Purpose: The Council of State and Territorial Epidemiologists (CSTE) appreciates your support in completing the 2021 Epidemiology Capacity Assessment (ECA). In order to assist you with collecting the necessary data to compete this assessment, we have included two worksheets and a “Frequently Asked Questions” document within this toolkit for your use. These worksheets are entirely optional. Feel free to modify or tailor them to the mechanism that works best for your state health department.

- **Human Resources Worksheet** - an Excel spreadsheet that can be emailed to Human Resources staff to gather responses needed for data collection.
- **Program Area Lead Worksheet** - an Excel spreadsheet that can be emailed to program lead staff to gather individual responses needed for data collection.
- **Frequently Asked Questions** - a set of FAQs to aid in the completion of the ECA.
- **Applied Epidemiology Competencies** – overview of the AECs and their application to the public health workforce.

How do I use the toolkit? The toolkit offers worksheets to facilitate data collection across many staff. The Human Resources Worksheet can be distributed to HR staff to gather information on funding and salary ranges. The Program Area Lead Worksheet can be distributed to all lead epidemiologists in the department to gather information on staffing and capacity. Once the final data has been collected and calculated, information may be entered into the online assessment. The question numbers in the worksheets align directly with the online assessment for ease of entry.

Who should be counted? Only state level epidemiologists should be counted. Please count each epidemiologist only once. State level epidemiologists include all those employed by the state, all those working at the state level who are either federal assignees (e.g. EISO, CEFO, PHAP) contract employees (e.g. contracted from school of public health to work at or for the state health department), state employees assigned to work in a regional office (e.g. to conduct investigations for a region of the state) or fellows (e.g. CSTE trainee).

As part of the pandemic response, your department may have added additional staff including case investigators, contact tracers and epidemiologists. **For the purpose of this assessment, please only count COVID-19 response staff serving as epidemiologists or performing functions consistent with an epidemiologist.**

Instructions: General instructions are included below. More specific instructions can be found within each worksheet.

1. Distribute the Human Resources Worksheet to HR managers and ask them to complete.
2. Distribute the Program Area Leads Worksheet to Lead epidemiologists in your department and ask them to complete.
3. Transfer the information from both worksheets to the online assessment link.

For questions, please contact Sarah Auer at ECA@cste.org