

**Department of
Veterans Affairs**

SEP 17 2015

Memorandum

Date:

From: Acting Deputy Under Secretary for Health for Operations and Management (10N)

Subj: Fiscal Year (FY) 2016 IntegratedEthics[®] Program Achievement: Goals and Reporting Requirements

To: Network Directors (10N1-23)
Facility Directors

Thru: Deputy Under Secretary for Health for Policy and Services (10P)

1. IntegratedEthics (IE) programs support Strategy 4 of the Veterans Health Administration (VHA) *Blueprint for Excellence*, to “grow an organizational culture, rooted in VA’s core values and mission.” Additionally, VHA Handbook 1004.06, *IntegratedEthics*, stipulates procedures and program requirements for IE in VHA facilities and VISNs.
2. During FY 2016, the National Center for Ethics in Health Care (NCEHC) will collect quarterly information regarding implementation of IE and achievement of program goals and requirements from each facility and Veterans Integrated Service Network (VISN), consistent with each of the past 8 years.
3. Data will be collected to monitor implementation of IE as required in Handbook 1004.06 and to obtain examples of strong practices in ethics consultation, preventive ethics, ethical leadership, facility IE councils, and VISN IE advisory boards. Strong practices will be shared with facilities and VISNs through NCEHC communication mechanisms including conference calls, newsletters, the IE SharePoint site, and other NCEHC publications.
4. A document outlining the FY 2016 IE program achievement goals, reporting requirements and technical specifications is attached. A draft version of this document was shared with IE VISN point of contacts (POC) on May 6, 2015. Revisions were made based on feedback received.
5. Quarterly, each VISN will report achievement using the questionnaire available on the IE Program Reporting Site:
(<http://vaww.infoshare.va.gov/sites/IEProgramReporting/default.aspx>). NCEHC will provide the questionnaire to each IE VISN POC quarterly. Data should be uploaded to the SharePoint site by the following deadlines:

FY 2016 IntegratedEthics® Program Achievement: Goals and Reporting Requirements

IntegratedEthics Quarterly VISN Reporting to NCEHC		
Quarter	Questionnaire Released	Reporting Deadline
Q1	December 11, 2015	January 8, 2016
Q2	March 11, 2016	April 8, 2016
Q3	June 17, 2016	July 8, 2016
Q4	September 16, 2016	October 7, 2016

6. If you have any questions, please contact Melissa Bottrell, MPH, PhD, Chief, IntegratedEthics, NCEHC, at melissa.bottrell@va.gov, or (510) 525-0979.



Janet P. Murphy, MBA
Attachments