

### Overview of Section 3 of the Annual Report

Section 3 of the Annual Report focuses on the population health outcomes and their related objectives that accredited health departments are actively monitoring as part of their work to improve the health status of the jurisdiction they serve. Section 3 builds on the population health outcomes reporting requirement in reaccreditation. You will both update the list of topics your health department is tracking in your jurisdiction and will provide more recent information about 5-10 objectives. For one of those objectives, you will provide a narrative to describe progress in that area.

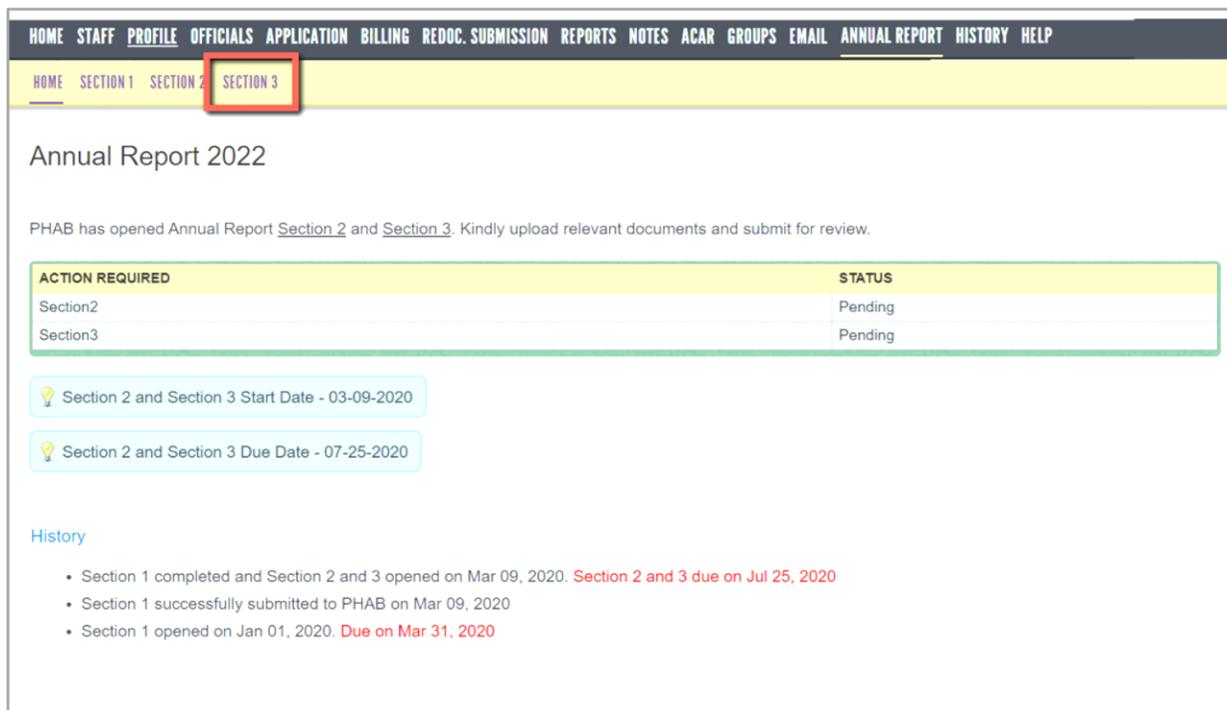
### Timeline for Submitting Section 3 of the Annual Report to PHAB

After Section 1 of the Annual Report has been reviewed and deemed complete by PHAB staff, Sections 2 and 3 will be opened simultaneously. The health department will have 30 days to complete both sections and submit them to PHAB via e-PHAB.

### Step 1: Access Section 3 Tab

Click on the Section 3 subtab.

The e-PHAB system will present a new “Section 3” subtab on the Annual Report tab.



The Section 3 tab looks similar to the Outcomes tab during reaccreditation. There are tables for each of the PHAB Broad Areas. Each table lists the topics associated with the Broad Area with these columns:

- **Data being tracked** – This will be prepopulated such that all topics that were selected the previous year (either during reaccreditation submission or a previous year of the Annual Report) will be checked.
- **Data Reported** – If you provide detailed information about an objective in this reporting year, this column will automatically be checked. You cannot check or uncheck it.

- **Reported Previous Year** – This will show the topics about which the health department provided detailed information last year. You cannot check or uncheck it.

Mortality	Data being Tracked	Data Reported	Reported previous year
<a href="#">Addiction and other substance use-related mortality</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Alzheimer's mortality</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Automobile mortality (e.g., alcohol impaired driving)</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Step 2. Update the Data being Tracked Column

Review the Data being Tracked column which indicates which topics the health department indicated it was tracking in the previous reporting year.

- You can check any new topics that you are tracking.
- You can uncheck any topics that the health department is no longer tracking.

**Tip: PHAB periodically adds new topics. Please read the list carefully to see if your health department is tracking any of these new topics that were not available when you filled out the form last year.**

You also have the option to add a custom topic. If you are tracking a population health outcome and you do not see a topic that corresponds to it, use the “Add custom topic” button to enter a new topic. The year you add a custom topic, you will also have the ability to edit the name of that topic.

**Tip: If a similar topic already exists, please use that topic rather than creating a custom one. For example, because “obesity” is an existing topic, it is not necessary to create a custom topic for “youth obesity.”**

Genetics	Data being Tracked	Data Reported	Reported previous year	Edit Custom Topics
<a href="#">Access to genetic counseling</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">Access to genetic screening</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">Surveillance for genetic disorders</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Add custom topic**

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**Save** **Cancel**

### Step 3. Provide detailed information about 5-10 objectives

To provide detailed information about one of the objectives, from the main Section 3 page (which lists all of the Broad Areas and topics), click on the hyperlink for the topic.

Mortality	Data being Tracked	Data Reported	Reported previous year	Edit Custom Topics
<a href="#">Addiction and other substance use-related mortality</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<a href="#">Alzheimer's mortality</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

It will take you to a page for that topic. If you've previously reported data on that topic, you will see multiple tables. The one at the top of the page is where you would enter new data from this year. Lower down on the page, there will be a table for each of the previous year(s) you reported data.

Objectives	Target	Baseline Year	Baseline Data	Most Recent Year	Most Recent Data	Data Source	Source of Benchmark Data	CHA	CHIP	Strategic Plan	Measures	Not Reported
<a href="#">Decrease single mothers living at or below 100% FPL</a>								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

[Add New Objective](#) [Delete](#)

*Data Reported on 2019*

Objectives	Target	Baseline Year	Baseline Data	Most Recent Year	Most Recent Data	Data Source	Source of Benchmark Data	CHA	CHIP	Strategic Plan	Measures
Decrease single	34 percent	2012	52	2015	37.5	US Census,	US Census,	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

### New Data for a Previously Reported Objective

When you click on the hyperlink in the objective column in the table at the top of this page (reporting for this year), you will be given the opportunity to add more recent data. Because this is an objective you reported on previously, you are not able to edit the name of the objective, the baseline data, or the data you provided previously. You will only be asked to provide new data and to indicate whether the work that the health department is doing related to that objective is represented in the community health assessment, community health improvement plan, strategic plan, or efforts tied to a PHAB reaccreditation measure.

Remember, you must include a narrative for one of the the Section 3 page for instructions about that narrative.

Objectives	Target	Baseline Year	Baseline Data
<a href="#">Decrease the rate of drug overdose deaths</a>			

### Add/Edit Objective

Objective:

Most Recent Data:

Most Recent Year:

Reaccreditation Measures:

CHA  
 CHIP  
 Strategic Plan

Narrative:

## Narratives

There is also a box to provide a narrative. For **one** of the objectives in the Annual Report you are required to write a narrative, to tell that objective's story for the previous year. This narrative should be no more than 500 words and should not include special characters such as dashes or bullets. Please address:

- What the health department has done, in collaboration with its partners, to work towards the target;
- What challenges the health department and its partners have encountered;
- How the actions taken by the health department and its partners have contributed to progress towards the target;
- How the health department knows it is making progress towards the target (for example, what short-term measures help the health department track progress); and
- How the health department and its partners are working to promote health equity in this area.

**Tip: This narrative field is optional in e-PHAB but be sure to provide a narrative for at least one objective. If you do not, Section 3 will be re-opened and you will need to resubmit it with a narrative.**

## Not Reported

While health departments are encouraged to provide updates on the objectives they reported on in the previous year, we understand that priorities may change. If necessary, you can select “Not Reported” if you are no longer reporting on a particular objective.

**Tip: Health departments are required to report on 5-10 objectives. If you are no longer reporting on one of them, be sure you still have 5. This may mean adding a new objective.**

Objectives	Target	Baseline Year	Baseline Data	Most Recent Year	Most Recent Data	Data Source	Source of Benchmark Data	CHA	CHIP	Strategic Plan	Measures	Not Reported
Decrease the rate of drug overdose deaths among LC resident by 1% by December 2020				XXXX	XXXX							<input checked="" type="checkbox"/>

## New Objectives

In addition, if you are tracking a different objective in this topic, you can also select “Add new objective.” For example, you might use this option if previously you had been reporting on tobacco use among adults and now you are reporting on tobacco use among youths. You might also use this option if you are reporting on the same objective (reducing adult tobacco use) but you want to change your target. When you add a new objective, you will be asked to fill in all the fields including the objective name, target, baseline data, data source, and source of benchmark data.

**Tip: Review the Population Health Outcomes Tip Sheet for guidance on how to fill in these fields.**

<input type="checkbox"/>	Objectives	Target	Baseline Year	Baseline Data	Most Recent Year	Most Recent Data	Data Source	Source of Benchmark Data	CHA	CHIP	Strategic Plan	Measures
<input type="checkbox"/>	<a href="#">Decrease the rate of drug overdose deaths among LC resident by 1% by December 2020</a>				XXXX	XXXX						

If you add a new objective this year, you will have the option to delete it by checking the box and hitting the delete button. You can only delete objectives that you added this year.

<input type="checkbox"/>	Objectives	Target	Baseline Year	Baseline Data	Most Recent Year	Most Recent Data	Data Source	Source of Benchmark Data	CHA	CHIP	Strategic Plan	Measures	Not Reported
<input type="checkbox"/>	<a href="#">Decrease the rate of drug overdose deaths among LC resident by 1% by December 2020</a>				XXXX	XXXX			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	New Objective	New Objective	2020	New Objective	2020	New Objective	New Objective	New Objective	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	New Objective	

## Step 4. Submit to PHAB

Double check that you have completed Section 3, including:

- Checking all the topics being tracked by the health department (whether or not you are providing details about them in this report).
- Providing detailed information about 5-10 objectives.
- Providing a narrative about one topic.

When you have verified those three items, click the Mark as Complete button. If you realize that you need to edit Section 3 after you have pressed that button, you can select [Continue Editing](#)

The health department director can only submit Section 2 and 3 to PHAB if:

- A document has been uploaded in Section 2; AND
- Section 3 is marked as complete.

HOME SECTION 1 SECTION 2 SECTION 3

*Instructions for Outcomes for Reporting year : 2022*

The "Data being Tracked" column includes all topics the health department is currently tracking. By default, all boxes you checked last year have been checked. You may deselect any topics you are no longer tracking and you can check a new box to indicate a topic you have just begun tracking. If you are tracking a topic area that is not included in this list, select "Add custom topic" and enter the topic name.

To report on specific data, click on the topic name. You must report specific data on a total of 5 to 10 population health outcomes objectives. Do not report on less than 5 or more than 10. You are encouraged to report on the same objectives from last year. However, if there is one objective you are no longer tracking with your community, please select another objective instead.

For ONE of those objectives, the health department will write a narrative, no more than 500 words, to tell that objective's story for the previous year. This narrative should address:

- What the health department has done, in collaboration with its partners, to work towards the target;
- What challenges the health department and its partners have encountered;
- How the actions taken by the health department and its partners have contributed to progress towards the target;
- How the health department knows it is making progress towards the target (for example, what short-term measures help the health department track progress); and
- How the health department and its partners are working to promote health equity in this area.

[Mark as Complete](#)