

Branch/Section/Office Legacy Binder Worksheet



This worksheet builds upon an existing document used in succession planning efforts at CT DPH. Usually, the “Legacy Binder” is used by individual employees reflecting on the work they do. It is intended to offer tips and ideas for efficient service delivery for anyone who may assume the role and responsibilities of that employee. This worksheet invites department areas to reflect on their collective work that can be shared with all employees within their area and includes information about their role as it relates to maintaining accreditation.

Section’s Vision, Mission and Tangible Purpose or Function

Organizational Chart

Attach/link

Role in Accreditation - What Domains does your area support? (*Reference worksheet to complete*)

Create subchapters for each of the identified domains answering the following for each.

Who should be at the table? E.g. Who has the narrative writing skills, subject matter expertise and experience in program/process implementation in support of each domain?

What do you have in support of the standards within this domain?

What do you need to create or provide evidence in support of this domain?

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Programs/Sections within the reporting area

Subchapter for each program/section reflecting on the following

Federal, state and funding requirements/regulation

Outcome measures with location and method of tracking progress

Link to legacy succession binders in support of the work of this section/program

Important internal/external partners and purpose of engagement