INTRODUCTION: TB CONTROL TOOLBOXES

T he TB Control Toolboxes have been developed to help TB control programs take advantage of tested strategies and innovations. The Model TB Centers and other organizations have developed a number of successful approaches, but TB control program staff have not always found it easy to access or implement them. The Toolboxes move beyond traditional methods of disseminating information, documenting these models in a flexible CD-ROM format that makes the tools and components easy to adapt and use.

To create the Toolboxes, we have drawn upon the "best practices" of a cross-section of TB control programs. Different programs have different resource environments and approaches to TB control and this is reflected in the variety of models and tools that are included.

WHAT ARE THE PURPOSES OF
THE TB CONTROL TOOLBOXES?
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The purposes of the Toolboxes are to:

- Identify the essential components of innovative TB control activities so that TB control programs can choose the ones they need, and replicate or modify them

- Provide easy-to-use, step-by-step guides for implementation along with sample forms and templates that TB control programs can adopt or revise

- Enable TB control programs to customize programs to fit their specific needs or circumstances

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WHAT DOES A TOOLBOX CONTAIN?

Each Toolbox offers a how-to guide regarding a particular program or strategy related to TB control. It provides information on the purpose and importance of the program, describes the characteristics of a successful model, gives step-by-step guidance on implementation, and offers a variety of tools and materials that you can adapt for your own use. The Toolbox contents are contained in three main folders located on the left side of your computer screen:

FOLDER 1: INTRODUCTION

This folder provides information that will help you navigate this CD and access the information you need. The documents included are:

What is a TB Control Toolbox? An overview of the purpose and contents of the Toolboxes. (This is the document you are currently reading.)

Overview of this Toolbox. A description of the individual Toolbox, including its purpose, target audience, information about rights and permissions, references, and acknowledgements. For ease of reading, we have not included footnotes in the text—you can learn here about the individuals, organizations, and written materials that provided information for the Toolbox.

Using the CD-ROM. Technical support for Toolbox users, including instructions for editing, saving, and printing files.

FOLDER 2: TEXT

This folder contains documents that describe the program and its implementation. They are presented in PDF format and can be downloaded to your hard drive (please see

Using the CD-ROM). These items may vary from Toolbox to Toolbox, according to the type and purpose of the program being presented. In general you will find:

Essential Elements. A description of the program, discussing its purpose and importance, and a summary of the elements that are essential for a successful program, including program components, strategies, staffing, and resources.

Step-by-Step Implementation Guide. A clear, precise, and detailed guide that explains all the steps you need to follow to implement a successful program. Also may include an Action Plan to help you plan and organize this implementation.

Background Materials. Background Guides that provide a more in-depth discussion of particular strategies and components that are important to the program.

Resources for Further Information. Supplemental materials such as bibliographies, websites, articles, or case studies of how the program operates in particular jurisdictions.

FOLDER 3: TOOLS

This folder contains forms, letters, charts, policies, protocols, reference materials, checklists, and other tools that illustrate the implementation steps and will assist you in carrying them out. Some are samples of materials used by TB control programs; others are templates developed for this Toolbox. Most of them are presented in word-processing formats. You can download these items and modify them to suit your own program.

HOW DO YOU USE A TOOLBOX?

The modular design of the Toolboxes makes them flexible and easy to use. With this format, several people can work with various Toolbox components at the same time. You can readily locate the items that are relevant to your situation and organize them in the way you find most functional. Using the Toolboxes, you can:

- Review and benefit from the successes of programs created by other TB-related organizations

- Develop and implement your own program, based on the Toolbox model

- Adopt individual program components or adapt them to fit your circumstances

- Create a library of forms and documents that will help you run your program effectively

- Enhance your staff training about the program, its objectives, and its effective operation

WHERE CAN YOU OBTAIN MORE INFORMATION?

The TB Control Toolboxes are a collaborative project of the San Francisco TB Control Program and the Francis J. Curry National Tuberculosis Center. For further information, including a list of available Toolboxes, please contact:

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