

**Department of
Veterans Affairs**

Memorandum

Date: SEP 23 2014

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

Subj: Fiscal Year (FY) 2015 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. The Department of Veterans Affairs (VA) Handbook 1004.06, IntegratedEthics® (IE), stipulates procedures and program requirements for IE in Veterans Health Administration (VHA) facilities and Veterans Integrated Service Networks (VISNs).
2. In FY 2015, 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 VISN, as consistent with each of the past 7 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 Council, and VISN IE Advisory Boards. Strong practices will be shared with facilities and VISNs through NCEHC communication mechanisms including conference calls, *IE in Action* newsletters, the IE SharePoint site, and other NCEHC publications.
4. A document outlining the FY 2015 IE program achievement goals, reporting requirements, and technical specifications is attached. A draft version of this document was shared with IE VISN Points of Contact (POC) on June 24, 2014. Revisions were made based on feedback received.
5. Quarterly, each VISN will report achievement using the questionnaire at 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:

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IntegratedEthics® Quarterly VISN Reporting to NCEHC		
Quarter	Questionnaire Released	Reporting Deadline
Quarter 1	December 12, 2014	January 9, 2015
Quarter 2	March 13, 2015	April 10, 2015
Quarter 3	June 19, 2015	July 10, 2015
Quarter 4	September 18, 2015	October 7, 2015

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



Philip Matkovsky

Attachments