<u>Introduction to the Health Risk Assessment (HRA) Toolkit</u>

Thank you for your support of and participation in the Health Risk Assessment (HRA) process. The following documents, included on the CD-RW for your use, should assist you in meeting this Public Health Emergency Preparedness (PHEP) HRA grant requirement. The only documents that you are *required* to use are the data collection documents – the HRA participant tools and the HRA Public Health Questionnaire.

1. **Pre-HRA Workshop Documents**
    a. *Template letters of invitation*: This folder contains template letters of invitation for your county's HRA workshop. Letters specific to emergency management, health centers, free clinics, hospitals and behavioral health centers are included, as well as a general letter for other partners.

    b. *HRA Frequently Asked Questions (FAQ):* This document answers frequently asked questions about the assessment and assessment workshop.

    c. *HRA Hazard Data Sources:* This document lists the hazards included in the HRA participant tools and possible online sources/websites for hazard probability data.

    d. *HRA Health System List:* This Excel workbook has addresses for hospitals, primary care/community health centers, free clinics and behavioral health centers in the state of West Virginia. Each list is arranged alphabetically by county.

    e. *HRA Press Release Template:* This document may be revised to reflect your county-specific HRA workshop.

    f. *HRA Suggested Invitations:* This document lists partners that you may wish to invite to your county's HRA workshop.

    g. *HRA Workshop Facilitator Presentation:* This document is a pdf version of the hardcopy presentation in your binder. The presentation lists the steps that workshop planners/facilitators should take prior to, during and after the county-level workshop.

    h. *HRA Workshop Planning Checklist:* This checklist is a step-by-step list of suggestions and requirements for workshop planning.

2. **HRA Workshop Documents**
    a. *HRA Workshop Participant Tools:* This folder includes participant tools for agencies from the public health, hospital, behavioral health and primary care/health center sectors. An additional tool for agencies from other sectors is also included.

    b. *HRA Confidentiality Agreement:* This document is an optional, brief statement of confidentiality/non-disclosure for workshop participants.

c. *HRA Hazard Prioritization Tool:* This tool allows the data entry/IT person to enter and average the workshop participant hazard scores so that a top hazard can be identified for health preparedness in the county. Instructions are included.

d. *HRA Workshop Participant Presentation:* This is a PowerPoint presentation that can be used to guide the county-level workshops. It is different from the HRA Workshop Facilitator Presentation in that it does not include instructions for the facilitator.

e. *HRA Workshop Sign-in Sheet:* This document is a template participant sign-in sheet for your assessment workshop.

3. **Post-HRA Workshop Documents**
   a. *HRA Public Health Questionnaire:* This questionnaire is for public health only and can be filled out prior to or following the assessment workshop. Instructions for submitting it via SurveyMonkey are included.

   b. *HRA SurveyMonkey Instructions:* This document includes instructions for submitting assessment workshop data via SurveyMonkey.

   c. *HRA Workshop Certificate of Attendance:* This document is a template certificate of attendance that you can send to assessment workshop participants.