

**Department of  
Veterans Affairs**

**Memorandum**

Date: OCT 7 2013

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

Subj: Fiscal Year (FY) 2014 IntegratedEthics® Program Reporting Metrics and Technical Manual

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

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

1. Veterans Health Administration (VHA) Handbook 1004.06, IntegratedEthics, stipulates procedures and program requirements for IntegratedEthics (IE) in VHA facilities and Veterans Integrated Service Networks (VISN).
2. In FY 2014, the National Center for Ethics in Health Care (NCEHC) will continue its annual practice of collecting information on IE program achievement from each VISN on a quarterly basis. NCEHC will use this information to monitor policy implementation and to feed back comparative data and strong practices to the field through the NCEHC Web site, *IE in Action* newsletter, national conference calls, IE SharePoint site, and other communication mechanisms.
3. The attached document outlines the FY 2014 IE program achievement goals, reporting requirements, and technical specifications. NCEHC shared a draft version of this document with IE VISN Points of Contact (POC) on May 6, 2013, and again on June 24, 2013, and revised the document based on the feedback provided.
4. Each VISN is directed to report quarterly on program achievement using the questionnaire on the IE Program Reporting Site: (<http://vaww.infoshare.va.gov/sites/IEProgramReporting/default.aspx>). NCEHC will also send this questionnaire to each IE VISN POC quarterly.
5. Data should be uploaded to the SharePoint site by the following deadlines:

| IntegratedEthics Quarterly Reporting Schedule |                            |                    |
|-----------------------------------------------|----------------------------|--------------------|
| Quarter                                       | Questionnaire Release Date | Reporting Deadline |
| Quarter 1                                     | December 13, 2013          | January 8, 2014    |
| Quarter 2                                     | March 14, 2014             | April 9, 2014      |

|           |                    |                 |
|-----------|--------------------|-----------------|
| Quarter 3 | June 13, 2014      | July 11, 2014   |
| Quarter 4 | September 12, 2014 | October 6, 2014 |

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



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Attachments