



Department
of Health

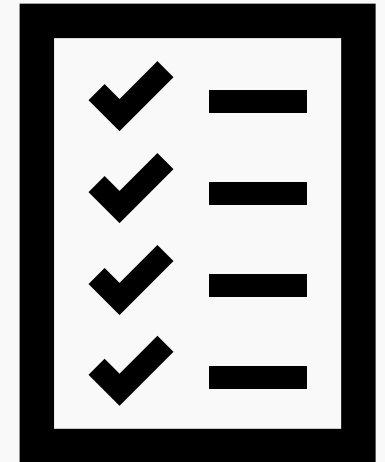
New York State Public Health Corps Fellowship Program

Building Your Toolbox: Public Health Planning Tools to Drive Success

JULY 9TH , 2025, NYSPHC EDUCATIONAL SERIES

AGENDA

- **Welcome!**
- **Presentation:** *Building Your Toolbox: Public Health Planning
Tools to Drive Success*
- **Q&A**
- **Closing Remarks**



WELCOME!

SARA REGAN & ROBYN SCHERER



Department
of Health



Building Your Toolbox: Public Health Planning Tools to Drive Success



Planning & Design

Prepared
For: July 9, 2025

NYSPHC Educational Series Session

- ▶ Introductions
- ▶ Purpose of the Session
- ▶ RACI
- ▶ RAPID
- ▶ Questions



Today's Presenters



Sara Regan, MPH

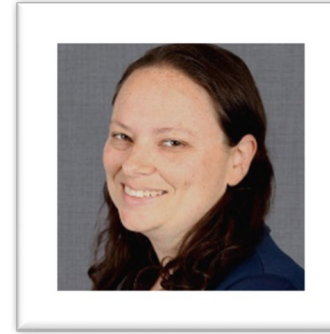
Principal Consultant, NYSTEC

20 years of public health experience

Schools attended: Rutgers University, NYU, George Washington University, Marymount University (VA)

You will find her trying to use a RACI to plan her next family vacation!

Fun fact: I used to be a 5th grade teacher!



Robyn Scherer, MPH, CHES

Senior Principal Consultant, NYSTEC

20 years of public health experience

Schools attended: Middlebury College, University of Michigan

You will find her implementing decision making tools to ensure that all perspectives are accounted for.

Fun fact: I started working with the NYSPHC program in 2021, before any Fellows had even been hired!

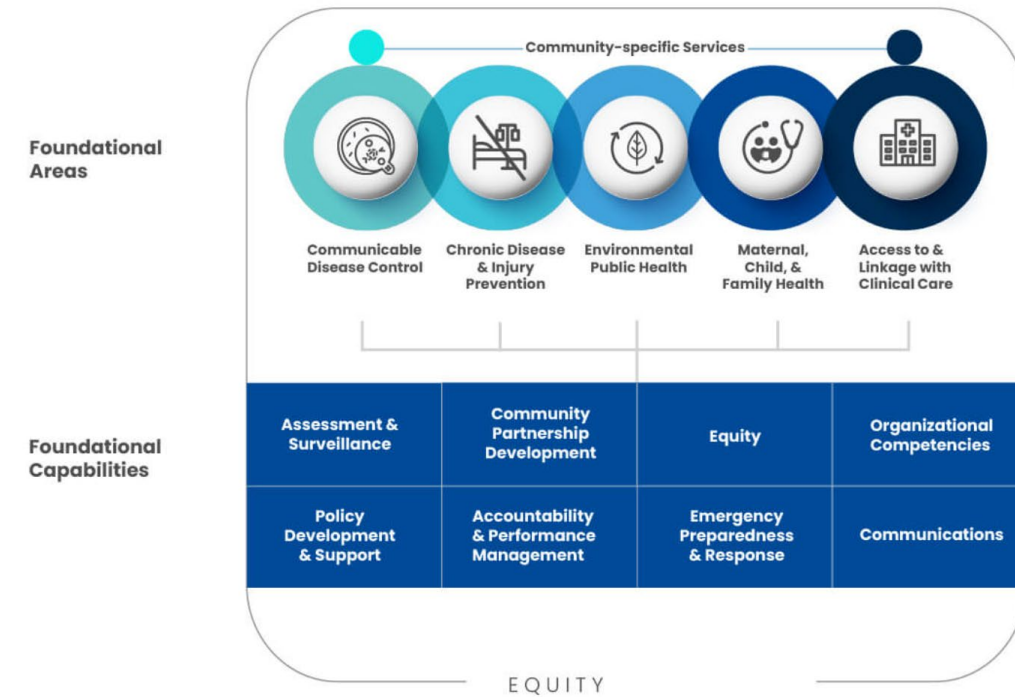
Learning Objectives



At the end of the session, participants will be able to:

- Explain the difference between a RACI and a RAPID
- Identify appropriate use cases for each tool
- Describe how public health professionals can use these planning tools to help drive success in their programs, projects, and campaigns

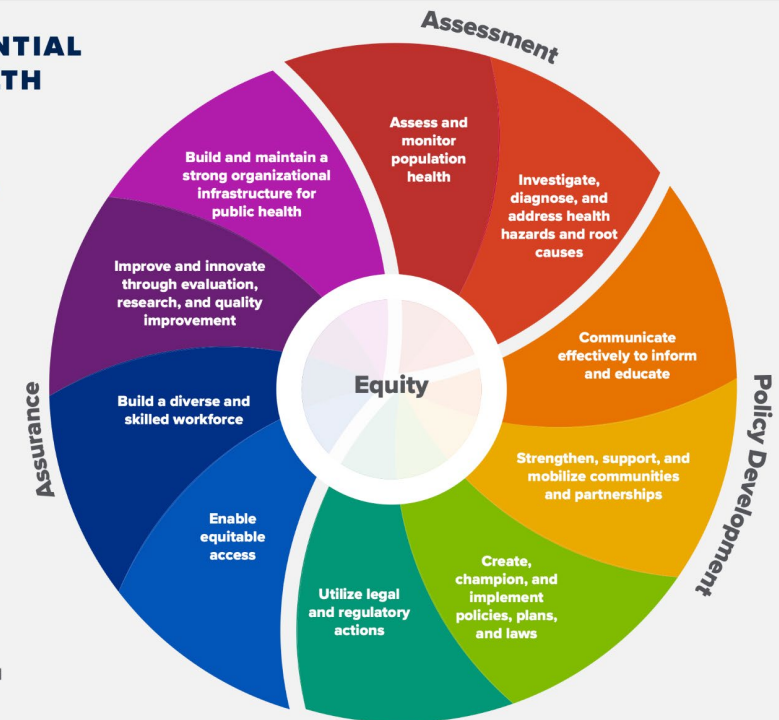
Foundational Public Health Services



THE 10 ESSENTIAL PUBLIC HEALTH SERVICES

To protect and promote the health of all people in all communities


The 10 Essential Public Health Services provide a framework for public health to protect and promote the health of all people in all communities. To achieve optimal health for all, the Essential Public Health Services actively promote policies, systems, and services that enable good health and seek to remove obstacles and systemic and structural barriers, such as poverty, racism, gender discrimination, and other forms of oppression, that have resulted in health inequities. Everyone should have a fair and just opportunity to achieve good health and well-being.



Created 2020

- ▶ The RACI and RAPID are tools that help determine who will carry out public health activities.
 - RACI charts help you determine roles when planning for a project.
 - RAPID charts help you assign roles to make important decisions.
- ▶ These tools are meant to be flexible while also providing a structure that prioritizes thoughtful implementation.
- ▶ The RACI and RAPID increase buy-in, clarify accountability, and are outcomes driven.





RACI-a project planning tool that illustrates **WHAT** needs to be done and **WHO** must do it.

- ▶ A project management tool that clarifies roles and responsibilities within a project team.
- ▶ RACI is an acronym that stands for **R**esponsible, **A**ccountable, **C**onsulted, and **I**nformed.
- ▶ You might hear it called a *RACI Chart* or a *Responsibility Assignment Matrix*.

R	Responsible <ul style="list-style-type: none">• The person who actually carries out the process or task assignment• Responsible to get the job done
A	Accountable <ul style="list-style-type: none">• The person who is ultimately accountable for process or task being completed appropriately• Responsible person(s) are accountable to this person
C	Consulted <ul style="list-style-type: none">• People who are not directly involved with carrying out the task, but who are consulted• May be stakeholder or subject matter expert
I	Informed <p>Those who receive output from the process or task, or who have a need to say informed</p>

<https://coschedule.com/marketing-terms-definitions/raci-matrix>

RACI- 2 Different Views of the Tool

Activity/ Deliverable	Responsible	Accountable	Consulted	Informed
Task 1	S.M.	NYSPHC Fellow	John Smith	Executive Office
Task 2	NYSPHC Fellow	John Smith	S.M.	Executive Office
Task 3	S.M.	John Smith	Executive Office	NYSPHC Fellow
Task 4				

The column titles are the roles within the project and the cells contain the project team members who are assigned to the roles.

The column titles are the project team members who are working on the project and the cells identify the role that team members is assigned to.

Activity/ Deliverable	Admin	NYSPHC Fellow	John Smith	Evaluator
Task 1	R	A	C	I
Task 2	C	R	A	I
Task 3	R	I	A	C
Task 4				

How to create a RACI?



1. Identify the project that you need to plan for.
2. List the activities that are needed to complete the project.
3. Using the RACI definitions, identify the people/roles that need to be involved with each activity or decision.
4. Work with colleagues to confirm everyone agrees with the roles and activities listed in the RACI.
5. Share the completed RACI with everyone that is involved with the project and save the RACI to a shared location.
6. Make modifications as needed moving forward and keep the chart up to date with any project changes.

Example of a RACI

Project: The NYSPHC Fellow at a Local Health Department is organizing a **Health Fair** that promotes health and wellness during the summer months.

Activity/ Deliverable	Responsible	Accountable	Consulted	Informed
Establish project team that is involved in the <i>Health Fair</i>	Administrative Staff	Fellow	Fellow's Supervisor	County Health Commissioner, Public Health Nurses
Determine which organizations should be invited to be at the <i>Health Fair</i>	Fellow	Fellow's Supervisor	Public Health Nurses, Admin Staff	County Health Commissioner
Decide the date, time and place for the <i>Health Fair</i>	Administrative Staff	Fellow	Fellow's Supervisor	County Health Commissioner, Public Health Nurses
Create a timeline for the <i>Health Fair</i> planning activities	Fellow	Fellow's Supervisor	Administrative Staff	County Health Commissioner, Public Health Nurses
Send a letter to the organizations inviting them to <i>Health Fair</i>	Administrative Staff	Fellow	Fellow's Supervisor	County Health Commissioner, Public Health Nurses
Track which organizations will be at the <i>Health Fair</i>	Administrative Staff	Fellow	Fellow's Supervisor	County Health Commissioner, Public Health Nurses
Create community outreach materials for the <i>Health Fair</i>	Fellow	Fellow's Supervisor	Communications Team	County Health Commissioner, Public Health Nurses
Order materials for the <i>Health Fair</i>	Administrative Staff	Fellow	Fellow's Supervisor	County Health Commissioner, Public Health Nurses
Create a staffing plan for the <i>Health Fair</i>	Fellow	Fellow's Supervisor	Administrative Staff	County Health Commissioner, Public Health Nurses
Evaluate the <i>Health Fair</i>	Fellow	Fellow's Supervisor	Evaluation Team, Administrative Staff	County Health Commissioner, Public Health Nurses

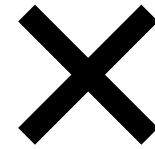
- ▶ Every task should have **at least one responsible person** and **only one accountable person** for each task. There can be **multiple people consulted and informed** depending on the size of your project/team.
- ▶ The RACI should be reviewed often and revised as needed. In a multi-year project, the RACI should be reviewed quarterly.
- ▶ The RACI should be shared with all team members involved in a project.

RACI – Use it or Consider Another Tool?



Use it when...

- ▶ The project has multiple team members and stakeholders.
- ▶ The project is being implemented during a time of change.
- ▶ The project involves roles that may have overlapping responsibilities.




Consider another tool when...

- ▶ The project is small and straightforward with few stakeholders.
- ▶ The tasks and the roles change often.
- ▶ The project requires a lot of creativity, collaboration, and shared decision making.

- ▶ Examples of when a NYSPHC Fellow might use the RACI:
 - Producing a Public Health Marketing Campaign
 - Implementing a Caregiver Training
 - Collecting Data for a Community Based Project

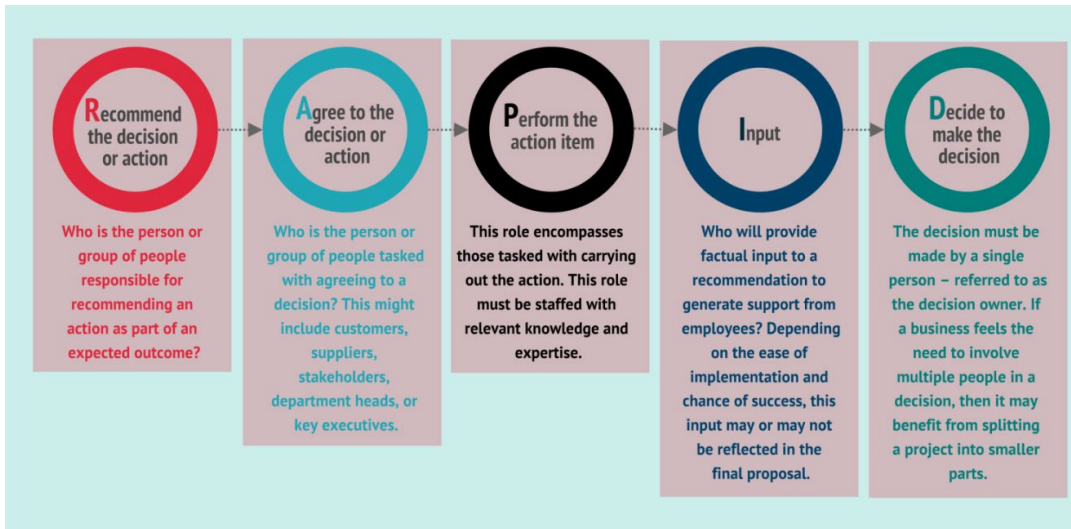
- ▶ Take a minute to think about a project or program that you are working on, or have worked on, that is benefitting or would benefit from a RACI. In the chat, feel free to share an example.



RAPID- a project planning tool that helps clarify **WHO** is responsible for **MAKING DECISIONS**.

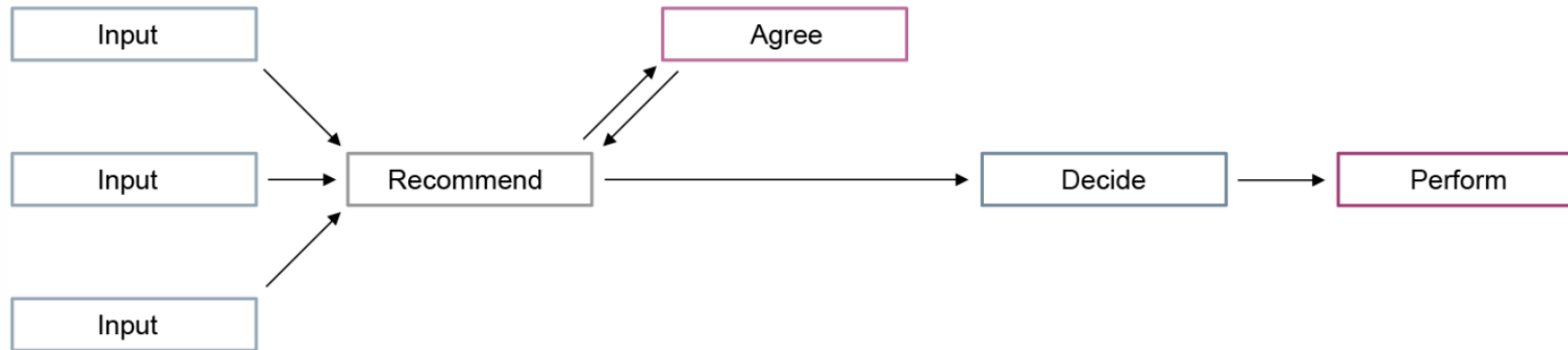
RAPID – What is it?

- ▶ RAPID is a tool developed by Bain & Company to help organizations make complex decisions with many stakeholders.
- ▶ RAPID is an acronym for the key roles involved in decision making: **R**ecommend, **A**gree, **P**erform, **I**nput, **D**ecide
- ▶ The order of the acronym doesn't necessarily match up with the order for the decision-making process. Usually, you start with Input.
- ▶ Using this tool doesn't mean that you will end up with a decision in rapid time, usually these decisions take time due to their complexity and high stakes.



<https://fourweekmba.com/rapid-framework/>

The RAPID framework identifies the roles each stakeholder plays in a decision



Input:
Provides critical expertise, experience or information to help shape the recommendation. Their input is used at the discretion of the R.

Recommend:
Develops recommendation for a decision. 80% of the work happens here.

Agree:
Ensures the recommendation meets specific mandatory requirements, such as legal or regulatory. Their input must be factored in by the R.

Decide:
Makes the decision and commits the organization to action.

Perform:
Executes the decision once made.

RAPID® is a registered trademark of Bain & Company

RAPID- 2 Different Views

Example: Setting Up a Taskforce on Health Screenings

Decision/Action	Recommend	Agree	Perform	Input	Decide
Who should be involved in the planning committee?	Chair of the Committee	Health Dept Leadership	NYSPHC Fellow	Managers, Community Groups	Health Commissioner
When should this committee go live?	NYSPHC Fellow	Managers, Community Groups	NYSPHC Fellow	Health Dept Leadership	Chair of the Committee
How will this work be publicized?	NYSPHC Fellow	Chair of the Committee	NYSPHC Fellow	Managers, Community Groups, Communications Staff	Director of Communications

The column titles are the decision making roles and the cells contain the project team members who are assigned to the roles.

The column titles are the project team members who are involved in the project and the cells identify the decision making role that team members is assigned to.

Activity/ Deliverable	Chair of the Committee	Health Dept Leadership	NYSPHC Fellow	Managers	Community Groups	Health Commissioner	Communications Staff	Director of Communications
Who should be involved in the planning committee?	R	A	P	I	I	D		
When should this committee go live?	D	I	R,P	A	A			
How will this work be publicized?	A		R, P	I	I		I	D

How to create a RAPID?



1. Identify the decision or decisions that need to be made to implement a project or program.
2. List the decisions that needed to be made.
3. Using the RAPID definitions, identify the people/roles that need to be involved with each component of the decision.
4. Work with colleagues to develop and confirm agreement on the activities and roles within the RAPID.
5. Share the completed RAPID with everyone involved with the project or program and save the RAPID to a shared location.
6. Make modifications as needed moving forward and keep the chart up to date.

RAPID- What are the benefits of using it?

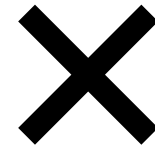
- ▶ Involves people in decisions that directly impact them.
- ▶ Increases transparency in the decision-making process.
- ▶ It sets up a system where it's not always those at the top who make decisions.
- ▶ Includes different perspectives to identify different opportunities or challenges.
- ▶ Creates accountability for decision making.

RAPID – Use it or Consider Another Tool?



Use it when...

- ▶ The project is complex and there are many people involved.
- ▶ The project needs buy-in from several stakeholders.
- ▶ There is time to make the decision.



Consider another tool when...

- ▶ The decisions address simple problems.
- ▶ The decisions that need to be made are time-sensitive.
- ▶ Decisions can be made by one person.

- ▶ Examples of when a NYSPHC Fellow might use the RAPID:
 - Writing a complex grant application for a new community-based program.
 - Revising an emergency preparedness plan for a local health department.

- ▶ Think about a work project or program where complex decisions need to be made. Would you choose to use a RAPID to manage the decisions? Why or why not? In the chat, feel free to share an example.

- ▶ Scenario 1: Your boss comes to you and says that they need you to implement an emergency preparedness training for all the community health workers in your community. *Which tool would be helpful?*
- ▶ Scenario 2: The organization that you are working for has funding to implement a new text alert system to publicize community health activities. You have to present the fiscal team with a proposal for a system in 2 months. *Which tool would be helpful?*
- ▶ Scenario 3: You are chairing a taskforce that needs to develop recommendation and implementation plan for the next public health emergency. *Which tool would be helpful?*

QUESTIONS?



Department
of Health

CLOSING REMARKS



Department
of Health

CONFERENCE & TRAINING POLICY

- Beginning August 1, 2025, Fellows will be permitted to resume travel to large professional development conferences, contingent on availability of funding.
- Follow existing non-routine travel policies and procedures to request to attend conferences.
- As a reminder, non-routine travel request submissions and approvals submitted to NYSPHC prior to April 3rd, 2025 are no longer valid, and Fellows must resubmit travel paperwork for approval.
- See the email sent on June 13th for full details.

OFFBOARDING CHECKLIST FOR FELLOWS

NYSPHC Training and Resources Website



The screenshot shows the top navigation bar of the NYSPHC website. The menu items are: Home, About, Fellow Resources, Mentor & Supervisor Resources, Public Consulting Group (PC), Public Health Careers, Mental Health Resources, Events Calendar, Resource Library, Feedback, Offboarding Checklist for Fellows, and NYSPHC Public Site. Below the navigation bar, the text "New York State Public Health Corps" is displayed, followed by the "Fellowship Program" title and the NYSPHC logo. A red arrow points from the "Offboarding Checklist for Fellows" menu item to the "Upcoming Events" link on the page.

Home About Fellow Resources Mentor & Supervisor Resources Public Consulting Group (PC)
Public Health Careers Mental Health Resources Events Calendar Resource Library Feedback
Offboarding Checklist for Fellows NYSPHC Public Site

New York State Public Health Corps
Fellowship Program

[Upcoming Events](#)



NYSPHC LINKEDIN GROUP

- Stay connected with NYSPHC on LinkedIn
 - Stay updated on public health events
 - Engage with polls and share your insights



REMINDER: EMPLOYEE ASSISTANCE PROGRAM



Department
of Health

Help for what matters most

Your employee assistance program

Our Employee Assistance Program offers services to help promote well-being and enhance the quality of life for you and your family.

Support and guidance is available for assistance with family and personal issues online at worklife.uprisehealth.com and by phone at 1-800-386-7055.

Help with health	Help with family	Help with legal and financial
<ul style="list-style-type: none">• Healthy living• Stress management• Mental health• Diet and fitness• Overall wellness	<ul style="list-style-type: none">• Parenting support• Child and elder care• Learning programs• Special needs help	<ul style="list-style-type: none">• Legal issues• Will preparation• Taxes and debt• ID theft services• Financial tools and assistance• Medical bill negotiation tools

Connect to a counselor for complimentary support services:

Email: eapcounselor@uprisehealth.com

Phone: 1-800-386-7055

Available 24 hours a day, 7 days a week*

Web: worklife.uprisehealth.com

(Access code: [worklife](#))

When calling for assistance please use the following information

Employer - Staffing Solutions Organization

Group Number - G-540112

*Office hours: Monday-Friday 9am-5pm PST. Live answer exchange available after hours. The Employee Assistance Program services are provided by Uprise Health, and its contractors. Guardian does not provide any part of the Employee Assistance Program. Guardian is not responsible or liable for care or advice given by any provider or resource under the program. This information is for illustrative purposes only. It is not a contract. Only the Administration Agreement can provide the actual terms, services, limitations and exclusions. Guardian and Uprise Health reserve the right to discontinue the Employee Assistance Program at any time without notice. Legal services provided through the Employee Assistance Program will not be provided in connection with or preparation for any action against Guardian, Uprise Health or your employer. The Employee Assistance Program is not an insurance benefit and may not be available in all states. (Future written communications may be in English only.) The Guardian Life Insurance Company of America, New York, NY Uprise Health, Laguna Niguel, CA. Guardian is a registered trademark of The Guardian Life Insurance Company of America and is used with express written permission. © Copyright 2022 The Guardian Life Insurance Company of America.

THANK YOU!



Department
of Health



**Department
of Health**