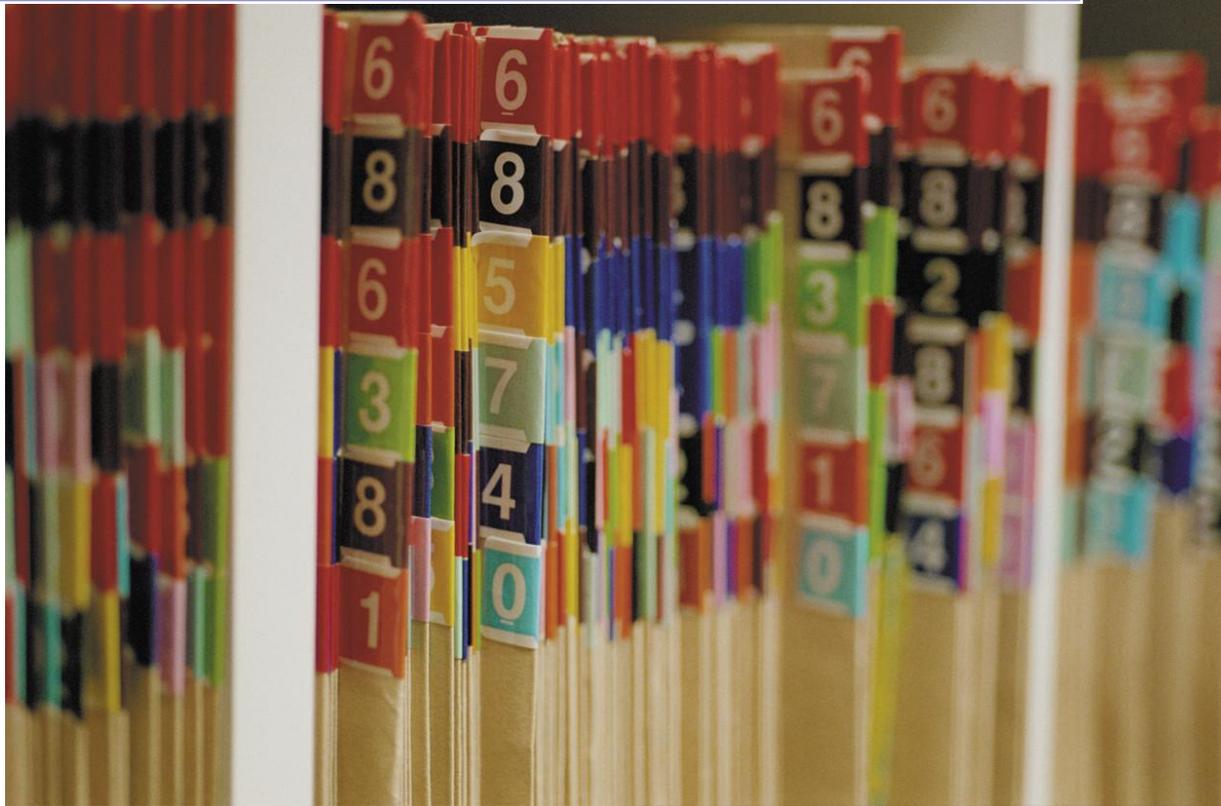# Version 3.0

National Public Health Performance Standards

Glossary

ACRONYMS

APEX-*PH* – Assessment Protocol for Excellence in Public Health

CHA – Community Health Assessment

GIS – Geographic Information System

HEDIS – Health Effectiveness Data and Information Set

HIPAA – Health Insurance Portability and Accessibility Act

HIV – Human Immunodeficiency Virus

LHD – Local Health Department

LPHS – Local Public Health System

MAPP – Mobilizing for Action through Planning and Partnerships

NEDSS – National Electronic Disease Surveillance System

NIMS – National Incident Management System

NPHPS – National Public Health Performance Standards

PHAB – Public Health Accreditation Board

PIO – Public Information Officer

PSA – Public Service Announcment

SPHS – State Public Health System

GLOSSARY

Academic health department

A formal affiliation between a health professions school and a health department that results in collaborative teaching, research, and practice, similar to the more familiar affiliation between academic institutions and teaching hospitals. *Council on Linkages between Academia and Public Health Practice [online]. No date [cited 2012 Nov 6]. Available from URL* http://www.phf.org/programs/AHDLC/Pages/Academic_Health_Department_Learning_Community.aspx

Access / access to care

The extent to which a public health service is readily available to the community's individuals in need, including the capacity of the agency to provide service in a way that honors the social and cultural characteristics of the community. It also focuses on agency efforts to reduce barriers to service utilization. "Access to care" refers to access in a medical setting. *Adapted from: Turnock, B.J. Public Health: What It Is and How It Works. 4th ed. Sudbury, MA: Jones and Bartlett; 2009.*

Accreditation

For public health departments, accreditation is defined as: 1. The development and acceptance of a set of national public health department accreditation standards; 2. The development and acceptance of a standardized process to measure health department performance against those standards; 3. The periodic issuance of recognition for health departments that meet a specified set of national accreditation standards; and 4. The periodic review, refining, and updating of the national public health department accreditation standards and the process for measuring and awarding accreditation recognition. *Public Health Accreditation Board (US). Guide to National Public Health Department Accreditation, Acronyms and Glossary of Terms Version 1.0. Alexandria, VA: The Board; 2011.*

Advocacy

To educate and encourage others to take action on a specific public health issue. *Public Health Accreditation Board (US). Guide to National Public Health Department Accreditation, Acronyms and Glossary of Terms Version 1.0. Alexandria, VA: The Board; 2011.*

After action report

A narrative report which captures observations of an exercise (for example: table top, functional exercise, or full scale exercise) and makes recommendations for post-exercise improvements; this is supplemented by an Improvement Plan (IP), which identifies specific corrective actions, assigns them to responsible parties, and establishes targets for their completion. *Adapted from: US Department of Homeland Security. Exercise and Evaluation Program (HSEEP) Volume 1: HSEEP Overview and Exercise Program Management. Washington, DC: The Department; 2007.*

All-hazards plan

An action plan for the jurisdiction developed to mitigate, respond to, and recover from a natural disaster, terrorist event, or other emergency that threatens people, property, business, or the community. The plan identifies persons, equipment, and resources for activation in an emergency and includes steps to coordinate and guide the response and recovery efforts of the

jurisdiction. *Adapted from: The Federal Emergency Management Agency (US). Principles of Emergency Management [online]. 2007 [cited 2012 Nov 6]. Available from URL* http://training.fema.gov/EMIWeb/IS/is100blst.asp

Assessment

1. Collecting, analyzing, and using data to educate and mobilize communities, develop priorities, garner resources, and plan actions to improve public health; 2. One of the three core functions of public health, involving the systematic collection and analysis of data in order to provide a basis for decision-making. *Adapted from: Institute of Medicine (US). The Future of Public Health. Washington, DC: National Academies Press; 1988. Novick L.F. and Mays, G.P. Public Health Administration: Principles for Population-Based Management. Gaithersburg, MD: Aspen Publishers; 2001.*

Assurance

The process of determining that services necessary to achieve agreed upon goals are provided, either by encouraging actions by other entities (public or private sector), by requiring such action through regulation, or by providing services directly. *Institute of Medicine (US). The Future of Public Health. Washington, DC: National Academies Press; 1988.*

Behavioral risk factors

Behaviors that are believed to cause or be contributing factors to most accidents, injuries, disease, and death during youth and adolescence as well as significant morbidity and mortality later in life. *Adapted from: Centers for Disease Control and Prevention (US). Behavioral Risk Factor Surveillance System. No date [cited 2013 Jan 3]. Available from URL* http://www.cdc.gov/brfss/.

Benchmarks

Points of reference or a standard against which measurements can be compared. In the context of indicators and public health, a benchmark is an accurate data point, which is used as a reference for future comparisons, similar to a baseline. *Adapted from: Norris T., Atkinson A., et al. The Community Indicators Handbook: Measuring Progress toward Healthy and Sustainable Communities. San Francisco, CA: Redefining Progress; 1997.*

Care management

A set of activities which assures that every person served by the treatment system has a single approved care (service) plan that is coordinated, not duplicative, and designed to assure cost effective and good outcomes. *Health Insurance Terms Glossary [online]. No date [cited 2012 Nov 6]. Available from URL* http://www.jointlearningnetwork.org/health-insurance-glossary#r16.

Case finding

The act of locating individuals with a disease. *Mosby's Medical Dictionary, 8th edition [online]. 2009 [cited 2012 Nov 6]. Available from URL* http://medical-dictionary.thefreedictionary.com/case+finding.

Chronic diseases

Diseases of long duration and generally slow progression. Examples include heart disease, stroke, cancer, chronic respiratory diseases and diabetes. *World Health Organization*

(Switzerland). Health Topics: Chronic Diseases [online]. 2012 [cited 2012 Nov 7]. Available from URL http://www.who.int/topics/chronic_diseases/en/.

Civil rights

The individual rights of personal liberty guaranteed by the Bill of Rights and by the 13th, 14th, 15th, and 19th Amendments of the U.S. Constitution, as well as by legislation such as the Voting Rights Act. Civil rights include especially the right to vote, the right of due process, and the right of equal protection under the law. *Garner, B.A. editor. Black's Law Dictionary. 8th ed. West Group; 2004.*

Collaborative leadership

A type of leadership that engages others by designing constructive processes for working together, convenes appropriate stakeholders, and facilitates and sustains their interaction. In collaborative leadership, leaders promote and safeguard the collaborative process through shared leadership, rather than taking unilateral action. Collaborative leaders perform their work in coalitions, alliances and partnerships. *Adapted from: Chrislip D and Larson C. Collaborative Leadership: How Citizens and Civic Leaders Can Make a Difference. San Francisco, CA: Jossey-Bass Publishers; 1994.*

Communications strategy

Statements or plans that describe a situation, audience, behavioral change objectives, strategic approach, key message points, media of communication, management and evaluation. Health departments may develop communications strategies to address a variety of situation for health communications, emergency response, or health education. *Adapted from: O'Sullivan, G.A., Yonkler, J.A., Morgan, W., and Merritt, A.P. A Field Guide to Designing a Communications Strategy. Baltimore, MD: Johns Hopkins Bloomberg School of Public Health Center for Communications Programs; 2003.*

Community

A group of people who have common characteristics; communities can be defined by location, race, ethnicity, age, occupation, interests, or other similar common bonds. *Adapted from: Turnock, B.J. Public Health: What It Is and How It Works. 4th ed. Sudbury, MA: Jones and Bartlett; 2009.*

Community assets

Contributions made by individuals, citizen associations, and local institutions that individually and / or collectively build the community's capacity to assure the health, well-being, and quality of life for the community and all its members. *National Association of County and City Health Officials (US). Mobilizing for Action through Planning and Partnerships (MAPP): Achieving Healthier Communities through MAPP, A User's Handbook. 2001 [cited 2012 Nov 7]. Available from URL* http://www.naccho.org/topics/infrastructure/mapp/upload/MAPP_Handbook_fnl.pdf.

Community based participatory research (CBPR)

A collaborative approach to research that equitably involves all partners, including community stakeholders, in the research process and recognizes the unique strengths that each brings. CBPR begins with a research topic of importance to the community and has the aim of combining knowledge with action and achieving social change to improve health outcomes and

eliminate health disparities. *Minkler, M. and Wallerstein, N. Community Based Participatory Research for Health. San Francisco, CA: Jossey-Bass; 2003.*

Community health assessment

A systematic examination of the health status indicators for a given population that is used to identify key problems and assets in a community. The ultimate goal of a community health assessment is to develop strategies to address the community's health needs and identified issues. A variety of tools and processes may be used to conduct a community health assessment; the essential ingredients are community engagement and collaborative participation. This definition of community health assessment also refers to a tribal, state, or territorial community health assessment. *Adapted from: Turnock, B.J. Public Health: What It Is and How It Works. 4th ed. Sudbury, MA: Jones and Bartlett; 2009.*

Community health improvement plan

A long-term, systematic effort to address public health problems on the basis of the results of community health assessment activities and the community health improvement process. This plan is used by health and other governmental education and human service agencies, in collaboration with community partners, to set priorities and to coordinate and target resources. A community health improvement plan should define the vision for the health of the community through a collaborative process and should address the gamut of strengths, weaknesses, challenges, and opportunities that exist in the community to improve the health status of that community. *Adapted from: Public Health Accreditation Board (US). Guide to National Public Health Department Accreditation, Acronyms and Glossary of Terms Version 1.0. Alexandria, VA: The Board; 2011.*

Community health needs assessment - IRS

An assessment required under the Internal Revenue Code (IRS) by the Patient Protection and Affordable Care Act of 2010. The IRS requires hospital organizations to document compliance with CHNA requirements for each of their facilities in a written report. *Adapted from: Patient Protection and Affordable Care Act, Public Law 111-148 (124 Stat. 119 (2010); Internal Revenue Code of 1986, 26 U.S.C. § 501(r).*

Constituency development

The process of developing relationships with community members who benefit from or have influence over community public health actions. *Agency for Toxic Substances and Disease Registry (US). Principles of Community Engagement [online]. Atlanta, GA: The Agency; 2011 [cited 2012 Nov 7]. Available from URL http://www.atsdr.cdc.gov/communityengagement/pce_mos_frameworks.html.*

Constituent

A person who authorizes another to act in his or her behalf, as a voter in a district represented by an elected official. *Dictionary.com [online]. No date [cited 2012 Nov 8]. Available from URL http://www.dictionary.com.*

Contact tracing

Identification of those persons (or animals) who have had such an association with an infected person, animal, or contaminated environment as to have had the opportunity to acquire the infection. Contact tracing is a generally accepted method for the control of sexually transmitted

diseases. *Reference.MD [online]. No date [cited 2012 Nov 8]. Available from URL* http://www.reference.md/files/D016/mD016358.html.

Core competencies for public health professionals

A set of skills desirable for the broad practice of public health, reflecting the characteristics that staff of public health organizations may want to possess as they work to protect and promote health in the community (i.e., deliver the Essential Public Health Services). *Council on Linkages between Academia and Public Health Practice. Core Competencies for Public Health Professionals [online]. 2010 [cited 2012 Nov 6]. Available from URL* http://www.phf.org/resourcestools/pages/core_public_health_competencies.aspx

Cultural and linguistic competence

A set of congruent behaviors, attitudes, and policies that come together in a system, agency, or among professionals that enables effective work in cross-cultural situations. 'Culture' refers to integrated patterns of human behavior that include the language, thoughts, communications, actions, customs, beliefs, values, and institutions of racial, ethnic, religious, or social groups. 'Competence' implies having the capacity to function effectively as an individual and an organization within the context of the cultural beliefs, behaviors, and needs presented by consumers and their communities. *Department of Health and Human Services Office of Minority Health (US). National Standards for Culturally and Linguistically Appropriate Services in Health Care [online]. 2001 [cited 2012 Nov 6]. Available from URL:* http://minorityhealth.hhs.gov/assets/pdf/checked/finalreport.pdf

Due process

The conduct of legal proceedings for the protection and enforcement of the rights so fundamentally important (life, liberty, and property) as to require compliance with established rules and principles of fairness and justice. Due process generally includes the right to notice, the opportunity to be heard, and the right to a fair hearing before a tribunal with the authority to decide the case. *Garner, B.A. editor. Black's Law Dictionary. 8th ed. West Group; 2004.*

Effectiveness

The degree to which an intervention achieves a desired outcome in practice. *The Community Preventive Services Task Force (US). Guide to Community Preventive Services [online]. [cited 2012 Nov 7]. Available from URL* www.thecommunityguide.org.

Emergency operations center

The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., federal, state, regional, tribal, city, county), or some combination thereof. *Adapted from: Federal Emergency Management Agency (US). Incident Command System 100 [online]. 2010 [cited 2012 Nov 8]. Available from URL* http://training.fema.gov/emiweb/is/IS100b/SM/ICS100b_StudentManual_Aug2010.pdf.

Environmental public health

The art and science of protecting humans against environmental factors that can adversely affect health or the ecological balances essential to long-term health and environmental quality.

Factors include air, food, and water contaminants; radiation; toxic chemicals; disease vectors; safety hazards; and habitat alterations. Environmental public health includes all aspects of human health and quality of life that are determined by physical, chemical, biological, social and psychosocial factors in the environment. *Adapted from: Public Health Accreditation Board (US). Environmental Public Health Think Tank Report. Alexandria, VA: The Board; 2011.*

Epidemiologic investigations

The examination and analysis of data leading to epidemiologic conclusions. They are usually concerned with identifying or measuring the effects of risk factors or exposures. *Adapted from: Public Health Accreditation Board (US). Guide to National Public Health Department Accreditation, Acronyms and Glossary of Terms Version 1.0. Alexandria, VA: The Board; 2011.*

Epidemiology

The study of the distribution and determinants of health conditions or events among populations and the application of that study to control health problems. *Centers for Disease Control and Prevention (US). Principles of Epidemiology in Public Health Practice, 3rd ed. No date [cited 2012 Nov 6].*

Essential public health services

The ten services identified in Public Health in America, developed by representatives from federal agencies and national organizations, to describe what public health seeks to accomplish and how it will carry out its basic responsibilities. The list of ten services defines the practice of public health. *Adapted from: Preventive Services Task Force (US). Public Health in America. Washington, DC: National Academies Press; 1994. Department of Health and Human Services (US). Healthy People 2020 [online]. 2010 [cited 2012 Nov 8]. Available from URL* http://healthypeople.gov/2020/topicsobjectives2020/overview.aspx?topicid=35.

Evaluation

A systematic way to improve and account for public health actions by involving procedures that are useful, feasible, ethical, and accurate. *CDC. Framework for Program Evaluation in Public Health. MMWR 1999; 48:RR-11.*

Evidence based

A strategy for explicitly linking public health or clinical practice recommendations to scientific evidence of the effectiveness and/or other characteristics of such practices. *Adapted from: The Community Preventive Services Task Force (US). Guide to Community Preventive Services [online]. [cited 2012 Nov 7]. Available from URL www.thecommunityguide.org.*

Geographic information systems

A collection of science and technology tools used to manage geographic relationships and integrate information. GIS helps us analyze spatially-referenced data and make well-informed decisions based on the association between the data and the geography. GIS refers to both the software and hardware that make up the system of digital databases and layered maps. *CDC. What is GIS? [online]. No date [cited 2012 Oct 22]. Available from http://www.cdc.gov/gis/whatis.htm.*

Goals

General statements expressing a program's aspirations or intended effect on one or more health problems, often stated without time limits. *Turnock, B.J. Public Health: What It Is and How It Works. 4th ed. Sudbury, MA: Jones and Bartlett; 2009.*

Governing entity

The board, commission, council, individual, or other body legally accountable for ensuring the Six Functions of Public Health Governance in a jurisdiction. *National Association of Local Boards of Health. Governance Functions [online]. 2013 [cited Feb 19 2013]. Available from* http://www.nalboh.org/Governance_Functions.htm

Governance Functions (The Six Functions of Public Health Governance)

The identified functions for which a public health governing entity is responsible. The Six Functions of Public Health Governance are policy development, resource stewardship, legal authority, partner engagement, continuous improvement, and oversight. *National Association of Local Boards of Health. Governance Functions [online]. 2013 [cited Feb 19 2013]. Available from* http://www.nalboh.org/Governance_Functions.htm

Health

A dynamic state of complete physical, mental, spiritual and social wellbeing and not merely the absence of disease or infirmity. *World Health Organization (Switzerland). 101st Session of the WHO Executive Board, Resolution EB101.R2. Geneva, 1998.*

Health care provider

A person or organization that's licensed to give health care. Doctors, nurses, and hospitals are examples of health care providers. *Center for Medicare and Medicaid Services (US). Glossary [online]. No date [cited 2012 Nov 8]. Available from URL* http://www.medicare.gov/glossary/h.html.

Health communication

Informing, influencing, and motivating individual, institutional, and public audiences about important health or public health issues. Health communication includes disease prevention, health promotion, health care policy, and the business of health care, as well as enhancement of the quality of life and health of individuals within a community. Health communication deals with how information is perceived, combined, and used to make decisions. *Riegelman, R.K. Public Health 101. Sudbury, MA: Jones and Bartlett; 2010.*

Health disparities

Differences in population health status (incidence, prevalence, mortality, and burden of adverse health conditions) that can result from environmental, social and/or economic conditions, as well as public policy. These differences exist among specific population groups in the United States and are often preventable. *Adapted from: National Association of County and City Health Officials (US). Operational Definition of a Functional Local Health Department [online]. 2005 [cited 2012 Nov 8]. Available from URL* http://www.naccho.org/topics/infrastructure/accreditation/OpDef.cfm. *National Cancer Institute (US). Health Disparities Defined [online]. 2010 [cited 2012 Nov 8]. Available from URL* http://crchd.cancer.gov/disparities/defined.html.

Health education

Any combination of learning opportunities designed to facilitate voluntary adaptations of behavior (in individuals, groups, or communities) conductive to good health. *Turnock, B.J. Public Health: What It Is and How It Works. 4th ed. Sudbury, MA: Jones and Bartlett; 2009.*

Health impact assessment

A process that helps evaluate the potential health effects of a plan, project or policy before it is built or implemented. CDC. Health Impact Assessments [online]. 2012 [cited 2012 Oct 22]. Available from URL http://www.cdc.gov/healthyplaces/hia.htm

Health in all policies

An approach that rests on the assumption that health is fundamental to every sector of the economy and that every policy—large and small—should take into consideration its effect on health. *Institute of Medicine (US). For the Public's Health: Revitalizing Law and Policy to Meet New Challenges. Washington, DC: National Academies Press; 2012.*

Health information

Information regarding medical or health-related subjects that individuals may use to make appropriate health decisions. *Department of Health and Human Services (US). Healthy People 2010. Washington, DC: The Department; 2000.*

Health information exchange

A system to facilitate electronic access to patient-level health information across organizations within a region, community, or health care system. A health information exchange allows clinical information to be shared among disparate health care information systems while maintain the meaning of the information being exchanged, using nationally recognized standards. *Nash, D.B., Reifsnyder, J., Fabius, R. and Pracilio, V.P. Population Health: Creating a Culture of Wellness. Sudbury, MA: Jones and Bartlett; 2011.*

Health needs

Demands required by a population or community to improve their health status. *Public Health Accreditation Board (US). Guide to National Public Health Department Accreditation, Acronyms and Glossary of Terms Version 1.0. Alexandria, VA: The Board; 2011.*

Health professional shortage areas

Areas that have been federally designated as having a shortage of primary medical care, dental or mental health providers and may be urban or rural areas, population groups, or medical or other public facilities. These areas may also be referred to as medically under-served areas. *Adapted from: Health Resources and Services Administration (US). Glossary & Acronyms [online]. No date [cited 2012 Nov 8]. Available from URL http://www.hrsa.gov/ruralhealth/about/telehealth/glossary.html#h.*

Health promotion

A set of intervention strategies that seek to eliminate or reduce exposures to harmful factors by modifying human behaviors. Health promotion activities are any combination of education and organizational, economic, and environmental supports aimed at the stimulation of healthy

behavior in individuals, groups, or communities. *Adapted from: Turnock, B.J. Public Health: What It Is and How It Works. 4th ed. Sudbury, MA: Jones and Bartlett; 2009.*

Health risk

A condition of humans that can be represented in terms of measurable health status or quality-of-life indicators. *Turnock, B.J. Public Health: What It Is and How It Works. 4th ed. Sudbury, MA: Jones and Bartlett; 2009.*

Health status

The current state of a given population using a variety of indices, including morbidity, mortality, and available health resources. *National Library of Medicine (US). Medical Subject Headings. Washington, DC: The Institute; 2002.*

Incidence

A measure of the frequency with which new cases of illness, injury, or other health condition occurs among a population during a specified period. *Centers for Disease Control and Prevention (US). Principles of Epidemiology in Public Health Practice, 3rd ed. No date [cited 2012 Nov 6].*

Indicator

A measure of health status or health outcome such as the number of people who contract a respiratory disease or the number of people who die from a particular chronic disease. *Adapted from: Turnock, B.J. Public Health: What It Is and How It Works. 4th ed. Sudbury, MA: Jones and Bartlett; 2009.*

Infectious disease

A disease caused by the entrance into the body of organisms (such as bacteria, protozoans, fungi, or viruses) that grow and mutliply there, often used synonymously with communicable disease. *Turnock, B.J. Public Health: What It Is and How It Works. 4th ed. Sudbury, MA: Jones and Bartlett; 2009.*

Infrastructure

The systems, competencies, relationships and resources that enable performance of public health's core functions and essential services in every community. Categories include human, organizational, informational, and fiscal resouces. *Turnock, B.J. Public Health: What It Is and How It Works. 4th ed. Sudbury, MA: Jones and Bartlett; 2009.*

Injury

Any damage to the body due to acute exposure to amounts of thermal, mechanical (kinetic or potential), electrical, or chemical energy that exceed the individual's tolerance for such energy, or to the absence of such essentials as heat or oxygen. This includes intentional injuries (e.g. homicide, suicide) as well as unintentional injuries, regardless of where they occur, the activity that was taking place when the injurious event happened, or the object that was involved in the energy transfer. *Scutchfield, F.D., and Keck, C.W. Principles of Public Health Practice. Clifton Park, NY: Delmare CENGAGE Learning; 2009.*

Jurisdiction

A government's general power to exercise authority over all persons and things within its territory; a court's power to decide a case or issue a decree; a geographic area within which political or judicial authority may be exercised; a political or judicial subdivision within such an area. *Garner, B.A. editor. Black's Law Dictionary. 8th ed. West Group; 2004.*

Law

The aggregate of statutes, ordinances, regulations, rules, judicial decisions, and accepted legal principles that the courts of a particular jurisdiction apply in deciding controversies brought before them. The law consists of all legal rights, duties, and obligations that can be enforced by the government (or one of its agencies) and the means and procedures for enforcing them. *Garner, B.A. editor. Black's Law Dictionary. 8th ed. West Group; 2004.*

Legal counsel

Attorney who provides advice or assistance to or represents a government agency. *Garner, B.A. editor. Black's Law Dictionary. 8th ed. West Group; 2004.*

Licensing

A governmental body's process of issuing a license to a professional whose work or practice would be unlawful in the absence of such a license. *Garner, B.A. editor. Black's Law Dictionary. 8th ed. West Group; 2004.*

Local health department

The governmental body serving a jurisdiction or group of jurisdictions geographically smaller than a state and recognized as having the primary statutory authority to promote and protect the public's health and prevent disease in humans. This authority is defined by the state's constitution, statute, or regulations or established by local ordinance or through formal local cooperative agreement or mutual aid. The entity may be a locally governed health department, a local entity of a centralized state health department, or a city, city-county, county, district, or regional health department. *Adapted from: Public Health Accreditation Board (US). Guide to National Public Health Department Accreditation, Acronyms and Glossary of Terms Version 1.0. Alexandria, VA: The Board; 2011.*

Media advocacy

A set of processes by which individuals or groups in the community define, identify, and frame a problem and stimulate media coverage of the problem as a public health issue to help stimulate widespread public concern and action. *Adapted from: Glanz, K., Rimer, B.K., and Viswanath, K. Health Behavior and Health Education: Theory, Research, and Practice. San Francisco, CA: Jossey-Bass; 2008.*

Mission statement

A written declaration of an organization's core purpose and focus that normally remains unchanged over time. Properly crafted mission statements (1) serve as filters to separate what is important from what is not, (2) clearly state which markets will be served and how, and (3) communicate a sense of intended direction to the entire organization. *BusinessDirectory.Com. "Mission Statement" [online]. No date [cited 2012 Nov 8]. Available from URL* http://www.businessdictionary.com/definition/mission-statement.html.

Objectives

Targets for achievement through interventions. Objectives are time limited and measurable in all cases. Various levels of objectives for an intervention include outcome, impact, and process objectives. *Turnock, B.J. Public Health: What It Is and How It Works. 4th ed. Sudbury, MA: Jones and Bartlett; 2009.*

Ordinances

A municipal law or regulation. Municipal governments can pass ordinances on matters that the state government allows to be regulated at the local level. A municipal ordinance carries the state's authority and has the same effect within the municipality's limits as a state statute. Sometimes called "bylaw" or "municipal ordinance." *Garner, B.A. editor. Black's Law Dictionary. 8th ed. West Group; 2004.*

Partnership

A partnership is a relationship among individuals and groups that is characterized by mutual cooperation and responsibilities. *Scutchfield, F.D., and Keck, C.W. Principles of Public Health Practice. Clifton Park, NY: Delmare CENGAGE Learning; 2009.*

Performance management

The practice of actively using performance data to improve the public's health. *Turning Point Performance Management National Excellence Collaborative. From Silos to Systems: Using Performance Management to Improve the Public's Health. Washington, DC: Public Health Foundation; 2003.*

Performance management system

A fully functioning performance management system that is completely integrated into health department daily practice at all levels includes: 1) setting organizational objectives across all levels of the department, 2) identifying indicators to measure progress toward achieving objectives on a regular basis, 3) identifying responsibility for monitoring progress and reporting, and 4) identifying areas where achieving objectives requires focused quality improvement processes. *Public Health Accreditation Board (US). Guide to National Public Health Department Accreditation, Acronyms and Glossary of Terms Version 1.0. Alexandria, VA: The Board; 2011.*

Personal health care

Health care provided to individuals, including primary care, specialty care, hospital care, emergency care, and rehabilitative care. *Adapted from: Institute of Medicine (US). Primary Care: America's Health in a New Era. Washington, DC: The National Academies Press; 1996.*

Policy

The general principles by which a government entity is guided in its management of public affairs. For a health department, this may encompass external or community-facing policies (e.g., clean air or school physical education guidelines) as well as internal policies affecting staff (e.g., family leave or hiring practices). *Adapted from: Garner, B.A. editor. Black's Law Dictionary. 8th ed. West Group; 2004.*

Policy development

The means by which problem identification, technical knowledge of possible solutions, and societal values converge to set a course of action; a process that enables informed decisions to be made concerning issues related to the public's health. *Adapted from: Institute of Medicine (US). The Future of Public Health. Washington, DC: National Academies Press; 1988.*

Population health

The physical, mental, and social well-being of defined groups of individuals and differences or disparities in health between and among population groups. Can be considered synonymous with community health. *Turnock, B.J. Public Health: What It Is and How It Works. 4th ed. Sudbury, MA: Jones and Bartlett; 2009.*

Population health registries

An organized system for the collection, storage, retrieval, analysis, and dissemination of information on individual persons who have either a particular disease, a condition (e.g., a risk factor) that predisposes to the occurrence of a health-related event, or prior exposure to substances (or circumstances) known or suspected to cause adverse health effects. *Department of Health and Human Services (US), National Committee on Vital and Health Statistics. Frequently Asked Questions about Medical and Public Health Registries: What is a Registry? [online]. No date [cited 2012 Nov 7]. Available from URL* http://www.ncvhs.hhs.gov/9701138b.htm.

Prevalence

The number or proportion of cases or events or attributes among a given population. *Centers for Disease Control and Prevention (US). Principles of Epidemiology in Public Health Practice, 3rd ed. No date [cited 2012 Nov 6].*

Primary data

Data observed or collected from original sources, ranging from more scientifically rigorous approaches such as randomized controlled trials to less rigorous approaches such as case studies. *Public Health Accreditation Board (US). Guide to National Public Health Department Accreditation, Acronyms and Glossary of Terms Version 1.0. Alexandria, VA: The Board; 2011.*

Public health

The science and the art of preventing disease, prolonging life, and promoting physical health and mental health and efficiency through organized community efforts toward a sanitary environment; the control of community infections; the education of the individual in principles of personal hygiene; the organization of medical and nursing service for the early diagnosis and treatment of disease; and the development of the social machinery to ensure to every individual in the community a standard of living adequate for the maintenance of health. *Adapted from: Turnock, B.J. Public Health: What It Is and How It Works. 4th ed. Sudbury, MA: Jones and Bartlett; 2009. Institute of Medicine (US). The Future of Public Health. Washington, DC: National Academies Press; 1988. Public Health Accreditation Board (US). Guide to National Public Health Department Accreditation, Acronyms and Glossary of Terms Version 1.0. Alexandria, VA: The Board; 2011.*

Public health emergency

An occurrence or imminent threat of an illness or health condition, caused by bioterrorism, epidemic or pandemic disease, or novel and highly infectious agent or biological toxin, that poses a substantial risk of a significant number of human fatalities or incidents of permanent of long term disability. Such a health condition includes, but is not limited to, an illness or health condition resulting from a natural disaster. *Gostin, L.O., et al. The Model State Emergency Health Powers Act: Planning for and Response to Bioterrorism and Naturally Occurring Infectious Diseases, JAMA 2002: 288: 622.*

Public health laboratory

A scientific research facility that, in collaboration with the public health system, provides clinical diagnostic testing, disease surveillance, environmental and radiological testing, emergency response support, applied research, laboratory training and other essential services to the communities they serve. *Adapted from: The Association of Public Health Laboratories (US) [online]. No date [cited 2012 Nov 8]. Available from URL* http://www.aphl.org/AboutAPHL/aboutphls/Pages/default.aspx.

Public health system

The constellation of governmental and nongovernmental organizations that contribute to the performance of essential public health services for a defined community or population. *Scutchfield, F.D., and Keck, C.W. Principles of Public Health Practice. Clifton Park, NY: Delmare CENGAGE Learning; 2009.*

Public health workforce

Individuals who are employed either full-time or part-time by the governmental public health department for the purpose of supporting the provision of the 10 Essential Public Health Services. *Adapted from: Public Health Accreditation Board (US). Guide to National Public Health Department Accreditation, Acronyms and Glossary of Terms Version 1.0. Alexandria, VA: The Board; 2011.*

Public information officer

A member of the Command Staff responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements. *Adapted from: Federal Emergency Management Agency (US). Incident Command System 100 [online]. 2010 [cited 2012 Nov 8]. Available from URL* http://training.fema.gov/emiweb/is/IS100b/SM/ICS100b_StudentManual_Aug2010.pdf.

Quality improvement

The use of a deliberate and defined improvement process, such as Plan-Do-Check-Act, which is focused on activities that are responsive to community needs and improving population health. It refers to a continuous and ongoing effort to achieve measurable improvements in the efficiency, effectiveness, performance, accountability, outcomes, and other indicators of quality in services or processes which achieve equity and improve the health of the community. *Riley, W., Moran, J., Corso, L.., Beitsch, L., Bialek, R., and Cofsky, A.. Defining Quality Improvement in Public Health. Journal of Public Health Management and Practice 2010; 16(1)5-7.*

Regional health information organization

A type of health information exchange organization (HIO) that brings together health care stakeholders within a defined geographic area and governs health information exchange among them for the purpose of improving health and care in that community. In present form, most current efforts for health information exchange are regional health information organizations. *Health Resources and Services Administration (US). What is a Regional Health Information Organization? [online]. No date [cited 2012 Nov 8]. Available from URL http://www.hrsa.gov/healthit/toolbox/RuralHealthITtoolbox/Collaboration/whatisrhio.html*

Regulation

A rule or order, having legal force, usually issued by an administrative agency. Also, the act or process of controlling by rule or restriction. *Garner, B.A. editor. Black's Law Dictionary. 8th ed. West Group; 2004.*

Reportable disease

A disease that, by law, must be reported to public health authorities upon diagnosis. *Centers for Disease Control and Prevention (US). Principles of Epidemiology in Public Health Practice, 3rd ed. No date [cited 2012 Nov 6].*

Research

A systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalized knowledge. *Adapted from: Department of Health and Human Services (US). Healthy People 2020 [online]. 2010 [cited 2012 Nov 8]. Available from URL http://www.healthypeople.gov.*

Risk communication

The interaction of populations and social institutions such as government agencies, advocacy groups, and the mass media in the formation and management of public opinion and policy making about risk. *Adapted from: Glanz, K., Rimer, B.K., and Viswanath, K. Health Behavior and Health Education: Theory, Research, and Practice. San Francisco, CA: Jossey-Bass; 2008.*

Screening

The use of technology and procedures to differentiate those individuals with signs or symptoms of disease from those less likely to have the disease. *Turnock, B.J. Public Health: What It Is and How It Works. 4th ed. Sudbury, MA: Jones and Bartlett; 2009.*

Secondary data

Data which have been collected in the past, collected by other parties, or result from combining data or information from existing sources. *Public Health Accreditation Board (US). Guide to National Public Health Department Accreditation, Acronyms and Glossary of Terms Version 1.0. Alexandria, VA: The Board; 2011.*

Social capital

A composite measure which reflects both the breadth and depth of civic involvement as well as the public's participation in political life. It is characterized by a sense of social trust and mutual

interconnectedness, which is enhanced over time though positive interaction and collaboration in shared interests. *Adapted from: National Association of County and City Health Officials (US). Mobilizing for Action through Planning and Partnerships (MAPP): Achieving Healthier Communities through MAPP, A User's Handbook. 2001 [Accessed 2012 Nov 7 from* http://www.naccho.org/topics/infrastructure/mapp/upload/MAPP_Handbook_fnl.pdf*].*

Social determinants of health

The conditions in which people are born, grow, live, work and age, including the health system. These circumstances are shaped by the distribution of money, power and resources at global, national and local levels. The social determinants of health are mostly responsible for health inequities – the unfair and avoidable differences in health status seen within and between countries. *World Health Organization (Switzerland). Health Topics: Social determinants of health [online]. 2012 [cited 2012 Nov 7]. Available from URL* http://www.who.int/social_determinants/en/.

Social marketing

A system for understanding who people are and what they desire, and then organizing the creation, delivery, and communication of products, services, and messages to meet their desires while at the same time meeting the needs of society and solving serious social problems. *Smith, W.A. and Strand, J. Social Marketing Behavior: A Practical Resource for Social Change Professionals. Washington, DC: Academy of Educational Development; 2008.*

Stakeholders

All persons, agencies and organizations with an investment or 'stake' in the health of the community and the local public health system. This broad definition includes persons and organizations that benefit from and/or participate in the delivery of services that promote the public's health and overall well-being. *National Association of County and City Health Officials (US). Mobilizing for Action through Planning and Partnerships (MAPP): Achieving Healthier Communities through MAPP, A User's Handbook. 2001 [Accessed 2012 Nov 7 from* http://www.naccho.org/topics/infrastructure/mapp/upload/MAPP_Handbook_fnl.pdf*]*

Strategic alliances

Partnerships formed among organizations to advance mutual interests. In the case of health, strategic collaboration with business, education, government, faith, and community partners to protect and improve health. *CDC. National Public Health Performance Standards Program Glossary and Acronyms Version 2.0 [online]. 2007 [cited 2012 Nov 8]. Available from URL* http://www.cdc.gov/nphpsp.

Strategic plan

A plan resulting from a deliberate decision-making process that defines where an organization is going. The plan sets the direction for the organization and, through a common understanding of the mission, vision, goals, and objectives, provides a template for all employees and stakeholders to make decisions that move the organization forward. *Swayne, L.E., Duncan, W.J. and Ginter, P.M. Strategic Management of Health Care Organizations. Princeton, NJ: Jossey Bass; 2008.*

Surge capacity

The ability to expand care or service capabilities in response to unanticipated or prolonged demand. *Joint Commission on Accreditation of Healthcare Organizations (US). Health Care at*

the Crossroads: Strategies for Creating and Sustaining Community-Wide Emergency Preparedness Strategies. Washington, DC: The Commission; 2003.

Surveillance

Systematic monitoring of the health status of a population through collection, analysis, and interpretation of health data in order to plan, implement, and evaluate public health programs, including determining the need for public health action. *Turnock, B.J. Public Health: What It Is and How It Works. 4th ed. Sudbury, MA: Jones and Bartlett; 2009.*

Technical assistance

An array of support, including advice, recommendations, information, demonstrations, and materials, provided to assist the workforce or organizations in improving public health services. *Public Health Accreditation Board (US). Guide to National Public Health Department Accreditation, Acronyms and Glossary of Terms Version 1.0. Alexandria, VA: The Board; 2011.*

Values

A description of how work is done and what beliefs are held in common as a basis for that work. Values are fundamental principles that organizations stand for. *Swayne, L.E., Duncan, W.J. and Ginter, P.M. Strategic Management of Health Care Organizations. Princeton, NJ: Jossey Bass; 2008.*

Vision

A compelling and inspiring image of a desired and possible future that a community seeks to achieve. A vision statement expresses goals that are worth striving for and appeals to ideals and values that are shared among stakeholders. *Bezold, C. On Futures Thinking for Health and Health Care: Trends, Scenarios, Visions, and Strategies. Alexandria, VA: Institute for Alternative Futures and the National Civic League; 1995*

Vital statistics

Systematically tabulated data about recorded births, marriages, divorces, and deaths. *Centers for Disease Control and Prevention (US). Principles of Epidemiology in Public Health Practice, 3rd ed. No date [cited 2012 Nov 6].*

Vulnerable populations

A group of people with certain characteristics that cause them to be at greater risk of having poor health outcomes than the general population. These characteristics include, but are not limited to, age, culture, disability, education, ethnicity, health insurance, housing status, income, mental health, and race. *Adapted from: Institute of Medicine (US). Performance Measurement: Accelerating Improvement. Washington, DC: National Academies Press; 2006.*

Workforce assessment

The process of determining the personnel, training, skills, and competencies needed to implement initiatives contributing to the provision of the Ten Essential Public Health Services; includes the use of performance measures for identified competencies, identification of needed professional personnel, and formulation of plans to address workforce gaps as well as planning, implementation and evaluation of life-long learning to equip public health workers to develop new skills as needed. *Institute of Medicine (US). Who Will Keep the Public Healthy?. Washington, DC: National Academies Press; 2003.*

RESOURCES

- Guide to Clinical Preventive Services
  http://www.thecommunityguide.org/about/guide.html

- Guide to Community Preventive Services
  http://www.thecommunityguide.org/index.html

- Health Alert Network http://emergency.cdc.gov/han/

- Healthcare Effectiveness Data and Information Set
  http://www.ncqa.org/tabid/59/Default.aspx

- Healthy People 2020 http://www.healthypeople.gov

- Laboratory Response Network http://www.bt.cdc.gov/lrn/

- Mobilizing for Action through Planning and Partnerships
  http://www.naccho.org/topics/infrastructure/mapp/index.cfm

- Model State Emergency Powers Act
  http://www.publichealthlaw.net/ModelLaws/MSEHPA.php

- National Electronic Disease Surveillance System
  http://wwwn.cdc.gov/nndss/script/nedss.aspx

- National Incident Management System http://www.fema.gov/national-incident-management-system

- National Stakeholder Strategy for Achieving Health Equity
  http://minorityhealth.hhs.gov/npa/templates/content.aspx?lvl=1&lvlid=33&ID=286

- National Strategy for Quality Improvement in Healthcare
  http://www.healthcare.gov/law/resources/reports/quality03212011a.html

- Principles of Program Evaluation
  ftp://ftp.cdc.gov/pub/Publications/mmwr/rr/rr4811.pdf

- Protocol for Assessing Community Excellence in Environmental Health
  http://www.naccho.org/topics/environmental/CEHA/resources/onlinemodule/whatis/index.cfm

- Public Health Accreditation Board http://www.phaboard.org

- Public Health Code of Ethics http://www.phls.org/home/section/3-26/

- Updated Guidelines for Evaluating Public Health Surveillance Systems
  http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5013a1.htm