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## ANNOUNCEMENT BECOME A PROW CENTER OF EXCELLENCE

Be one of the first immunization programs and immunization registries to implement the PROW *Standards of Excellence* and be designated a national Center of Excellence.

**Who Can Apply:** Immunization programs and immunization registries can *jointly* apply to be a PROW demonstration site.

**How To Apply:** Simply complete the PROW Demonstration Site Application Form following the instructions and submit it on or before June 25, 2003 to Cindy Sutliff, Executive Director, AIRA, c/o Citywide Immunization Registry, NYC Department of Health and Mental Hygiene, 125 Worth Street, CN 64R, New York, NY 10013. You can also fax the application to Cindy's attention at 212-676-2314 or email to [csutliff@health.nyc.gov](mailto:csutliff@health.nyc.gov).

**Selection Criteria:** Selection of demonstration sites will be based on the following criteria:

- **Level of registry development:** To ensure diversity among demonstration sites selection will take into account a full range of registry development levels to include registries in the very beginning stages of development to fully functional registries.
- **Geographic Spread:** To ensure geographic diversity, efforts will be made in the selection process towards achieving a representative geographic spread.
- **Size:** To ensure diversity in sizes of registry programs, efforts will be made to select a range of registry programs that serve populations from small rural areas to large urban areas.
- **Organization Relationships:** To ensure that different models of immunization registry programs are explored, efforts will be made to include both immunization registry programs that are organizationally aligned within the immunization program as well as those that are organizationally aligned elsewhere within the agency i.e. within IT operations.

**Benefits:** As a demonstration site you will receive the following:

- Designation as a national PROW Center of Excellence. As a national model you will be highlighted on the AIRA web site, in the AIRA SnapShots newsletter and positioned as a resource for other immunization registry programs and immunization programs who implement the *Standards of Excellence*.

- Opportunities to present your model and to be highlighted at the National Immunization Conference (NIC), the Immunization Registry Conference (IRC) and other related meetings and forums sponsored by the CDC i.e. the Program Managers Annual Meeting.
- Be highlighted in a PROW Center of Excellence Resource document as a best practice site.
- Position your immunization program and immunization registry to leverage funding based on use of the Standards and its outcomes.

***What Will Be Expected of You As a Demonstration Site:*** As a demonstration site you will be working on implementing the PROW Standards of Excellence within your immunization registry and immunization program. Implementing these standards should help you assess the extent to which you already meet the standards or it can be used to indicate which standards you want to implement and help identify what you will need to do to reach that goal. If you are selected as a demonstration site, we will ask you to help us document your process and progress in the following ways:

1. Complete the PROW Standards of Excellence Worksheets (Attachment B in the PROW document) at the beginning of the implementation. You will also be asked to complete the same worksheets at another point in the process TBD.
2. Be available for a telephone interview and a possible site visit by one or two PROW Implementation Team members. These interviews and visits will be used to provide you with any assistance you may need and help us gather data on how the process is working.
3. Provide us with documentation using a format that we will develop to capture your individual “best practice” model. This will help us develop the “Best Practices” Model Handbook that can be used by other immunization registry projects and immunization programs as they implement the Standards of Excellence.
4. Evaluate your implementation process and outcomes and be willing to share them in a debriefing forum TBD. (Possibilities include: breakout sessions at the 2004 Immunization Registry Conference; a debriefing session at the 2004 Program Managers Annual Meeting and possible presentation to the full group of participants; presentation at the 2004 NIC).
5. Be willing to “mentor” other immunization registries and immunization programs by answering questions via email and/or phone to share your experience of the process.

***Questions:*** Contact Cindy Sutliff, AIRA Executive Director at 212-676-2325 or at [csutliff@health.nyc.gov](mailto:csutliff@health.nyc.gov) if you have questions or need clarification on the application process.

