

# Completing Worksheet .08 and .09 - A Visual Guide

## Worksheet .08 PHWF Calculator

The first table on Worksheet .08 PHWF Calculator starts at row 15

- In this table, the numbers from column D and E are **auto filled** from Worksheet .06 Current Spending. Column D is the total FTE (FPHS and CSS) and E is the FTE allocated toward just FPHS

	D	E	F	G
<b>Foundational Capabilities</b>	<b>Current Total Staffing</b>	<b>Foundational Staffing</b>	<b>% Provided by My LHD</b>	<b>Need Relative to Peers</b>
Assessment & Surveillance	0.15	0.10	50%	
Emergency Preparedness & Response	0.59	0.40	25%	
Community Partnership Development	1.47	1.00	100%	
Equity	0.59	0.40	100%	
Organizational Competencies	0.88	0.60	100%	
Policy Development & Support	0.88	0.60	60%	
Accountability & Performance Management	2.79	1.90	100%	
Communications	0.74	0.50	75%	
<b>Foundational Areas</b>	<b>Current Total Staffing</b>	<b>Foundational Staffing</b>	<b>% Provided by My LHD</b>	<b>Need Relative to Peers</b>
Chronic Disease & Injury Prevention	2.94	2.00	100%	
Communicable Disease Control	1.03	0.70	100%	
Environmental Public Health	0.15	0.10	50%	
Maternal, Child, & Family Health	0.29	0.20	50%	
Access to & Linkage with Clinical Care	0.00	0.00	40%	
	<b>12.50</b>	<b>8.50</b>		

- Column F is **auto filled** from Worksheet .07 Self-Assessment, from the percentages you listed at the **Capability level**

05:00:00	Capability	Policy Development & Support	Expert	Moderate	Yes; we collaboratively deliver this local partner XYZ service with another agency in my jurisdiction	60%		
33	05:01:00	Headline Responsibility	Develop, amend, and enact public health policies in collaboration with partners, policymakers, and community members.	Expert	Moderate	Yes; we collaboratively deliver this service with another agency in my jurisdiction	local partner XYZ	90%
34	05:02:00	Headline Responsibility	Participate in policy development initiatives being considered by partners that affect the public's health.	Expert	Minimal	Yes; we collaboratively deliver this service with another agency in my jurisdiction	local partner XYZ	50%
35	05:03:00	Headline Responsibility	Implement and support enacted public health policies.	Expert	Full	Yes; we collaboratively deliver this service with another agency in my jurisdiction	local partner XYZ	75%
36	06:00:00	Capability	Accountability & Performance Management					100%

- Column G: Need Relative to Peers, this column is **not** auto filled, however **if you don't do anything, it will default to average in the PHWF Calculator.** [See the Q&A for guidance related to this.](#)

<b>Foundational Capabilities</b>	<b>Current Total Staffing</b>	<b>Foundational Staffing</b>	<b>% Provided by My LHD</b>	<b>Need Relative to Peers</b>
Assessment & Surveillance	0.15	0.10	50%	Average
Emergency Preparedness & Response	0.59	0.40	25%	Average
Community Partnership Development	1.47	1.00	100%	More
Equity	0.59	0.40	100%	Much Less
Organizational Competencies	0.88	0.60	100%	Less
Policy Development & Support	0.88	0.60	60%	Average
Accountability & Performance Management	2.79	1.90	100%	More
Communications	0.74	0.50	75%	Much More

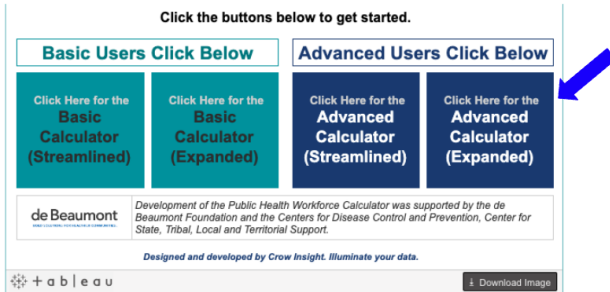


# Completing Worksheet .08 and .09 - A Visual Guide

## PHWF Calculator

Public Health Workforce Calculator → <https://phnci.org/transformation/workforce-calculator>

1. Select “Advanced Calculator (Expanded)”



2. Complete the top section of information: The state, name of your LHD, # of jurisdiction residents

**Public Health Workforce Calculator:**  
Advanced (Expanded) Inputs

Instructions for Using This Calculator: Enter estimates into the fields below and hit 'submit' to see your results. To clear all fields and begin again, click the house icon next to the instructions or the 'reset' icon on the bottom toolbar. Follow the User Guide for more detailed information on using the Calculator.

**Characteristics of Your Local Health Department (LHD)**

In what state is your local health department (LHD) located?

What is the name of your LHD?

How many residents does your jurisdiction serve?

3. Fill in the PHWF Calculator table (seen on the right) so that it matches your first table on Worksheet .08 (that starts at row 15) - complete all 4 columns of the PHWF Calculator: Current Total Staffing, Foundational Staffing, % Provided by My LHD, and Need Relative to Peers

Foundational Capabilities	Current Total Staffing	Foundational Staffing	% Provided by My LHD	Need Relative to Peers
Assessment & Surveillance	0.15	0.40	50%	Average
Emergency Preparedness & Response	0.59	0.40	25%	Average
Community Partnership Development	1.47	1.00	100%	More
Equity	0.59	0.40	100%	Average
Organizational Competencies	0.88	0.60	100%	Average
Policy Development & Support	0.88	0.60	60%	Average
Accountability & Performance Management	2.79	1.90	100%	Average
Communications	0.74	0.50	75%	More
Foundational Areas	Current Total Staffing	Foundational Staffing	% Provided by My LHD	Need Relative to Peers
Chronic Disease & Injury Prevention	2.94	2.00	100%	Average
Communicable Disease Control	1.03	0.70	100%	Average
Environmental Public Health	0.15	0.10	50%	Average
Maternal, Child, & Family Health	0.29	0.20	50%	Average
Access to & Linkage with Clinical Care	0.00	0.00	40%	Less
<b>TOTALS</b>	<b>12.50</b>	<b>8.50</b>		

**Public Health Workforce Calculator:**  
Advanced (Expanded) Inputs

Instructions for Using This Calculator: Enter estimates into the fields below and hit 'submit' to see your results. To clear all fields and begin again, click the house icon next to the instructions or the 'reset' icon on the bottom toolbar. Follow the User Guide for more detailed information on using the Calculator.

**Characteristics of Your Local Health Department (LHD)**

In what state is your local health department (LHD) located?

What is the name of your LHD?

How many residents does your jurisdiction serve?

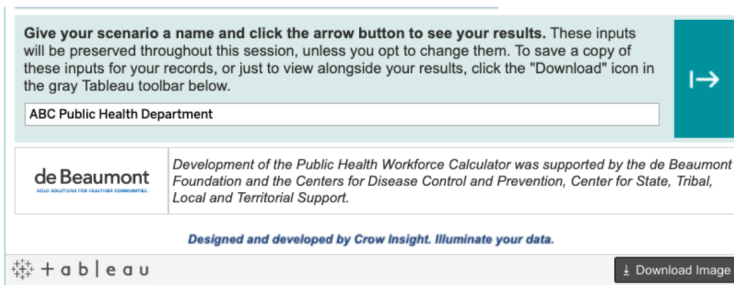
**Foundational Public Health Services (FPHS) Inputs**

Foundational Capabilities	Your Current FPHS FTEs		Factors Affecting FPHS Needs	
	Current Total Staffing (F)	Foundational Staffing (F)	% Provided by My LHD	Need Relative to Peers
Assessment & Surveillance	0.0	0	100	Average
Emergency Prep. & Response	0.0	0	100	Average
Community Partnerships Dev.*	0.0	0	100	Average
Equity*	0.0	0	100	Average
Organizational Competencies*	0.0	0	100	Average
Policy Development & Support*	0.0	0	100	Average
Accountability & Perf. Mgmt.*	0.0	0	100	Average
Communications*	0.0	0	100	Average
Foundational Areas	Current Total Staffing (F)	Foundational Staffing (F)	% Provided by My LHD	Need Relative to Peers
Chronic Disease & Injury Prev.	0.0	0	100	Average
Communicable Disease Control	0.0	0	100	Average
Environmental Public Health	0.0	0	100	Average
Maternal, Child, & Family Health	0.0	0	100	Average
Clinical Care Access/Linkage	0.0	0	100	Average
<b>Your FPHS FTE Input Totals</b>	<b>0.0</b>	<b>0.0</b>		

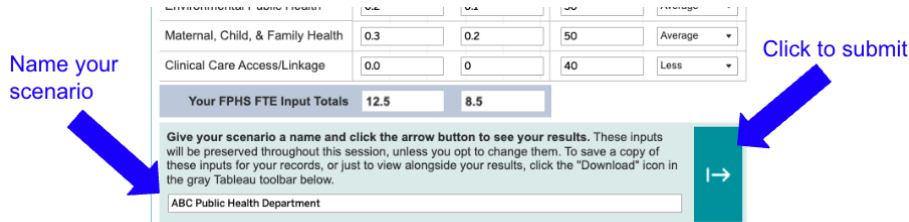
\* These six foundational Capabilities are expanded from the single "All Other" Capabilities Item in the Streamlined version of the calculator.

# Completing Worksheet .08 and .09 - A Visual Guide

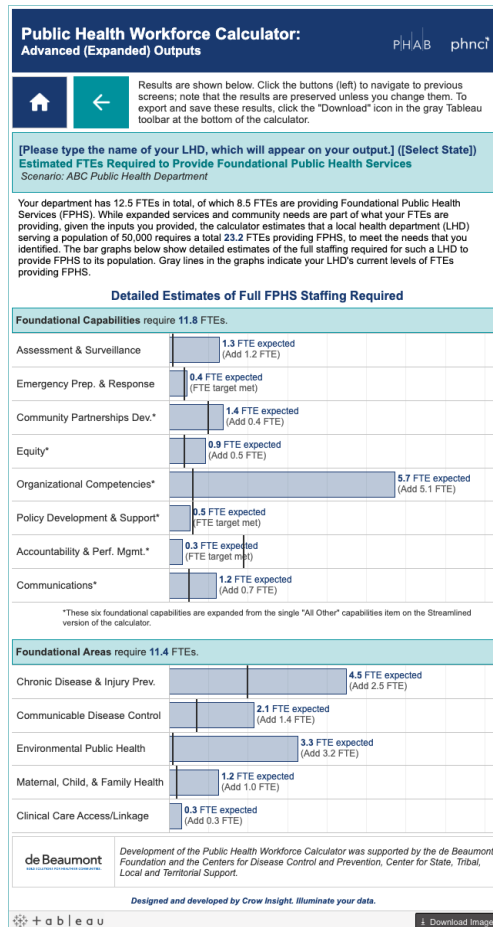
- When you've completed inputting all the information, consider downloading the image to save (on your computer) the table of everything you inputted



- Name your scenario and click submit

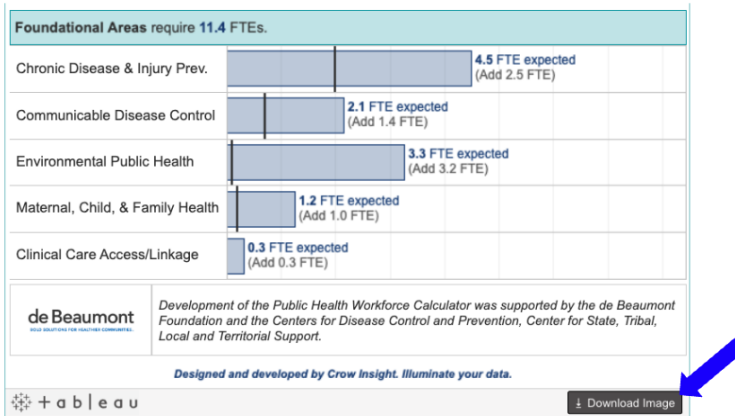


- The results/outputs will look like this →  
\*the PHNCI calculator will round numbers

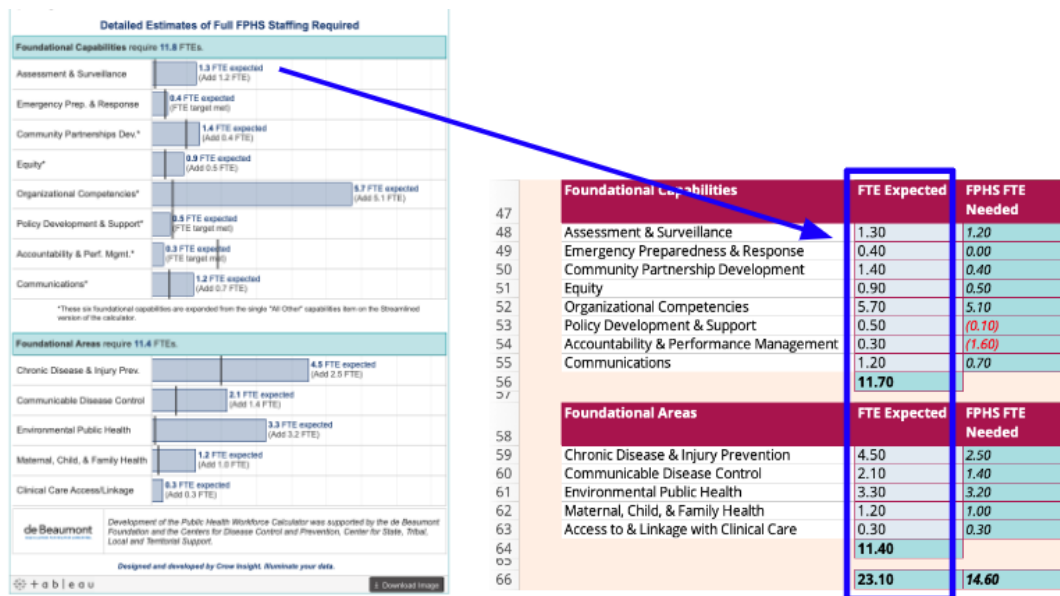


## Completing Worksheet .08 and .09 - A Visual Guide

- Click the Download button at the bottom of the results/outputs table. This will give you a separate document that you will use to fill out the bottom tables of Worksheet .08 PHWF Calculator



- Using the “FTE Expected” results from the PHWF Calculator, complete column D of the bottom two tables of Worksheet .08 PHWF Calculator



What is completed in this section will auto-fill row 33 of Worksheet .09 Full Implementation

**ATTENTION:** There is an error in Worksheet .09 that you will need to fix before moving forward, the guidance document for fixing it can be found on the [Collab Space as "Formula Error Fix - Worksheet .09 Full Implementation. August 2023"](#)

# Completing Worksheet .08 and .09 - A Visual Guide

## Worksheet .09 Full Implementation

This worksheet asks that you estimate what resources may be necessary to fully implement the FPHS, imagine how you would fully implement FPHS (and CSS) for your jurisdiction if there were no barriers. So, this Worksheet is based off of what already exists (such as what you have listed in Worksheet .06 Current Spending, see step 2 below) **PLUS** what else you may need.

- The first section is where you will estimate the allocation of FTE  
\*row 33 is the suggested FTE Expected from the PHWF calculator, it will auto-fill from Worksheet .08

**Labor FTE and Expenditures (Salaries, Wages, and Fringe Benefits)**  
Please enter salaries and benefits of the employed staff anticipated for full implementation of FPHS and allocate that time across the Foundational Capabilities and Areas and Community-Specific Services.

Estimate the effort and associated labor costs that would be needed by your health department to fully implement FPHS, salary or benefits may fit current or future rates.

Start with your effort from the most recent fiscal year (05, Current Spending Column H) and add any increments to effort that may support full implementation of services.

	Total FTE (H.08)	Total Salary (I)	Total Benefits (J)	Total Labor Cost (K)	Percentage Allocated (%)	FTE Allocated (Column PAC) (L.08)	Communications & Surveillance	Community Partnership Development	Equity	Organizational Competencies	Policy Development & Support	Accountability & Performance Management	Emergency Preparedness & Response	Communications	Communication Systems Control	Chronic Disease & Injury Prevention	Environmental Public Health	Mental, Child, & Family Health	Access to & Linkage with Other Care	Community-Specific Services
Agency leadership	0.00	\$0	\$0	\$0	0.00	0.00														
Animal control worker	0.00	\$0	\$0	\$0	0.00	0.00														
Behavioral health staff	0.00	\$0	\$0	\$0	0.00	0.00														
Business and financial operations staff	0.00	\$0	\$0	\$0	0.00	0.00														
Community health worker	0.00	\$0	\$0	\$0	0.00	0.00														
Environmental health worker	0.00	\$0	\$0	\$0	0.00	0.00														
Epidemiologist/Statistician	0.00	\$0	\$0	\$0	0.00	0.00														
Health educator	0.00	\$0	\$0	\$0	0.00	0.00														
Information systems specialist	0.00	\$0	\$0	\$0	0.00	0.00														
Laboratory worker	0.00	\$0	\$0	\$0	0.00	0.00														
Licensed practical or vocational nurse	0.00	\$0	\$0	\$0	0.00	0.00														
Nursing aide and home health aide	0.00	\$0	\$0	\$0	0.00	0.00														
Nutritionist	0.00	\$0	\$0	\$0	0.00	0.00														
Office and administrative support staff	0.00	\$0	\$0	\$0	0.00	0.00														
Oral health care staff	0.00	\$0	\$0	\$0	0.00	0.00														
Preparedness staff	0.00	\$0	\$0	\$0	0.00	0.00														
Public health physician	0.00	\$0	\$0	\$0	0.00	0.00														
Public information professional	0.00	\$0	\$0	\$0	0.00	0.00														
Registered nurse	0.00	\$0	\$0	\$0	0.00	0.00														
Other (1)	0.00	\$0	\$0	\$0	0.00	0.00														
Other (2)	0.00	\$0	\$0	\$0	0.00	0.00														
Other (3)	0.00	\$0	\$0	\$0	0.00	0.00														
<b>Labor Total</b>	<b>0.00</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
							<b>Public Health Workforce Calculator FTE Expected</b>													
							<b>FTE Allocated (fully)</b>													

This FTE Expected is a recommendation. Utilize your knowledge of your jurisdiction, public health expertise, AND the PHWF Calculator results to create your estimations

- To help develop a scenario of how you would fully implement the FPHS, copy columns H, I, and J from Worksheet .06 Current Spending and paste it to columns H, I, and J in Worksheet .09 Full Implementation. Utilizing your knowledge of your jurisdiction, public health expertise, AND the PHWF Calculator suggestions, make adjustments to staffing needs (columns H, I, J) or Worksheet .09

### Worksheet .06 Current Spending

**Labor FTE and Expenditures (Salaries, Wages, and Fringe Benefits)**  
Please allocate the time of employed staff for fiscal year 2022 across the Foundational Capabilities and Areas and Community-Specific Services.

Total FTE, Total Salary, and Total Benefits for the most recent year are copied from **Question 3** on the 05, Background tab. Total Labor Costs are a calculated amount based on Columns I & J.

Allocate each occupation's Total FTE across the FPHS (Columns P-N) and "Community-Specific Services" (Column M). For example, if half of a full-time employee's annual work were preparedness activities, put 0.50 in Column V. Track Total FTE allocated in Column M. Percentage Allocated (Column M) tracks completeness of allocation.

	Total FTE (H.06)	Total Salary (I)	Total Benefits (J)	Total Labor Cost (K)
Agency leadership	2.50	\$205,000	\$97,500	\$302,500
Animal control worker	0.00	\$0	\$0	\$0
Behavioral health staff	1.00	\$102,000	\$50,000	\$152,000
Business and financial operations staff	1.00	\$75,000	\$37,000	\$112,000
Community health worker	0.50	\$50,000	\$24,000	\$74,000
Environmental health worker	0.00	\$0	\$0	\$0
Epidemiologist/Statistician	0.00	\$0	\$0	\$0
Health educator	2.50	\$180,000	\$87,000	\$267,000
Information systems specialist	0.00	\$0	\$0	\$0
Laboratory worker	0.00	\$0	\$0	\$0
Licensed practical or vocational nurse	0.00	\$0	\$0	\$0
Nursing aide and home health aide	0.00	\$0	\$0	\$0
Nutritionist	0.00	\$0	\$0	\$0
Office and administrative support staff	1.00	\$65,000	\$30,000	\$95,000
Oral health care staff	0.00	\$0	\$0	\$0
Preparedness staff	0.00	\$0	\$0	\$0
Public health physician	0.00	\$0	\$0	\$0
Public information professional	0.00	\$0	\$0	\$0
Registered nurse	3.00	\$200,000	\$99,000	\$299,000
Other (1)	1.00	\$85,000	\$42,500	\$127,500
Other (2)	0.00	\$0	\$0	\$0
Other (3)	0.00	\$0	\$0	\$0
<b>Labor Total</b>	<b>12.50</b>	<b>\$960,000</b>	<b>\$445,000</b>	<b>\$1,405,000</b>

### Worksheet .09 Full Implementation

**Labor FTE and Expenditures (Salaries, Wages, and Fringe Benefits)**  
Please enter salaries and benefits of the employed staff anticipated for full implementation of FPHS and allocate that time across the Foundational Capabilities and Areas and Community-Specific Services.

Estimate the effort and associated labor costs that would be needed by your health department to fully implement FPHS, salary or benefits may fit current or future rates.

Start with your effort from the most recent fiscal year (06, Current Spending Column H) and add any increments to effort that may support full implementation of services.

	Total FTE (H.09)	Total Salary (I)	Total Benefits (J)	Total Labor Cost (K)
Agency leadership		\$0	\$0	\$0
Animal control worker		\$0	\$0	\$0
Behavioral health staff		\$0	\$0	\$0
Business and financial operations staff		\$0	\$0	\$0
Community health worker		\$0	\$0	\$0
Environmental health worker		\$0	\$0	\$0
Epidemiologist/Statistician		\$0	\$0	\$0
Health educator		\$0	\$0	\$0
Information systems specialist		\$0	\$0	\$0
Laboratory worker		\$0	\$0	\$0
Licensed practical or vocational nurse		\$0	\$0	\$0
Nursing aide and home health aide		\$0	\$0	\$0
Nutritionist		\$0	\$0	\$0
Office and administrative support staff		\$0	\$0	\$0
Oral health care staff		\$0	\$0	\$0
Preparedness staff		\$0	\$0	\$0
Public health physician		\$0	\$0	\$0
Public information professional		\$0	\$0	\$0
Registered nurse		\$0	\$0	\$0
Other (1)		\$0	\$0	\$0
Other (2)		\$0	\$0	\$0
Other (3)		\$0	\$0	\$0
<b>Labor Total</b>	<b>0.00</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Completing Worksheet .08 and .09 - A Visual Guide

3. Allocate needed FTE across the FPHS and CSS
4. Complete the sections Direct Contracts, Other Operating Expenditures, Pass-throughs and Transfers, and Capital Expenditures  
\*Increases and decreases in staffing in order to fully implement the FPHS will result in necessary changes to these other categories

[The Q&A](#) has a number of other clarifications on Worksheet .09 Full Implementation