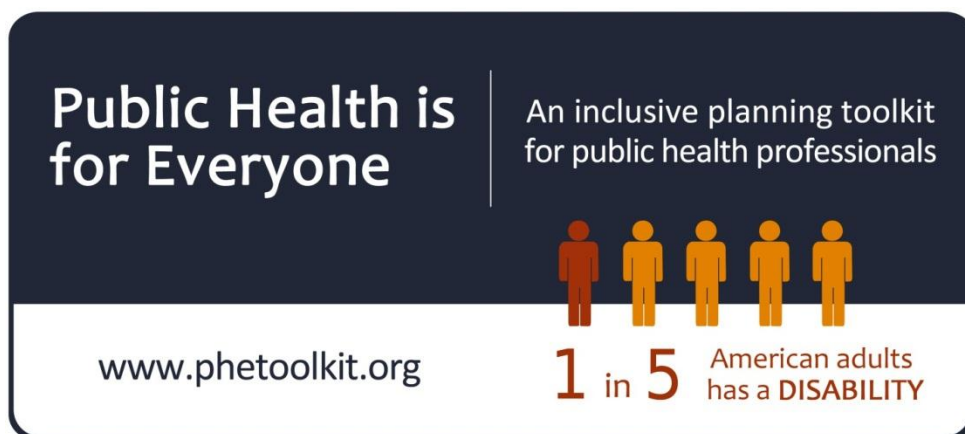


# User Guide

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## Public Health is for Everyone: Inclusive Planning Toolkit for Public Health Professionals



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## About

Public Health is for Everyone is an online toolkit which serves as a one-stop resource to increase the capacity of public health professionals to create programs that benefit entire communities, including people who have disabilities. The PHEtoolkit provides public health professionals with resources to enhance their planning efforts in key issue areas.

## Planning Committee

The Association of University Centers on Disabilities (AUCD) convened the PHEtoolkit planning committee over a one-year development period as part of a cooperative agreement with the Centers for Disease Control and Prevention (CDC), National Center on Birth Defects and Developmental Disabilities (NCBDDD). The planning committee was comprised of state, regional, and national leaders in the field of disability and health and include:

**Anita Albright**, Massachusetts Department of Public Health (MDPH) Office on Health and Disability

**Jacqui Butler**, NCBDDD

**Adriane Griffen**, AUCD

**Sharon Romelczyk**, AUCD

**Donald Sharman**, NCBDDD

**Theresa Paeglow**, New York State Department of Health, Disability and Health Program

**Meg Ann Traci**, Montana Disability and Health Program

**Tawny Wilson**, Massachusetts Department of Public Health (MDPH) Office on Health and Disability

**Mary Helen Witten**, NCBDDD

**Julie Zier**, NCBDDD

The planning committee collaborated on the layout, design, and criteria for inclusion of resources in the PHEtoolkit. Their contributions are gratefully acknowledged!

## Site Features

### Quick Info Buttons

These buttons are designed to provide users with quick links to more helpful information on this site. The first button provides a quick link to browse accessibility resources, one of the key topic areas for resources highlighted on this site.

The video tour button will direct you to a three-minute descriptive video on how to use the site to maximize your search results.

The user guide provides a breakdown of site features and searching tips for site visitors.



### Rotating Silhouettes

These stories capture how different programs have developed and implemented tools and practices to reach and serve people with disabilities in key health areas. The stories reinforce the idea that your work impacts the lives of people with disabilities living in communities.

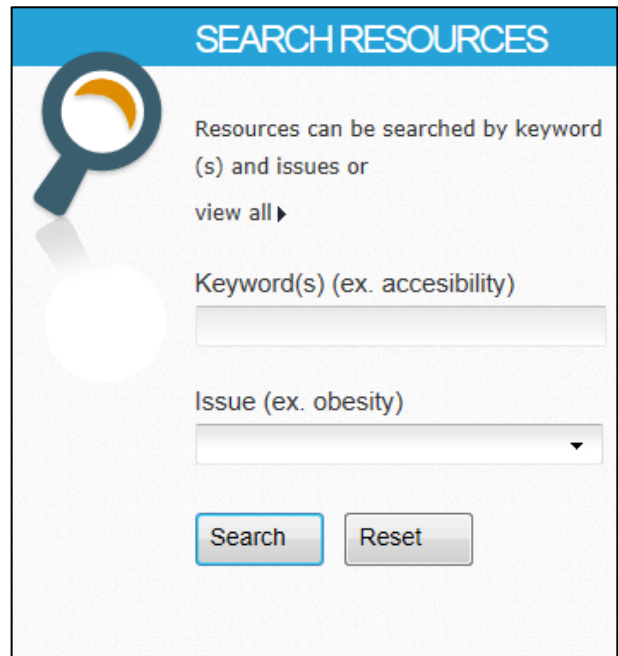


## Search Options

This site offers multiple ways of searching resources to provide quick and easy results that fit your needs.

### Search Resources

Located at the bottom left of the homepage is a search function where users can search by Keyword(s) and/or Issue. Users have the option to search using only a keyword or only an issue or by indicating both a keyword and an issue. Indicating a keyword and an issue during a search will narrow down your search results.



The screenshot shows a search interface titled "SEARCH RESOURCES". It features a magnifying glass icon on the left. The text reads: "Resources can be searched by keyword (s) and issues or view all ▶". Below this, there are two input fields: "Keyword(s) (ex. accesibility)" with a text input box, and "Issue (ex. obesity)" with a dropdown menu. At the bottom, there are two buttons: "Search" and "Reset".

### Top Searches and New Resources

Listed on the homepage are resources that have been searched most often and resources that have been recently added on the site. Use these lists to access resources others have found helpful and timely.

TOP SEARCHES	NEW RESOURCES
1. Healthy Delawareans with Disabilities (HDWD)	1. Weigh to Go: Weight Control for Amputees
2. Oregon Office on Disability and Health	2. Virginia Recreational Resources for People with Disabilities
3. North Dakota Disability and Health Project	3. A Guide to a Healthy Home
4. The North Carolina Office on Disability and Health	4. Disability and Health Data System
5. South Carolina Interagency Office of Disability and Health	5. Smoking Among Illinois Adults with Disability

## Search Results

The snapshot below shows an example search results page. In this example, the user has performed a keyword search for “obesity.”

How to read these results:

The screenshot shows a search results page for 'Public Health is for Everyone'. The page has a dark blue header with navigation links: Home, Search, About, Contact Us. There are buttons for 'SEND Your Feedback' and 'SHARE Your Resources'. The main title is 'Public Health is for Everyone' with the subtitle 'An inclusive planning toolkit for public health professionals'. Below the title are icons for 'Share', 'Print', and font size controls. The search results section shows 'Your search results: 28 resources' with options to 'Print All results' and 'Email All results'. The keywords searched are 'obesity'. The results are numbered 1 to 10 of 28. The first result is 'Obesity Among Illinois Adults with Disability' with a 'link to resource' and 'report bad link' option. The resource is provided by the Illinois Disability and Health Program and is an abstract. The main content area contains a text block about the program's goal to reduce chronic health conditions among Illinois citizens with a disability. On the right side, there is a 'SEARCH RESOURCES' section with a 'view all' link, a 'Keyword(s)' input field, an 'Issue' dropdown menu, and 'Search' and 'Reset' buttons. Below this is a 'RESOURCES PROVIDED BY ...' section with a 'Read About:' link for 'Special Olympics International'. At the bottom right, there are 'TOP SEARCHES' and 'NEW RESOURCES' sections, with a list of 5 top searches including 'Healthy Delawareans with Disabilities (HDWD)', 'Oregon Office on Disability and Health', 'North Dakota Disability and Health Project', 'South Carolina Interagency Office of Disability and Health', and 'The North Carolina Office on Disability and Health'.

**A** Your search results: **28 resources**      Print All results      Email All results

**B** Keywords: **obesity**

**C** 1 to 10 of 28    Next >    Last >>

**D** **Obesity Among Illinois Adults with Disability**

**E, F, G** [link to resource](#) [\[report bad link\]](#)  
Document | Posted on: 04.27.2012

**H** COLLAPSE DETAILS

**I, J, K** **Resource Provided By:** Illinois Disability and Health Program  
**Intended Audience:** Abstract

This Data Brief is prepared by the Illinois Department of Public Health's Disability and Health Program, a statewide project initiated jointly by the Illinois Department of Public Health and the University of Illinois at Chicago. The goal of the program is to reduce and prevent chronic health conditions among Illinois citizens with a disability and promote their health, well-being and quality of life. Persons with a disability have an increased risk of chronic health conditions, such as arthritis, obesity, hypertension, and high cholesterol, when compared to those without a disability. As a group, however, persons with a disability have rarely been targeted by health promotion and disease prevention efforts. The Illinois Disability and Health Program represents an effort to include those with a disability in on-going health promotion and disease prevention activities and to raise professional awareness of disability issues to increase access to health care for persons with disability.

**SEARCH RESOURCES** [view all](#)

Keyword(s)

Issue

**RESOURCES PROVIDED BY ...**

Read About:  
**Special Olympics International**

[Go to Complete List](#)

**TOP SEARCHES**    **NEW RESOURCES**

1. Healthy Delawareans with Disabilities (HDWD)
2. Oregon Office on Disability and Health
3. North Dakota Disability and Health Project
4. South Carolina Interagency Office of Disability and Health
5. The North Carolina Office on Disability and Health

**A** Indicates how many relevant resources are available from your search. For example, there are 28 resources for this keyword

**B** Shows the keywords searched, in this case “obesity” was the only keyword used to search

**C** Shows how many resources are displayed on the current page

**D** Show the title of each resource. By clicking the resource title, you will be brought directly to

the online resource

**E** Provides the direct link to the resource, with the opportunity to let site operators know if the link does not take you to the appropriate resource

**F** Indicates what type of resource is available. Types available are websites, documents, videos, and curricula

**G** Indicates the date each resource was posted to the toolkit

**H** Shows an option to view additional details about each resource. By clicking the downward arrow indicating 'Expand Details,' you can see more information on a particular resource.

**I** Shows what organization each resource was provided by

**J** Shows who the intended audience for each resource is. Unless a resource is flagged to be especially important for a certain audience, the intended audience will read "General"

**K** Shows a brief abstract about each resource

## Accessibility Features



This feature, located in the blue header bar on all toolkit pages, enables a site visitor to increase the size of the text for increased accessibility.

To increase the text, click the A symbol to the far right with a plus sign.

You can also decrease the text size at any time by clicking the A symbol in the middle with a minus sign. To restore the standard text size of the pages, click the A symbol on the left.

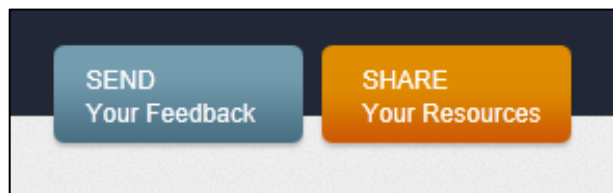
## Sharing Resources



This feature, located in the blue header bar on all toolkit pages, enables a site visitor to share or print resources found by performing a toolkit search. The

share option links directly to several commonly used social media sites. The Print option allows a user to print a clean copy of an individual resource or a list of resources retrieved from a search.

## Contact Us



Two buttons, *Send Your Feedback* and *Share Your Resource*, are located in the top right corner of every toolkit page. Visitors can use the *Send Your Feedback* button to send feedback about the site, a particular resource,

or to share any comments they may have. Visitors can use the *Share Your Resources* button to share resources to be included in this toolkit. Submitted resources are screened and vetted by a committee of field professionals.