
- Explain how to use Idea Boardz

[CLICK TO ENROLL](#)

NOVEMBER 2020

Trello Basics Training

November 2, 2020 | 9:00am-9:30am | Micheal Murdock | Virtual – Google Meet

Overview:

Learn to configure and use the KanBan style, project management tool called Trello. This is a basic training course to teach you how to setup and use this tool to help you manage your work.

Objectives:

- Learn how to use Trello

[CLICK TO ENROLL](#)

Wellness Wednesday Discussion

November 4, 2020 | 8:00am-9:00am | IDPH Wellness Committee | Virtual – Google Meet

Overview:

Participants will gain an increased focus of stress management through self-awareness and organizational practices. We will review what is known about the impact of stress on public health workers, share strategies to mitigate compassion fatigue and share workplace practices that promote care and well-being of ourselves and each other. Key topics include; stress, compassion fatigue, vicarious trauma, supervision and low impact debriefing.

Objectives:

- Gain an increased focus of stress management
- Share strategies to mitigate compassion fatigue
- Review the impact of stress on public health workers

[CLICK TO ENROLL](#)

Service Contracting (D) – Request for Proposal, RFP Application Evaluation Process Overview

November 5, 2020 | 9:00am-11:00am | Melana Hammond & John McMullen | Virtual – Google Meet

Overview:

This training reviews the recommended practices and employees expectations related to oversight of the application evaluation process for applications submitted under an RFP. It will review the process and requirements for selecting, recruiting, and training reviewers and review teams, as well as review the evaluation process as outlined in the RFP template; how to access and conduct reviews in IowaGrants; and the final process of selecting awardees by preparing final scores, matrices, and preparing the NOIA.

Objectives:

- Understand the difference in reviewing applications submitting for an RFP vs. RFA
- Understand the timelines and steps involved in conducting reviews of RFP applications

[CLICK TO ENROLL](#)

Introduction to Procurement

November 10, 2020 | 9:00am-10:00am | Melana Hammond & John McMullen | Virtual – Google Meet

Overview:

This session is designed to provide state employees with a basic understanding of state government procurement for purchasing goods and services. This course will provide an overview of state procurement laws, describe the roles of public procurement, including thresholds, the general steps in procurement cycles, IDPH contract templates, tools, and resources and the IowaGrants process. Intended audience is new employees, however seasoned employees who want to understand the background about the practices of the Department are welcome to join.

Objectives:

- Understand state government procurement for purchasing goods and services
- Describe the roles of public procurement

[CLICK TO ENROLL](#)

Wellness Wednesday Discussion

November 18, 2020 | 8:00am-9:00am | IDPH Wellness Committee | Virtual – Google Meet

Overview:

The Seizure Recognition and First Aid Training certification program provides information and skills to recognize seizures and safely help someone during a seizure. The first aid procedures in the guide reflect the standard of knowledge and current best practices. This information is presented in a format suited for direct training of the public. Participants who successfully complete the course will receive a two-year certification.

Objectives:

- Define seizures and epilepsy
- Identify correct and incorrect steps for helping a person having a seizure
- Identify when you should call emergency help (911) in the event of a seizure
- Increase confidence to help a person during a seizure

[CLICK TO ENROLL](#)

PDCA..huh? The ABC's of the Plan-Do-Check-Act (PDCA) Cycle in QI

November 18, 2020 | 1:00pm-3:00pm | Joy Harris & Marisa Roseberry | Virtual – Google Meet

Overview:

How can you be more deliberate in your approach to QI? Learn more about waste and the Plan-Do-Check-Act cycle with a hands-on activity involving our QI mascot Mr. Potato Head!

Objectives:

- Explain the importance of quality improvement in public health
- Explain the Plan-Do-Check-Act cycle
- Explain different types of waste

[CLICK TO ENROLL](#)

Service Contracting – Request for Application, RFA Evaluation Process Overview

November 19, 2020 | 9:00am-11:00am | Melana Hammond & John McMullen | Virtual – Google Meet

Overview:

This training reviews the application evaluation process for applications submitted under an RFA. It will review the process for selecting reviewers; as well as review the evaluation process as outlined in the RFA template; how to access and conduct reviews in IowaGrants; and the final process of selecting awardees and preparing the NOIA.

Objectives:

- Understand the difference in reviewing applications submitting for an RFA vs. RFP
- Understand the timelines and steps involved in conducting reviews of RFA applications

[CLICK TO ENROLL](#)

DECEMBER 2020

Wellness Wednesday Discussion

December 2, 2020 | 8:00am-9:00am | IDPH Wellness Committee | Virtual – Google Meet

Overview:

Please join us for a brief check-in this Wednesday morning at 8:00am. Bring your coffee, tea, juice.....whatever makes you feel most comfortable! This will be an informal opportunity to check-in with fellow employees to share what is going well for you, what challenges you are encountering, and what strategies you have found useful to maintain your health and wellness. We will also be introducing our December wellness challenge on sleep hygiene. We have set aside one hour, but will not have a set agenda. It is our hope that conversations will flow naturally and in a manner that helps us feel relaxed and centered.

Objectives:

- Learn what is going well and what challenges this new work environment is causing
- Share strategies that are useful to maintain health and wellness during this time

[CLICK TO ENROLL](#)

Bus Stop – IDPH Reaccreditation

December 17, 2020 | 1:00pm-2:00pm | Joy Harris | Virtual – Google Meet

Overview:

Believe it or not, it's time to start thinking about PHAB Reaccreditation! Attend this bus stop presentation to learn about the reaccreditation process, the reaccreditation standards, and what the department is doing to prepare. We'll play a few games as we go! IDPH has to have all documentation ready for reaccreditation in December 2023. Hope to see you there!

Objectives:

- Learn about the steps of the reaccreditation process
- Learn how to read reaccreditation standards and measures
- Learn what you can do to better prepare the department for meeting accreditation standards and measures

[CLICK TO ENROLL](#)

Wellness Wednesday Discussion

December 16, 2020 | 11:00am-12:00pm | IDPH Wellness Committee | Virtual – Google Meet

Overview:

Insert Here

Objectives:

- Insert Here

[CLICK TO ENROLL](#)

APPENDIXES

Service Contracting

- Service Contracting (A) – Competitive Selection & Service Contract Process Overview
 - March 12, 2020
 - September 29, 2020
- Service Contracting (B) – Competitive Selection Options & RFP Template Overview
 - February 6, 2020
 - October 6, 2020
- Service Contracting (C) – Service Contract Requirements & Special Conditions Template Review
 - March 3, 2020
 - October 15, 2020
- Service Contracting (D) – Request for Proposal, RFP Application Evaluation Process Overview
 - April 21, 2020
 - November 5, 2020
- Service Contracting Overview & Refresher Course (A, B, C)
 - May 7, 2020
 - July 14, 2020
- Service Contracting - Request for Application, RFA Evaluation Process Overview
 - April 23, 2020
 - November 19, 2020
- Service Contracting – Grant Site Prep & Contract Routing
 - March 10, 2020
 - September 17, 2020
- Introduction to Procurement
 - January 21, 2020
 - July 16, 2020
 - November 10, 2020
- IowaGrants.gov Claims Reporting
 - June 22, 2020
 - July 1, 2020

Quality Improvement

- PDCA..huh? The ABCs of the Plan-Do-Check-Act (PDCAQ) Cycle in QI
 - February 11, 2020
 - August 19, 2020
 - November 18, 2020
- Find Your FLOW...chart (QI Tool for Documenting and Improving Processes)
 - July 29, 2020
- Get Your Brainstorming On (QI Tool for Bringing Out the Ideas)
 - May 22, 2020
 - August 5, 2020
- Chaos. Chaos Everywhere! Or Not? (QI Tools for Getting Organized)
 - January 28, 2020
 - October 7, 2020
- What's Causing Your Problem? And What're You Going to do About it? (QI Tools for Root Cause Analysis and Next Steps Identification)
 - May 26, 2020
- Seeing the Big Picture (QI Tool for a High Level Perspective on a Process)
 - June 9, 2020
- Too Many Ideas? No Problem (QI Tools for Identifying Priorities for Action With a Group)
 - June 3, 2020
 - September 8, 2020
- Who's Got That? (QI Tool for Making Sure Your Team Does Not Drop the Ball)
 - May 14, 2020
 - September 15, 2020
- Let's Start at the Beginning...a Very Good Place to Start (QI Tools for Determining How to Get Started)
 - March 5, 2020
- Catch up on QI – Force Field Diagrams
 - July 14, 2020
- Virtual Sticky Notes – Is this a thing? (Idea Boardz & Jamboards)
 - September 3, 2020
 - October 29, 2020
- Trello Basics Training
 - November 2, 2020
- Screen to Screen: Let's Talk About Virtual Facilitation
 - September 28, 2020

Health Equity

- What's With This New Purple Font? Health Equity is Service Procurement and Contracting
 - January 16, 2020
- Heard and Valued: Engaging an Equity Lens in a Needs Assessment
 - February 20, 2020
- Social and Demographic Analysis of Newborns Served Through the Iowa Newborn Hearing Screening Program (2013-2017)
 - May 20, 2020
- Addressing Unconscious Bias
 - June 2, 2020
- Undesign the Redline DSM Virtual Tour
 - April 27, 2020

Wellness

- Outsmart Your Overwhelm – Simple Strategies to Stress Less and Live More
 - February 26, 2020
 - May 19, 2020

- Wellness Wednesday Discussion
 - April 15, 2020
 - April 22, 2020
 - April 29, 2020
 - May 6, 2020
 - May 13, 2020
 - May 20, 2020
 - May 27, 2020
 - June 3, 2020
 - June 10, 2020
 - June 17, 2020
 - June 24, 2020
 - July 1, 2020
 - July 8, 2020
 - July 15, 2020
 - July 22, 2020
 - July 29, 2020
 - August 5, 2020
 - August 12, 2020
 - August 26, 2020
 - September 2, 2020
 - September 23, 2020
 - September 30, 2020
 - October 7, 2020
 - November 4, 2020
 - November 18, 2020
 - December 2, 2020
 - December 16, 2020

- Better Choices, Better Health
 - April 24, 2020
 - May 1, 2020
 - May 8, 2020
 - May 15, 2020
 - May 22, 2020
 - May 29, 2020
 - October 16, 2020
 - October 23, 2020
 - October 30, 2020
 - November 6, 2020
 - November 13, 2020
 - November 20, 2020

New Employee Orientation

- New Employee Orientation
 - January 23, 2020
 - May 28, 2020
 - July 28, 2020
 - September 24, 2020

