

**DOCUMENTATION COVER SHEET TEMPLATES**

For use with PHAB Standards and Measures v1.5

March 2020

**DOMAIN 1**

For each example submitted as documentation, complete the appropriate cover sheet template. Ensure that each required element for the measure is specified with a PDF page number and include any brief explanatory notes, if needed.

The documentation cover sheet templates do not take the place of the Standards and Measures. Remember, each example must fit within the context of the Domain and standard and meet the intent of the measure, as described in the Purpose and Significance statements.

Throughout the templates, specific words and phrases are underlined. These words and phrases are requirements that have been frequently missed. These underlines are intended to direct the reader to the element, but do not indicate that the word or phrase is more important than any other element of the requirement.

Some measures include a “NOTE.” These notes are from PHAB’s Accreditation Specialists and are intended to help with the interpretation of the requirement.

Please direct any measure interpretation questions to your assigned Accreditation Specialist.

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| **Measure # 1.1.1 S****(State only)** | A state partnership that develops a comprehensive community health assessment of the population of the state |
| RD # 1 | Participation of representatives from a variety of state sectors  | Example # 1 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 1 | The state health department must document that the process for the development of a state level community health assessment includes participation of partners outside of the health department that represent state populations and state health challenges. |  |  |
| The collaboration must include various sectors of the state, as appropriate for the state: |  |  |
| Representation of two or more populations that are at higher health risk or have poorer health outcomes must be included. |  |  |
|  | Documentation must include the month and year. |  |  |

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| **Measure # 1.1.1 S****(State only)** | A state partnership that develops a comprehensive community health assessment of the population of the state |
| RD # 2 | Regular meetings or communications withpartners | Example # 1 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 2 | The health department must document that the partnership meets and communicates on a regular basis to consider new data sources, review newly collected data, consider assets and resources that are changing, and conductadditional data analysis. |  |  |
|  | Documentation must include the month and year. |  |  |

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| **Measure # 1.1.1 S****(State only)** | A state partnership that develops a comprehensive community health assessment of the population of the state |
| RD # 2 | Regular meetings or communications withpartners | Example # 2 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 2 | The health department must document that the partnership meets and communicates on a regular basis to consider new data sources, review newly collected data, consider assets and resources that are changing, and conductadditional data analysis. |  |  |
|  | Documentation must include the month and year. |  |  |

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| **Measure # 1.1.1 S****(State only)** | A state partnership that develops a comprehensive community health assessment of the population of the state |
| RD # 3 | The process used to identify health issues and assets | 1 Process |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 3 | The state health department must document the collaborative process used to identify and collect data and information,  |  |  |
| identify health issues,  |  |  |
| and identify existing state assets and resources to address health issues. |  |  |

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| **Measure # 1.1.1 T/L (Tribal/Local only)** | Tribal/local partnership that develops a comprehensive community health assessment of the population served by the health department |
| RD # 1 | Participation of representatives from a variety of sectors of the Tribal or local community | Example # 1 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 1 | The health department must document that the process for the development of a community health assessment includes participation of partners outside of the health department that represent Tribal /community populations and health challenges. |  |  |
| The collaboration must include various sectors of the community, as appropriate for the community: |  |  |
| Representation of two or more populations that are at higher health risk or have poorer health outcomes must be included. |  |  |
|  | Documentation must include the month and year. |  |  |

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| **Measure # 1.1.1 T/L (Tribal/Local only)** |  Tribal/local partnership that develops a comprehensive community health assessment of the population served by the health department |
| RD # 2 | Regular meetings or communications with partners | Example # 1 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 2 | The health department must document that the partnership meets and communicates on a regular basis to consider new data sources, review newly collected data, consider assets and resources that are changing, and conductadditional data analysis. |  |  |

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| **Measure # 1.1.1 T/L (Tribal/Local only)** | Tribal/local partnership that develops a comprehensive community health assessment of the population served by the health department |
| RD # 2 | Regular meetings or communications with partners | Example # 2 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 2 | The health department must document that the partnership meets and communicates on a regular basis to consider new data sources, review newly collected data, consider assets and resources that are changing, and conductadditional data analysis. |  |  |

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| **Measure # 1.1.1 T/L (Tribal/Local only)** | Tribal/local partnership that develops a comprehensive community health assessment of the population served by the health department |
| RD # 3 | The process used to identify health issues and assets | 1 Process |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 3 | The health department must document the collaborative process used to identify and collect data and information,  |  |  |
| identify health issues,  |  |  |
| and identify existing Tribal or local assets and resources to address health issues. |  |  |

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| **Measure #1.1.2 S****(State only)** | A state level community health assessment |
| RD # 1 | A state level community health assessment that includes: | 1 CHA |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 1a | Evidence that comprehensive broad-based data and information from a variety of sources were used to create state health assessment.  |  |  |
| Qualitative data as well as quantitative data must be utilized.  |  |  |
| The assessment must also include both primary data and secondary data. |  |  |
| 1b | A description of the demographics of the population served by the state health department. |  |  |
| 1c | A description of the health issues in the state and their distribution, based on the analysis of data listed in a) above.  |  |  |
| The description must address the existence and extent of health inequities between and among specific population or areas in the state: populations with an inequitable share of poorer health outcomes must be identified. |  |  |
| 1d | A discussion of the contributing causes of the health challenges. |  |  |
| Multiple determinants of health, particularly social determinants, must be included. |  |  |
| Health disparities and high health-risk populations must be addressed. |  |  |
| Factors that contribute to higher health risks and poorer health outcomes in specific populations must be considered. |  |  |
| 1e | A listing or description of state assets and resources that can be mobilized and employed to address health issues. These must include other sectors. |  |  |
|  | Documentation must include the month and year. |  |  |

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| **Measure # 1.1.2 S****(State only)** |  A state level community health assessment |
| RD # 2 | Opportunity for the state population at large to review drafts and contribute to the community health assessment | Example # 1 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 2 | The health department must document that the preliminary findings of the state level community health assessment were distributed to the population at large and that their input was sought.Note: Final CHA distribution is covered in the following measure (1.1.3); this requirement relates to seeking input from the community-at-large on preliminary findings. The examples provided here should pre-date the final CHA publication date. “Community-at-large” is intended to be the public not partners. |  |  |

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| **Measure # 1.1.2 S****(State only)** |  A state level community health assessment |
| RD # 2 | Opportunity for the state population at large to review drafts and contribute to the community health assessment | Example # 2 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 2 | The health department must document that the preliminary findings of the state level community health assessment were distributed to the population at large and that their input was sought.Note: Final CHA distribution is covered in the following measure (1.1.3); this requirement relates to seeking input from the community-at-large on preliminary findings. The examples provided here should pre-date the final CHA publication date. “Community-at-large” is intended to be the public not partners. |  |  |

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| **Measure # 1.1.2 S****(State only)** | A state level community health assessment |
| RD # 3 | The ongoing monitoring, refreshing, and adding of data and data analysis | Example # 1 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 3 | The health department must document the gathering of information, collection of data, conduct of community dialogues, and/or identification of assets specificto populations and/or geographic areas in the state where health inequities and poorer health indicators were identified in the community health assessment. |  |  |

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| **Measure # 1.1.2 S****(State only)** | A state level community health assessment |
| RD # 3 | The ongoing monitoring, refreshing, and adding of data and data analysis | Example # 2 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 3 | The health department must document the gathering of information, collection of data, conduct of community dialogues, and/or identification of assets specificto populations and/or geographic areas in the state where health inequities and poorer health indicators were identified in the community health assessment. |  |  |

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| **Measure #1.1.2 T/L (Tribal/Local only)** | A Tribal/local community health assessment |
| RD # 1 | A Tribal or local community health assessment that includes: | 1 CHA |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 1a | Evidence that comprehensive broad-based data and information from a variety of sources were used to create health assessment.  |  |  |
| Qualitative data as well as quantitative data must be utilized.  |  |  |
| The assessment must also include both primary data and secondary data. |  |  |
| 1b | A description of the demographics of the population of the jurisdiction served by the Tribal/local health department. |  |  |
| 1c | A description of the health issues of the population and their distribution, based on the analysis of data listed in a) above.  |  |  |
| The description must address the existence and extent of health disparities between and among specific population in the community or areas in the community: populations with an inequitable share of poorer health outcomes must be identified. |  |  |
| 1d | A discussion of the contributing causes of the health challenges. |  |  |
| Multiple determinants of health, especially social determinants, must be included. |  |  |
| Health disparities and high health-risk populations must be addressed. |  |  |
| Community factors that contribute to higher health risks and poorer health outcomes of specific populations must be considered. |  |  |
| 1e | A listing or description of the assets and resources that can be mobilized and employed to address health issues. These must include other sectors. |  |  |
|  | Documentation must include the month and year. |  |  |

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| **Measure # 1.1.2 T/L (Tribal/Local only)** |  A Tribal/local community health assessment |
| RD # 2 | Opportunity for the Tribal or localcommunity at large to review and contribute to the assessment | Example # 1 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 2 | The health department must document that the preliminary findings of the assessment were distributed to the community at large and that the community’s input was sought.Note: Final CHA distribution is covered in the following measure (1.1.3); this requirement relates to seeking input from the community-at-large on preliminary findings. The examples provided here should pre-date the final CHA publication date. “Community-at-large” is intended to be the public not partners. |  |  |

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| **Measure # 1.1.2 T/L (Tribal/Local only)** |  A Tribal/local community health assessment |
| RD # 2 | Opportunity for the Tribal or local community at large to review and contribute to the assessment | Example # 2 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 2 | The health department must document that the preliminary findings of the assessment were distributed to the community at large and that the community’s input was sought.Note: Final CHA distribution is covered in the following measure (1.1.3); this requirement relates to seeking input from the community-at-large on preliminary findings. The examples provided here should pre-date the final CHA publication date. “Community-at-large” is intended to be the public not partners. |  |  |

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| **Measure # 1.1.2 T/L (Tribal/Local only)** | A Tribal/local community health assessment |
| RD # 3 | The ongoing monitoring, refreshing, and adding of data and data analysis | Example # 1 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 3 | The health department must document the gathering of information, collection of data, conduct of community dialogues, and/or identification of community assets specificto populations and/or geographic areas in the community where health inequities and poorer health indicators were identified in the community health assessment. |  |  |

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| **Measure # 1.1.2 T/L (Tribal/Local only)** | A Tribal/local community health assessment |
| RD # 3 | The ongoing monitoring, refreshing, and adding of data and data analysis | Example # 2 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 3 | The health department must document the gathering of information, collection of data, conduct of community dialogues, and/or identification of community assets specificto populations and/or geographic areas in the community where health inequities and poorer health indicators were identified in the community health assessment. |  |  |

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| **Measure # 1.1.3** | Accessibility of community health assessment to agencies, organizations, and the general public |
| RD # 1 | Information provided to partner organizations concerning the availability of the community health assessment | Example # 1 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 1 | Health departments must document how it inform partners, stakeholders, other agencies, associations, and organizations of the availability of the community health assessment. |  |  |

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| **Measure # 1.1.3** | Accessibility of community health assessment to agencies, organizations, and the general public |
| RD # 1 | Information provided to partner organizations concerning the availability of the community health assessment | Example # 2 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 1 | Health departments must document how it inform partners, stakeholders, other agencies, associations, and organizations of the availability of the community health assessment. |  |  |

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| **Measure # 1.1.3** |  Accessibility of community health assessment to agencies, organizations, and the general public |
| RD # 2 | The availability of the community healthassessment findings to the public | Example # 1 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 2 | Health departments must document how it communicates the community health assessment findings to the public. |  |  |

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| **Measure # 1.1.3** |  Accessibility of community health assessment to agencies, organizations, and the general public |
| RD # 2 | The availability of the community healthassessment findings to the public | Example # 2 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 2 | Health departments must document how it communicates the community health assessment findings to the public. |  |  |

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| **Measure # 1.2.1** |  24/7 surveillance system or set of program surveillance systems |
| RD # 1 | Process(es) and/or protocol(s) for the collection, review, and analysis of comprehensive surveillance data on multiple health conditions from multiple sources | 1 department wide process or protocol, or a set of processes or protocol  |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 1 | The health department must provide written process(es) and/or protocol(s) used to collect surveillance data from multiplesources  |  |  |
| and to review and analyze those data. |  |  |
| Process(es) and protocol(s) must include how data are collected. |  |  |

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| **Measure # 1.2.1** | 24/7 surveillance system or set of program surveillance systems |
| RD # 2 | Processes and/or protocols to assure thatconfidential data are maintained in a secureand confidential manner | 1 department wide process or protocol, or a set of processes or protocol  |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 2 | The health department must provide written processes and/or protocols that (1) specify which surveillance data are, and which are not, considered to be confidential and  |  |  |
| (2) assure that confidential data are maintained and handled in a secure and confidential manner. |  |  |

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| **Measure # 1.2.1** | 24/7 surveillance system or set of program surveillance systems |
| RD 3 | 24/7 contact capacity | 1 department-wide contact system or protocol or a set of contact systems  |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 3 | The health department must document a 24/7 contact system or protocol to collect data from those who report data to the health department. |  |  |
| If there is a contract or other form of agreement to provide such services, the contract or agreement must be submittedas part of the documentation. |  |  |

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| **Measure #1.2.1** |  24/7 surveillance system or set of program surveillance systems |
| RD # 4 | Testing 24/7 contact systems | Example # 1 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 4 | The health department must provide reports of testing the 24/7 contact system. |  |  |
| if the system is set up to receive reports by internet, fax, email and a designated phone line, then all elements must be tested to ensure the ability to receive reports.Note: Testing for RD4 must relate to contact system in RD3. |  |  |

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| **Measure #1.2.1** |  24/7 surveillance system or set of program surveillance systems |
| RD # 4 | Testing 24/7 contact systems | Example # 2 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 4 | The health department must provide reports of testing the 24/7 contact system. |  |  |
| if the system is set up to receive reports by internet, fax, email and a designated phone line, then all elements must be tested to ensure the ability to receive reports.Note: Testing for RD4 must relate to contact system in RD3. |  |  |

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| **Measure # 1.2.2** |  Communication with surveillance sites |
| RD # 1 | The identification of providers and public health system partners who are surveillance sites reporting to the surveillance system | 1 list |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 1 | The health department must provide a list of the individuals or organizations that provide surveillance data to the health department.Note: The list must include all sites that report surveillance data that report data to the health department; for example, providers, schools, laboratories, veterinarians, Tribal epi centers, etc. |  |  |

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| **Measure # 1.2.2** |  Communication with surveillance sites |
| RD # 2 | Trainings/meetings held with surveillance sites regarding reporting requirements including reportable diseases/conditions, and reporting timeframes | Example # 1 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 2 | The health department must document trainings or meetings held with surveillance site members regarding relevant reporting requirements, reportable diseases /conditions, and timeframes. |  |  |
| Documentation must include when the training or meeting was held, who attended the training, and what topics were covered. |  |  |

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| Evidence of Authenticity and Date are required within the documentation itself. If this evidence is difficult to locate or is found within supporting documentation, please provide a brief explanation of the location here and/or provide the supporting documentation to demonstrate the date and/or evidence of authenticity.  |
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| **Measure # 1.2.2** |  Communication with surveillance sites |
| RD # 2 | Trainings/meetings held with surveillance sites regarding reporting requirements including reportable diseases/conditions, and reporting timeframes | Example # 2 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 2 | The health department must document trainings or meetings held with surveillance site members regarding relevant reporting requirements, reportable diseases /conditions, and timeframes. |  |  |
| Documentation must include when the training or meeting was held, who attended the training, and what topics were covered. |  |  |

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| **Measure # 1.2.2** |  Communication with surveillance sites |
| RD # 3 | Surveillance data received concerning two different topics | Example # 1 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 3 | The health department must provide received surveillance data that address two different topics itemized by reporting site. |  |  |

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| **Measure # 1.2.2** |  Communication with surveillance sites |
| RD # 3 | Surveillance data received concerning two different topics | Example # 2 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 3 | The health department must provide received surveillance data that address two different topics itemized by reporting site. |  |  |

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| **Measure # 1.2.2** |  Communication with surveillance sites |
| RD # 4 | The distribution of surveillance data | Example # 1 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 4 | The health department must document the distribution of surveillance data to others. |  |  |

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| **Measure # 1.2.2** |  Communication with surveillance sites |
| RD # 4 | The distribution of surveillance data | Example # 2 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 4 | The health department must document the distribution of surveillance data to others. |  |  |

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| **Measure # 1.2.3** |  Primary Data |
| RD # 1 | Collection of primary quantitative health data | Example # 1 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 1 | The health department must provide the results of the collection of quantitative primary data from the population (in addition to its surveillance data).Note: The intent of this measure is to provide population health data.  |  |  |

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| Evidence of Authenticity and Date are required within the documentation itself. If this evidence is difficult to locate or is found within supporting documentation, please provide a brief explanation of the location here and/or provide the supporting documentation to demonstrate the date and/or evidence of authenticity.  |
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| **Measure # 1.2.3** |  Primary Data |
| RD # 1 | Collection of primary quantitative health data | Example # 2 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 1 | The health department must provide the results of the collection of quantitative primary data from the population (in addition to its surveillance data).Note: The intent of this measure is to provide population health data.  |  |  |

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| **Measure #1.2.3** |  Primary data |
| RD #2 | Collection of primary qualitative health data | Example #1 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 2 | The health department must provide the results of the collection of qualitative primary data from the population. |  |  |
| Data must be collected directly from groups or individuals who are at higher health risk.Note: The intent of this measure is to provide population health data. |  |  |

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| **Measure #1.2.3** |  Primary data |
| RD #2 | Collection of primary qualitative health data | Example #2 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 2 | The health department must provide the results of the collection of qualitative primary data from the population. |  |  |
| Data must be collected directly from groups or individuals who are at higher health risk.Note: The intent of this measure is to provide population health data. |  |  |

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| **Measure # 1.2.3** |  Primary data |
| RD # 3 | The use of data collection instruments | Example #1 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 3 | The health department must provide standardized data collection instruments that they have used. |  |  |
| The health department can provide the tools used for the required documentation listed under the Required Documentation 1 or 2 for this measure, or they can be examples from different data collection activities, showcasing different data collection efforts.Note: If the data collection instruments do not relate to data from RD1 or RD2, the data collected using the instruments provided for RD3 must also be included. |  |  |

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| Evidence of Authenticity and Date are required within the documentation itself. If this evidence is difficult to locate or is found within supporting documentation, please provide a brief explanation of the location here and/or provide the supporting documentation to demonstrate the date and/or evidence of authenticity.  |
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| **Measure # 1.2.3** |  Primary data |
| RD # 3 | The use of data collection instruments | Example # 2 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 3 | The health department must provide standardized data collection instruments that they have used. |  |  |
| The health department can provide the tools used for the required documentation listed under the Required Documentation 1 or 2 for this measure, or they can be examples from different data collection activities, showcasing different data collection efforts.Note: If the data collection instruments do not relate to data from RD1 or RD2, the data collected using the instruments provided for RD3 must also be included. |  |  |

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| **Measure #1.2.4 S (State only)** | Data provided to Tribal and local health departments located in the state |
| RD # 1 | The provision of data to local health departments  | Example # 1 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 1 | The state health department must document the provision of primary and secondary data to local health departments located in the state. |  |  |

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| **Measure #1.2.4 S****(State only)** | Data provided to Tribal and local health departments located in the state |
| RD # 1 | The provision of data to local health departments | Example # 2 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 1 | The state health department must document the provision of primary and secondary data to local health departments located in the state. |  |  |

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| **Measure #1.2.4 S****(State only)** | Data provided to Tribal and local health departments located in the state |
| RD # 2 | The provision of data to Tribal health departments in the state (if one or more is located in the state) | Example # 1 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 2 | If one or more Tribal health departments is located in the state, the state health department must document the provision of primary and secondary data to the Tribal health department located in the state. |  |  |

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| **Measure #1.2.4 S****(State only)** | Data provided to Tribal and local health departments located in the state |
| RD # 2 | The provision of data to Tribal health departments in the state (if one or more is located in the state) | Example # 2 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 2 | If one or more Tribal health departments is located in the state, the state health department must document the provision of primary and secondary data to the Tribal health department located in the state. |  |  |

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| **Measure #1.2.4 L (Local only)** | Data provided to the state health department and Tribal health departments in the jurisdiction the local health department is authorized to serve |
| RD # 1 | The provision of data to the state healthdepartment and to a Tribal healthdepartment (if one or more is located in thejurisdiction the local health department isauthorized to serve) | Example # 1 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 1 | The local health department must document the provision of primary or secondary data to the state health departments and Tribal health departments. |  |  |
| Local health departments that do not have jurisdictions that overlap with the Tribal health departments do not have to demonstrate that they share local data with Tribes, but must provide documented evidence that there is no jurisdictional overlap. |  |  |

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| **Measure #1.2.4 L (Local only)** | Data provided to the state health department and Tribal health departments in the jurisdiction the local health department is authorized to serve |
| RD # 1 | The provision of data to the state healthdepartment and to a Tribal healthdepartment (if one or more is located in thejurisdiction the local health department isauthorized to serve) | Example # 2 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 1 | The local health department must document the provision of primary or secondary data to the state health departments and Tribal health departments. |  |  |
| Local health departments that do not have jurisdictions that overlap with the Tribal health departments do not have to demonstrate that they share local data with Tribes, but must provide documented evidence that there is no jurisdictional overlap. |  |  |

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| **Measure #1.2.4 T (Tribal only)** | Data provided to the state health department and to local health departments  |
| RD # 1 | The provision of data to the state healthdepartment and to a local healthdepartment  | Example # 1 (data to state) |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 1 | The Tribal health department must document the provision of primary and secondary data to the state health department and to a local health department. |  |  |

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| **Measure #1.2.4 T (Tribal only)** | Data provided to the state health department and to local health departments  |
| RD # 1 | The provision of data to the state healthdepartment and to a local healthdepartment  | Example #2(data to local) |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 1 | The Tribal health department must document the provision of primary and secondary data to the state health department and to a local health department. |  |  |

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| **Measure # 1.3.1** |  Data analyzed and public health conclusions drawn |
| RD # 1 | Analysis of data and conclusions drawn with the following characteristics:  | Example # 1(**qualitative data**) |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 1 | The health department must document the analysis of data with conclusions drawn from the data. |  |  |
| 1a | Data used in the report must be distinct to a specific time period. |  |  |
| 1b | The type of analytic process used must be stated and/or be evidence based with the citation available.  |  |  |
| 1c | The analysis and conclusions must have the quality of comparability. That is, the data can be compared with (1) other similar sociogeographic areas, sub-state areas, the state, or nation, or (2) similar data for the same population gathered at an earlier time to establish trends. |  |  |

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| **Measure # 1.3.1** |  Data analyzed and public health conclusions drawn |
| RD # 1 | Analysis of data and conclusions drawn with the following characteristics:  | Example # 2(**quantitative data**) |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 1 | The health department must document the analysis of data with conclusions drawn from the data. |  |  |
| 1a | Data used in the report must be distinct to a specific time period. |  |  |
| 1b | The type of analytic process used must be stated and/or be evidence based with the citation available.  |  |  |
| 1c | The analysis and conclusions must have the quality of comparability. That is, the data can be compared with (1) other similar sociogeographic areas, sub-state areas, the state, or nation, or (2) similar data for the same population gathered at an earlier time to establish trends. |  |  |

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| **Measure # 1.3.1** |  Data analyzed and public health conclusions drawn |
| RD # 2 | Review and discussion of data analysis | Example # 1 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 2 | The health department must document the review of data analysis selected for Measure 1.3.1, Required Documentation 1, above. |  |  |

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| **Measure # 1.3.1** |  Data analyzed and public health conclusions drawn |
| RD # 2 | Review and discussion of data analysis | Example # 2 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 2 | The health department must document the review of data analysis selected for Measure 1.3.1, Required Documentation 1, above. |  |  |

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| **Measure # 1.3.1** |  Data analyzed and public health conclusions drawn |
| RD #3 | Analysis of data that demonstrates the use of information and data from multiple databases or data sources | Example #1 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 3 | The health department must document the analysis of data that combines data from multiple databases of different data topics, or data sources to support its conclusion. |  |  |

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| **Measure # 1.3.1** | Data analyzed and public health conclusions drawn |
| RD # 4 | Aggregated primary and secondary data and the sources of each | Example # 1 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 4 | The health department must document the aggregation of primary and secondary data. |  |  |
| Data must be compiled, analyzed, and conclusions drawn. |  |  |
| The sources of the data used must also be provided. |  |  |

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| **Measure # 1.3.1** | Data analyzed and public health conclusions drawn |
| RD # 4 | Aggregated primary and secondary data and the sources of each | Example # 2 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 4 | The health department must document the aggregation of primary and secondary data. |  |  |
| Data must be compiled, analyzed, and conclusions drawn. |  |  |
| The sources of the data used must also be provided. |  |  |

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| **Measure # 1.3.2 S (State only)** | Statewide public health data and their analysis provided to various audiences on a variety of public health issues |
| RD # 1 | The distribution of data analysis and findings that address public health issues to specific audiences | Example # 1 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 1 | The state health department must document distribution of analytical public health findings to specific audiences in the state. |  |  |
| Must include data on one or more specific public health issues |  |  |
| The data or written report of the analysis itself does not have to be distributed, but the contents and findings must be communicated. |  |  |
| Data analysis developed by others must have a connection to the state and the state’s population and contain information of public health significance.  |  |  |

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| **Measure # 1.3.2 S (State only)** | Statewide public health data and their analysis provided to various audiences on a variety of public health issues |
| RD # 1 | The distribution of data analysis and findings that address public health issues to specific audiences | Example # 2 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 1 | The state health department must document distribution of analytical public health findings to specific audiences in the state. |  |  |
| Must include data on one or more specific public health issues |  |  |
| The data or written report of the analysis itself does not have to be distributed, but the contents and findings must be communicated. |  |  |
| Data analysis developed by others must have a connection to the state and the state’s population and contain information of public health significance.  |  |  |

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| **Measure # 1.3.2 L (Local only)** | Public health data provided to various audiences on a variety of public health issues |
| RD # 1 | The distribution of data analysis and findings to address community public health issues, to specific audiences | Example # 1 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 1 | The local health department must document distribution of analytical public health findings to specific audiences in the community. |  |  |
| Examples must include data on one or more specific public health issues |  |  |
| The data or written report of the analysis itself does not have to be distributed, but the contents must be communicated. |  |  |
| Data analysis developed by others must have a connection to the jurisdiction and the population served by the health department and contain information of public health significance. |  |  |

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| **Measure # 1.3.2 L (Local only)** | Public health data provided to various audiences on a variety of public health issues |
| RD # 1 | The distribution of data analysis and findings to address community public health issues, to specific audiences | Example # 2 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 1 | The local health department must document distribution of analytical public health findings to specific audiences in the community. |  |  |
| Examples must include data on one or more specific public health issues |  |  |
| The data or written report of the analysis itself does not have to be distributed, but the contents must be communicated. |  |  |
| Data analysis developed by others must have a connection to the jurisdiction and the population served by the health department and contain information of public health significance. |  |  |

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| **Measure # 1.3.2 T (Tribal only)** | Public health data provided to the Tribal community on a variety of public health issues |
| RD # 1 | The distribution of data analysis and findings to address community public health issues, to specific audiences | Example # 1 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 1 | The Tribal health department must document distribution of analytical public health findings to specific audiences in the Tribe. |  |  |
| Examples must include data on one or more specific public health issues |  |  |
| The data or written report of the analysis itself does not have to be distributed, but the contents must be communicated. |  |  |
| Data analysis developed by others must have a connection to the Tribal health department and the population served by the Tribal health department and contain information of public health significance. |  |  |

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| **Measure # 1.3.2 T (Tribal only)** | Public health data provided to various audiences on a variety of public health issues |
| RD # 1 | The distribution of data analysis and findings to address community public health issues, to specific audiences | Example # 2 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 1 | The Tribal health department must document distribution of analytical public health findings to specific audiences in the Tribe. |  |  |
| Examples must include data on one or more specific public health issues |  |  |
| The data or written report of the analysis itself does not have to be distributed, but the contents must be communicated. |  |  |
| Data analysis developed by others must have a connection to the Tribal health department and the population served by the Tribal health department and contain information of public health significance. |  |  |

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| **Measure # 1.4.1** | Data used to recommend and inform public health policy, processes, programs, and/or interventions |
| RD # 1 | The use of data to inform public health policy, processes, programs, and/or interventions | Example # 1 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 1 | The health department must document that public health data have been used to impact the development of policies, processes, programs, or interventions or the revision or expansion of an existing policies, processes, programs, or interventions.Note: Internal health department policies do not meet the intent of this measure.  |  |  |
| The data used to inform the policy, process, program, or intervention must also be included. |  |  |
| The health department must demonstrate the use of the data. |  |  |
| One of the two examples must demonstrate the use of data across multiple data sets, databases, or data source. |  |  |

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| **Measure # 1.4.1** | Data used to recommend and inform public health policy, processes, programs, and/or interventions |
| RD # 1 | The use of data to inform public health policy, processes, programs, and/or interventions | Example # 2 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 1 | The health department must document that public health data have been used to impact the development of policies, processes, programs, or interventions or the revision or expansion of an existing policies, processes, programs, or interventions.Note: Internal health department policies do not meet the intent of this measure.  |  |  |
| The data used to inform the policy, process, program, or intervention must also be included. |  |  |
| The health department must demonstrate the use of the data. |  |  |
| One of the two examples must demonstrate the use of data across multiple data sets, databases, or data source. |  |  |

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| **Measure #1.4.2 S****(State only)** | Statewide summaries or fact sheets of data to support health improvement planning processes at the state level |
| RD # 1 | State health data summaries or fact sheets | Example # 1 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 1 | The state health department must provide summaries or fact sheets that condense the state’s public health data. |  |  |

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| **Measure #1.4.2 S (State only)** | Statewide summaries or fact sheets of data to support health improvement planning processes at the state level |
| RD # 1 | State health data summaries or fact sheets | Example # 2 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 1 | The state health department must provide summaries or fact sheets that condense the state’s public health data.Note: health data summaries are not the same as a state health assessment.  |  |  |

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| **Measure #1.4.2 S (State only)** | Statewide summaries of state data to public health system partners, community groups and key stakeholders  |
| RD # 2 | Distribution of health data summaries to public health system partners, community groups, and key stakeholders | Example # 1 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 2 | The state health department must document the distribution of summaries of health data to public health system partners, community groups, Tribal health departments, local health departments, elected officials, or key stakeholders, such as governing entities or community advisory groups.Note: health data summaries are not the same as a state health assessment. |  |  |

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| **Measure #1.4.2 S (State only)** | Statewide summaries of state data to public health system partners, community groups and key stakeholders |
| RD # 2 | Distribution of health data summaries to public health system partners, community groups, and key stakeholders | Example # 2 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 2 | The state health department must document the distribution of summaries of health data to public health system partners, community groups, Tribal health departments, local health departments, elected officials, or key stakeholders, such as governing entities or community advisory groups.Note: health data summaries are not the same as a state health assessment. |  |  |

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| **Measure #1.4.2 T/L (Tribal/Local only)** | Tribal/community summaries or fact sheets of data to support public health improvement planning processes at the Tribal or local level |
| RD # 1 | Tribal or community health data summaries or fact sheets | Example # 1 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 1 | The Tribal or local health department must provide summaries or fact sheets of Tribal /community health data that condensepublic health data.Note: Tribal or local health data summaries are not the same as a community health assessment.  |  |  |

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| **Measure #1.4.2 T/L (Tribal/Local only)** | Tribal/community summaries or fact sheets of data to support public health improvement planning processes at the Tribal or local level |
| RD # 1 | Tribal or community health data summaries or fact sheets | Example # 2 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 1 | The Tribal or local health department must provide summaries or fact sheets of Tribal /community health data that condensepublic health data.Note: Tribal or local health data summaries are not the same as a community health assessment. |  |  |

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| **Measure #1.4.2 T/L (Tribal/Local only)** | Tribal/community summaries or fact sheets of data to support public health improvement planning processes at the Tribal or local level |
| RD # 2 | Distribution of health data summaries to public health system partners, community groups, and key stakeholders | Example # 1 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 2 | The Tribal or local health department must document the distribution of summaries of health data to public health system partners, community groups, other Tribal and local health departments, elected officials, or key stakeholders, such as governing entities or community advisory groups.Note: Tribal or local health data summaries are not the same as a community health assessment. |  |  |

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| **Measure #1.4.2 T/L (Tribal/Local only)** |  Tribal/community summaries or fact sheets of data to support public health improvement planning processes at the Tribal or local level |
| RD # 2 | Distribution of health data summaries to public health system partners, community groups, and key stakeholders | Example # 2 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 2 | The Tribal or local health department must document the distribution of summaries of health data to public health system partners, community groups, other Tribal and local health departments, elected officials, or key stakeholders, such as governing entities or community advisory groups.Note: Tribal or local health data summaries are not the same as a community health assessment. |  |  |

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| **Measure #1.4.3 S (State only)** | Support provided to Tribal and local health departments in the state concerning the development and use of summaries of community data |
| RD # 1 | Tools and guidance | Example # 1 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 1 | The state health department must document that data analysis and/or data presentation tools were provided to Tribal and local health departments in the state. |  |  |

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| **Measure #1.4.3 S (State only)** | Support provided to Tribal and local health departments in the state concerning the development and use of summaries of community data |
| RD # 1 | Tools and guidance | Example # 2 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 1 | The state health department must document that data analysis and/or data presentation tools were provided to Tribal and local health departments in the state. |  |  |

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| **Measure #1.4.3 S (State only)** | Support provided to Tribal and local health departments in the state concerning the development and use of summaries of community data |
| RD # 2 | Summaries of community data | Example # 1 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 2 | The state health department must provide summaries of data of the Tribal and local community. |  |  |
| These must be summaries of data specific to the Tribe or local area |  |  |

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| Evidence of Authenticity and Date are required within the documentation itself. If this evidence is difficult to locate or is found within supporting documentation, please provide a brief explanation of the location here and/or provide the supporting documentation to demonstrate the date and/or evidence of authenticity.  |
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| **Measure #1.4.3 S (State only)** | Support provided to Tribal and local health departments in the state concerning the development and use of summaries of community data |
| RD # 2 | Summaries of community data | Example # 2 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 2 | The state health department must provide summaries of data of the Tribal and local community. |  |  |
| These must be summaries of data specific to the Tribe or local area |  |  |

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| **Measure #1.4.3 S (State only)** | Support provided to Tribal and local health departments in the state concerning the development and use of summaries of community data |
| RD # 3 | Determination of support or assistance in the analysis and understanding of data appropriate for Tribal and local health departments decision making | Example # 1 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 3 | The state health department must document that it has asked Tribal and local health departments about what support or technical assistance is needed or requested. |  |  |
| 1 example is a Tribal health department if one exists in the state. |  |  |

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| Evidence of Authenticity and Date are required within the documentation itself. If this evidence is difficult to locate or is found within supporting documentation, please provide a brief explanation of the location here and/or provide the supporting documentation to demonstrate the date and/or evidence of authenticity.  |
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| **Measure #1.4.3 S (State only)** | Support provided to Tribal and local health departments in the state concerning the development and use of summaries of community data |
| RD # 3 | Determination of support or assistance in the analysis and understanding of data appropriate for Tribal and local health departments decision making | Example # 2 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 3 | The state health department must document that it has asked Tribal and local health departments about what support or technical assistance is needed or requested. |  |  |
| 1 example is a Tribal health department if one exists in the state. |  |  |

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| **Measure #1.4.3 S (State only)** | Support provided to Tribal and local health departments in the state concerning the development and use of summaries of community data |
| RD # 4 | Technical assistance provided to Tribal and local health departments in the analysis and understanding of data appropriate for public health decision making | Example # 1 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 4 | The state health department must document the assistance that it provided to Tribal and local health departments concerning the use of summaries of data. |  |  |
| 1 example is a Tribal health department if one exists in the state. |  |  |

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| **Measure #1.4.3 S (State only)** | Support provided to Tribal and local health departments in the state concerning the development and use of summaries of community data |
| RD # 4 | Technical assistance provided to Tribal and local health departments in the analysis and understanding of data appropriate for public health decision making | Example # 2 |

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| **Required Elements from Guidance** (including bulleted items) | PDF Page Number(s)  | Explanatory Notes  |
| 4 | The state health department must document the assistance that it provided to Tribal and local health departments concerning the use of summaries of data. |  |  |
| 1 example is a Tribal health department if one exists in the state. |  |  |

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