CIFOR Toolkit Contents at a Glance

Document name	Purpose	Audience
Toolkit Overview	Describes goals, target audience, and approach of the CIFOR Toolkit	Agency and jurisdiction decision-makers
Toolkit User Instructions	Discusses in detail the steps to be followed in using the CIFOR Toolkit	Facilitator and recorder
Toolkit User Instructions (Cheat Sheet for Facilitators)	Briefly lists the steps to be followed in using the CIFOR Toolkit	Facilitator
Preliminaries Worksheet	Helps identify participants and resources necessary to use the Toolkit	Facilitator
Selecting Focus Areas Worksheet	Helps identify parts of foodborne disease outbreak response that are a high priority for program/agency/jurisdiction to work on	Workgroup (or subset) from program/agency/jurisdiction
Individual Focus Area Worksheets	Helps identify CIFOR recommendations appropriate for program/agency/jurisdiction related to the following:	Workgroup (or subset) from program/agency/jurisdiction
Focus Area 1 Worksheet	*Relationships with relevant agencies and organizations*	
Focus Area 2 Worksheet	*Necessary resources*	
Focus Area 3 Worksheet	*Communication*	
Focus Area 4 Worksheet	*Complaint systems*	
Focus Area 5 Worksheet	*Pathogen-specific surveillance*	
Focus Area 6 Worksheet	*Initial steps of an investigation*	
Focus Area 7 Worksheet	*Epidemiology investigation*	
Focus Area 8 Worksheet	*Environmental health investigation*	
Focus Area 9 Worksheet	*Laboratory investigation*	
Focus Area 10 Worksheet	*Control of the source and secondary spread*	
Focus Area 11 Worksheet	*Food recall*	
Sample Focus Area Worksheet	Illustrates how to complete a Focus Area worksheet	Facilitator and recorder
Uses of the CIFOR Toolkit	Provide ideas about use of the Toolkit in large group settings (i.e., other than individual interdisciplinary outbreak response teams)	Agency and jurisdiction decision-makers
Toolkit Tips for Facilitators	Describes role of facilitator and suggestions for leading Toolkit process	Facilitator
Participant Evaluation Form	Solicits feedback to improve future versions of CIFOR Toolkit	All workgroup members