

Use of the LEATS Checklist Evaluation Tool

The Local Evaluation for Acceptance Tool for the SNS (LEATS) is a checklist evaluation that can be used by local, county and regional health departments and agencies to evaluate their local all-hazards emergency plans with regards to being able to accept components of a 12-Hour Strategic National Stockpile Push Package from the Centers for Disease Control and Prevention (CDC). ***The only entity that can accept a push package from SNS is the State.*** This tool was developed from CDC's Local Public Health Preparedness and Response Capacity Inventory: A Voluntary Rapid Self-Assessment, Version 1.1, December 2002. This tool was developed to allow sub-state level entities to evaluate the ability to interface with the state in the event that they have to accept all or part of a push package.

The tool is in an MS Excel spreadsheet format to easily allow local entities to modify, edit, add or delete as necessary so as to make the evaluation tool work for them. It is not meant as a replacement for the plan itself, tabletop exercises or other evaluation tools. It is not meant to supercede any state or local planning, but to allow for quick assessment of the plan and to identify areas that lend themselves to improvement or modification based on changing needs.

There are nine functional areas that are evaluated in the plan and each has a series of basic questions about elements of the local plan. This follows very closely the Appendix A National Pharmaceutical Stockpile (*now called SNS*) Checklist from CDC's Local Public Health Preparedness and Response Capacity Inventory: A Voluntary Rapid Self-Assessment, Version 1.1, December 2002 and is also keyed to the chapters 4, 5 and 6 in Version #9 of the NPS Planning Guide, but with the intent of orienting all of the functional areas and subordinate questions to local and regional level health agencies. Under each functional area are a number of questions about the local plan related to this particular area. This is the particular point of evaluation within the plan.

In the column to the immediate right of Question, is a column headed Considerations/Explanations, which attempts to further define or clarify the question asked. These further clarifications of the question are by no means meant to be inclusive, but are an attempt to provide more description of things to be considered when answering the question.

The evaluator or evaluation team is then asked to answer the question Yes, No or N/A (meaning not applicable or not appropriate for that level of planning). An answer of No or N/A is acceptable if it is an appropriate answer to the question.

A Comments column allows the evaluator or team to make comments specific to their plan regarding the question if local discussion is appropriate (for example, why the answer to a particular question is marked N/A).

If an action in response to that question (for example, a change to the plan is necessary or a deficiency is noted), there is space provided for evaluator notes to that effect under Action Required.



Finally, a Priority column is provided to allow the evaluator or team to rank the required action in order of priority or importance to the plan. The priority-ranking scheme is as follows:

- 0 = Of little or no impact to the plan or the ability of the local health authority to accept components of the SNS from its state entity.
- 1= Marginal impact on the local authority's ability to accept components of the SNS from a state entity. May make acceptance slightly problematic, but this can be easily overcome in an emergency.
- 2= Minimal impact on the local authority's ability to accept components of the SNS from a state entity. May make acceptance somewhat awkward, requiring reallocation of resources to accomplish acceptance and could cost minimal amount of time.
- 3= Noticeable impact on the local authority's ability to accept components of the SNS from a state entity. Will make acceptance awkward, requiring a potentially disruptive reallocation of resources to accomplish acceptance and will cost more time than would normally be acceptable.
- 4= Significant impact on the local authority's ability to accept components of the SNS from a state entity. Will make acceptance extremely difficult, requiring a major reallocation of resources to accomplish acceptance and will make acceptance extremely difficult.
- 5= Inability of the local authority to accept components of the SNS from a state entity. Will make acceptance impossible unless major changes are made. Requires a significant dedication of resources and functional changes to the plan to allow acceptance.

The LEATS should be used either by an evaluator that is extremely familiar with the local response plan or a group of core management identified in the plan who are familiar with various functional areas dealt with in the plan. It is recommended that LEATS be used by a single evaluator at least every 3 months and by an evaluation team every 6 months to ensure that the local plan is complete and up-to-date.

