Date: SEP 17 2015

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

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Questionnaire Released</th>
<th>Reporting Deadline</th>
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<tbody>
<tr>
<td>Q1</td>
<td>December 11, 2015</td>
<td>January 8, 2016</td>
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<tr>
<td>Q2</td>
<td>March 11, 2016</td>
<td>April 8, 2016</td>
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<tr>
<td>Q3</td>
<td>June 17, 2016</td>
<td>July 8, 2016</td>
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<tr>
<td>Q4</td>
<td>September 16, 2016</td>
<td>October 7, 2016</td>
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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