

Modification Notes

This document has been provided to assist other health departments in customizing the POD Digest for use within their jurisdiction.

The POD Digest *CD* may be *freely* modified, copied, and distributed for use by other health departments.

The only permanent reference to the agency, health service region, and developer of the POD Digest is located at the bottom of the main menu. This helps to eliminate the confusion by end users of the POD Digest in regard to the jurisdiction that the CD has been distributed to serve.

Please see the notes in regard to the “POD_Community” document and make the appropriate modifications to this document PRIOR to distribution.

How the POD Digest Works

The POD Digest is actually a PowerPoint presentation labeled “Start” which is located in the root directory of the CD (the directory that you see upon opening the CD). This PowerPoint presentation runs in what is called “Kiosk” mode which only allows users of the CD to control navigation through the buttons or menus provided to them. The POD Digest automatically starts after insertion of the CD. All documents, forms, hyperlinks, PowerPoint presentations, and videos contained within the CD are accessed either directly or indirectly through the POD Digest. Some tools and resources are built into the POD Digest itself such as the “POD Overview” and “HIPAA”. Other tools and resources are located on the CD and hyperlinked to the POD Digest or located at an external website.

The POD Digest has been password protected and access to unlock it will not be released. Considerable effort; however, was put forth in *avoiding* the inclusion of any jurisdiction specific information within the POD Digest itself.

The POD Digest provides a link in the main menu to a Microsoft Word document located in the root directory of the CD called “Our_POD”. The POD Digest has been designed so that all *jurisdiction* specific documents, forms, internet links, and PowerPoint presentations contained within the CD are accessed either directly or indirectly through “Our_POD”.

“Our_POD” has been provided in Microsoft Word format so that any jurisdiction with Microsoft Word can edit this document as they deem appropriate. End users who do not have Microsoft Word do have options throughout the POD Digest to download the Microsoft Word Viewer free of charge from the Microsoft website.

How the “Our_POD” file is structured, the information it contains, and the hyperlinks to other files that it includes are *entirely* at the discretion of each health department.

Structure of the POD Digest CD

The POD Digest CD structure is fairly straightforward.

1. Video/Audio files – All video and audio files contained within the CD are located in the root directory. The video format is Windows Media Viewer (wmv). The reason why these files are located in the root directory is a technical issue with Microsoft PowerPoint Viewer.
2. PowerPoint Viewer – PowerPoint viewer and *all* of the files to support the viewer are located in the root directory.
3. “Start” – This PowerPoint presentation *is* the “POD Digest” and provides the menu operating system for the contents of the CD as well as tools and resources.
4. All files not located in the root directory are located within one of the folders listed below. This is where all jurisdiction specific files should be placed.

Jurisdiction Folders

These five (5) folders are located within the root directory on the CD

PODigest_Files	This folder contains all of the files that are linked <i>directly</i> to the POD Digest or “Start” file <i>AND</i> should not be modified in any way.
POD_Files	This folder contains jurisdiction specific files. These files <i>do not</i> require any completion by the reader/user.
POD_Forms	This folder contains jurisdiction specific forms. These files <i>do</i> require completion by the reader/user. This folder includes call down lists, job checklists, and more.
POD_QuickStart	This folder contains jurisdiction specific “packets” of information based upon job assignment. These QuickStart packets have been compiled in Adobe Acrobat (.pdf) format.
POD_Jobs	This folder contains jurisdiction specific job assignment guidelines.
POD_Reports	This folder contains report forms developed in Adobe Acrobat (.pdf) format. These reports should be completed by POD staff/volunteers upon completion of the recommended tasks and training for their job assignment. (<i>See the notes provided on “POD_Reports”</i>)

The nine (9) documents you see when opening the “Documents” folder include

POD_Community	This document provides all users of the POD Digest CD with a description of the jurisdiction or communities that the CD has been distributed to serve. All users of this product should see this jurisdiction disclaimer upon their first use of this product. PLEASE CHANGE THIS DOCUMENT TO REFLECT THE JURISDICTION THE CD IS BEING DISTRIBUTED TO SERVE.
POD_Files	This document contains a list with hyperlinks to all files contained within the “POD_Files” folder.
POD_Forms	This document contains a list with hyperlinks to all forms contained within the “POD_Forms” folder.

POD_Links	This document has been provided so that health departments may list hyperlinks to additional websites of interest.
POD_Jobs	This document contains a list with hyperlinks to all job assignment guidelines contained within the “POD_Jobs” folder.
POD_QuickStart	This document contains a list with hyperlinks to all job assignment packets contained within the “POD_QuickStart” folder.
POD_Reports	This document asks CD users to click on the county where their community POD is located and contains hyperlinks to county specific report forms located within the “POD_Reports” folder.
POD_Tasks	This document contains a list of all POD job assignments and then provides a “hyperlink” to their job assignment for completion of jurisdiction specific tasks and training. This document also provides hyperlinks by job assignment to specific documents, forms, links, and PowerPoint presentations in order to complete tasks and training.
POD_Volunteers	This document provides information about volunteering for a community POD and provides hyperlinks to a volunteer website and a volunteer application.

All files and folders contained within the “Documents” folder can be deleted at a health department’s discretion **EXCEPT** the following;

1. “Our_POD” (*See the notes provided on “Our_POD”*)
2. “POD_Links” (*See the notes provided on “POD_Links”*)
3. “POD_Tasks” (*See the notes provided on “POD_Tasks”*)
4. “POD_Volunteers” (*See the notes provided on “POD_Volunteers”*)
5. “PODigest_Files” folder and *all* of the files contained within this folder. (*See the notes provided on “PODigest_Files”*)

“Our_POD”

The POD Digest links to this *specific* file name AND file type. This document serves as the *index* document for *ALL* jurisdiction specific files. Changing this document’s format; Microsoft Word, its filename; “Our_POD”, OR its location WILL result in the POD Digest being unable to link users to your jurisdiction specific files.

You CAN change the content and structure of “Our_POD” as desired.
You CANNOT change the file type (Microsoft Word), file name, or file location.

“POD_Links”

“POD_Links” is located through “Internet Links” in the main menu or can also be provided through “Our_POD”. Our jurisdiction has added additional internet links

so space was set aside within “Our_POD” for additional links. A link was provided within “Internet Links” in the POD Digest in case your jurisdiction wants to provide additional internet links.

Changing this document’s format; Microsoft Word, its filename; “POD_Links”, OR its location WILL result in the POD Digest being unable to link users to additional internet links that you would like to provide access to through “Internet Links”.

You CAN change the content and structure of “POD_Links” as desired.
You CANNOT change the file type (Microsoft Word), file name, or file location.

“POD_Reports”

The “Good” News

“POD Reports” has the potential to be a very valuable tool for health departments. “POD Reports” provides a way to create an *automated* and *volunteer driven process* for the collection of volunteer contact information and track the completion of tasks and training recommendations by job assignment.

How does it work?

Each volunteer completes selects the county where their community POD is located. The selection of that county will take them to the associated report form. Each volunteer will complete a short report form upon completion of the recommended tasks and training for their job assignment.

Upon completion of the recommended tasks and training for their job assignment, a volunteer will

1. Click on the Tasks and Training hyperlink which will take them to the “POD_Reports” document.
2. The “POD_Reports” document asks for each volunteer to select the county where their community POD is located. Hyperlinks are provided to county specific forms located in the “POD_Reports” folder.

Each form contains an email button at the bottom of the form to a pre-identified email address. The only difference between the forms is the subject header that the email address is set to which provides the county name; “POD_Report_CountyName”.

3. The volunteer completes the report form and clicks on the email submit button at the bottom of the form. If the email cannot be sent at that time, the volunteer does have the option of printing and mailing in the report form.
4. The email is received as an xml data file at the pre-identified email address and is “automatically processed” by county name.

Automatically Processed ?

This is the most important aspect of report submittal. This “automated processing” requires having *pre-established* email “rules”. These “rules” are built into most email client software such as Microsoft Outlook.

The rule(s) that need(s) to be pre-written would say something like this;

“If an email is received that says “POD_Report_CountyName”, automatically file it away in a folder called “POD Volunteers”. You can also write a rule to automatically forward the report form to the Volunteer Coordinator for the county of report. These email rules can be written without the assistance of your computer techs (IT). To read more about email rules, see “HELP” for your email client and reference email rules.

IF you have **Adobe Acrobat Professional 7.0 or newer**, you can then select all forms that have been submitted and make a single menu selection; “Import Forms to Spreadsheet”. This will take all data fields from all forms received and import them into a single spreadsheet. The data can then be sorted by any data field that was included within the forms such as “Job Assignment” or “County”.

The “Bad” News

Yes. With some good news comes some bad news.

1. You have to have the ability to create Adobe Acrobat forms which means the software (Adobe Acrobat Professional 7.0 or newer) AND the training or knowledge to use the software. Creating forms in Adobe Acrobat is not overly difficult but will require some reading of the “Help” files or user manual.
2. Any end users having a version of Adobe Acrobat Reader *older than 6.0* will need an updated version. The Adobe Acrobat Reader is free. The POD Digest provides the opportunity for end users to download the Reader free of charge from the Adobe website. Any end user unable to use the form will still be able to access all of the other files and use all of the other components of the POD Digest.

The only link to “POD_Reports” is through the “POD_Tasks” document. The links to the “POD_Reports” are listed as “Tasks and Training Report” and are the last item listed under each job assignment.

You may choose to eliminate these reports from the POD Digest. It is recommended that you *carefully* weigh the positive aspects of using these reports against the negative aspects before making a decision for your jurisdiction.

“POD_Tasks”

“Tasks & Training” is located in the main menu of the POD Digest. The last item listed in “Tasks & Training” is “POD Tasks” with a hyperlink to the “POD_Tasks” document

located in the root directory of the CD.

Changing this document's format; Microsoft Word, its filename; "POD_Tasks", OR its location within the root directory of the CD WILL result in the POD Digest being unable to link users to your jurisdiction specific tasks and training.

You CAN change the content and structure of "POD Tasks" as desired.

You CANNOT change the file type (Microsoft Word), file name, or file location.

"POD_Volunteers"

"POD_Volunteers" is located in the main menu of the POD Digest and is linked to the "POD_Volunteers" document located in the root directory of the CD. This document is designed to provide information about volunteering and the option to register as a volunteer either by internet through a volunteer database or by linking to a volunteer application which can be completed and then mailed or faxed. This document can also incorporate hyperlinks to promotional materials for volunteer recruitment such as brochures, flyers, or posters.

Changing this document's format; Microsoft Word, its filename; "POD_Volunteers", OR its location within the root directory of the CD WILL result in the POD Digest being unable to link users to information about volunteering for their community POD.

You CAN change the content and structure of "POD Volunteers" as desired.

You CANNOT change the file type (Microsoft Word), file name, or file location.

Steps to modifying the POD Digest

1. Copy all files contained within the CD to a new folder located on your computer's hard drive.
2. Change the document labeled "POD_Community" located in the root directory of the CD. This file identifies the jurisdiction that the CD is designed to serve.
3. Modify "Our_POD" and associated files to better serve your jurisdiction. Leave all files within the root directory of the CD.

PLEASE NOTE: place any file that you want to connect (hyperlink) to “Our_POD” *into* the root directory of the CD BEFORE creating the hyperlink. Failure to do so will result in a *broken* hyperlink and subsequent failure to open/access the desired file.

4. Copy all folders and files; including any modifications, back to a CD.
5. Duplicate and Distribute the CD to the appropriate partners/stakeholders within your jurisdiction.

Password Protection

All Microsoft Word documents distributed on the POD Digest CD can be password protected from being opened OR from being modified. On the **Tools** menu, click **Options**, and then click **Security**. This can help protect any documents or forms that you distribute for your jurisdiction.

Hyperlinks

1. Hyperlinks can be used from within the “Our_POD” document. Hyperlinks can take CD users to other documents or forms placed within the root directory of the CD, a place within the document itself, or to an email address. These hyperlinks can link to files created by other programs such as Microsoft Excel and Adobe Acrobat or to common graphic file formats that the end user’s computer can recognize and open such as .gif and .jpg.

To create a hyperlink, select the text or picture you want to display as the hyperlink, and then click **hyperlink** on the **Toolbar**.

Bookmarks

Bookmarks can be used to direct users to different sections or pages within a document. A bookmark can also be used to return users from any page or section back to a main menu or table of contents.

1. Select an item to which you want to assign a bookmark, or click where you want to insert a bookmark.
2. On the Insert menu, click Bookmark.
3. Under Bookmark name, type or select a name.
4. Click Add.