

ZIKA RESPONSE ORGANIZATIONAL READINESS ASSESSMENT

Purpose: The Zika Response Organizational Readiness Assessment can be used by reproductive health care service delivery sites to identify the strengths and gaps in their organizational responses to Zika virus. It is designed not only to evaluate whether an organization has developed Zika-related policies and protocols, but also the extent to which operational considerations have been addressed. While the primary audience for the tool is Title X service delivery sites and other reproductive health care providers, Title X grantees also may wish to utilize this tool to support sub-recipients with implementing their responses to this public health emergency.

This tool references best practices for delivering contraceptive services outlined in *Providing Quality Family Planning Services: Recommendations from Centers for Disease Control and Prevention and the US Office of Population Affairs* in the context of Zika virus. It is recommended that health care delivery sites also consider additional recommendations within this guidance when assessing current practices, specifically that related to use of a client-centered approach when providing care.

Instructions: With your organization – or a specific organization to which you are providing support – in mind, please read each of the statements below and indicate whether the policy or practice is or is not in place by selecting “Yes” or “No,” respectively. If you cannot affirmatively answer “Yes” or “No,” respond “Don’t Know”. Please do not spend too much time on each statement. It is best to move through the survey quickly.

Organization Name: _____

Organization	Yes	No	Don't Know
1. Providing evidence-based contraceptive services, including long-acting reversible contraception (LARC), to all patients that wish to prevent pregnancy is a top priority for senior leadership (i.e., CEO, CFO, Medical Director).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Leadership has developed a Zika response strategy/plan that encompasses patient education, screening, and counseling; testing/referral for testing; and community outreach.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Leadership has communicated with all levels of staff about the necessity of providing Zika-related education, risk assessment/screening, and referrals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Policies and protocols to provide patients with information about strategies to prevent Zika infection have been established.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Policies and protocols to screen all patients for Zika exposure have been established.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Policies and protocols to refer patients for Zika testing have been established.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. A training plan has been established to assure all staff receive formal training related to Zika.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Leadership has engaged the health department to assure confidentiality protections are in place for patients referred for testing/tested.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Patient communication channels (e.g., websites, patient portals) have been updated so patients can access the most up-to-date Zika information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Key staff members know where to access accurate, up-to-date Zika information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. A communication process to ensure all health care delivery site staff have up-to-date information on Zika and the organization's Zika response have been established.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Electronic health record (EHR) / practice management system templates have been updated to document Zika-related care (e.g., screening, counseling, referral, testing).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Leadership regularly reviews data to assess the effectiveness of Zika-related practices and systems (i.e., screening for pregnancy intention, contraceptive use, referrals).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Encounter forms/Superbills include fields to document time spent counseling (including start and stop times) and have been updated with codes for Zika infection signs and symptoms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Leadership has engaged third-party payers about the importance of Zika prevention through provision of family planning services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Employee health policies have been updated to include guidance related to Zika virus.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health Center	Yes	No	Don't Know
17. All contraceptive methods are available and fully stocked at each health care delivery site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. All patients of reproductive age have their pregnancy intentions identified , regardless of the reason for their visit, at all health care delivery sites.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

19. All contraceptive methods, including LARC methods, are provided to patients as need is identified , regardless of the reason for the patient's visit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. All health care delivery sites distribute barrier methods for disease prevention.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implementation Tools	Yes	No	Don't Know
21. Staff at all health care delivery sites have job aides that support provision Zika education and testing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. All health care delivery sites consistently utilize a health history or assessment tool that triggers staff to ask about sexual activity, pregnancy intentions, and contraception, and to provide Zika education.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. All health care delivery sites have up-to-date referral lists (e.g., abortion providers, adoption services, social services) to accompany provision of options counseling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Zika-related patient education materials have been reviewed by our Information & Education (I&E) Committee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Zika-related patient education materials that are tailored to our patient population (e.g., language, appropriate reading level) are available at all health care delivery sites.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Zika-related posters appear in exam rooms and waiting rooms at all health care delivery sites.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff Knowledge, Roles & Responsibilities, and Skills	Yes	No	Don't Know
27. All staff have knowledge of Zika education and prevention messaging .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. All staff know their roles and responsibilities with regards to implementing the organization's Zika response strategy/plan (e.g., patient education, counseling, community outreach, referral, reporting).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Staff are skilled in providing contraceptive counseling and services in a medically accurate, patient-centered manner that prioritizes patient preferences and autonomy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

30. At each health care delivery site, staff are skilled in providing patients with a positive pregnancy test with unbiased and non-directive pregnancy options counseling .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Staff are skilled in providing counseling and psychosocial support to pregnant women.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff Attitudes and Beliefs	Yes	No	Don't Know
32. Clinicians at all health care delivery sites believe in informing patients of all contraceptive methods that are available to them (including LARC methods), enabling patients to make a selection based on individual needs and preferences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Staff at all health care delivery sites believe women should have access to unbiased, non-directive options counseling , including referrals to pre-natal care, adoption services, and abortion care.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Clinicians at all health care delivery sites believe that ensuring access to evidence-based contraceptive counseling and services will help lessen the impact of Zika virus in their community and region .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does your organization perform **on-site specimen collection** to test patients for possible Zika virus infection?

- Yes
- No

If **No**, please read and respond to each of the statements below.

Testing	Yes	No	Don't Know
35. Only patients that meet the CDC's clinical and epidemiological criteria for testing are referred for Zika testing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Policies and procedures are in place to assure a streamlined process for referring patients for specimen collection/testing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. Policies and procedures on notification for suspected cases of Zika virus infection have been established and reflect state or local health department guidance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If **Yes**, please read and respond to each of the statements below.

Testing	Yes	No	Don't Know
38. Zika testing is limited to patients meeting the Center for Disease Control and Prevention's (CDC) clinical and epidemiological criteria for testing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. All staff know the CDC's revised Zika virus laboratory diagnostic testing guidance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. A blood safety plan , based on the Food and Drug Administration's (FDA) recommendations to reduce the risk of transfusion–transmission, have been developed and implemented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41. Policies and procedures for processing test specimens have been established.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42. Policies and procedures for storing all forms of test specimens have been established.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43. Policies and procedures for specimen shipment, including completion of all required paperwork, have been established.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44. Policies and procedures on notification for suspected cases of Zika virus infection have been established and reflect state or local health department guidance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>