

Public Health and Safety Division – Procedures



Management System:

ADM Performance Management / Quality Improvement

Page No. :

Page 1 of 7

Title:

HealthSTAT Database Fields Requirements

Issue No. :

1

Issue Date :

03/24/2017

1. PURPOSE

This procedure provides requirements for each field in the HealthSTAT database ensuring program planning, implementation, monitoring, and evaluation is properly documented. Use of this procedure will ensure the HealthSTAT database contains essential information for strategic and operational planning, performance improvement, reporting, and record keeping.

2. SCOPE

This procedure applies to all users of the HealthSTAT database. This procedure specifies minimum information requirements for each HealthSTAT database field.

3. RESPONSIBILITY

Supervisors

1. Ensure staff has the knowledge and skill to conduct basic program planning, implementation, monitoring, and evaluation prior to assigning responsibilities that require the use of the HealthSTAT database.
2. Review information in the database on a routine basis ensuring compliance with this procedure.

Users

1. Complete data fields in accordance with this procedure.
2. Ensure database information is relevant, accurate, and timely.

Public Health System Improvement Office (PHSIO)

1. Monitor the use of the HealthSTAT database. Promote utilization and quality of database information through training and technical assistance.
2. Provide the Division Administrator and the Management Team with an annual report in April of each year on compliance with this procedure.

4. DEFINITIONS

Core Activity: A discrete unit of work with a common purpose, which can be a short or long term duration project of a continual work process. It is a budgetary unit and requires a work plan.

HealthSTAT: HealthSTAT is the name of both the Public Health and Safety Division’s data-driven progress reviews and the database software on which these reviews are structured. The HealthSTAT database contains work plans and performance measure charts for every program within the Division, and is used during HealthSTAT progress reviews.

Management Team: Consists of the Division Administrator, all Bureau Chiefs, the State Epidemiologist, the State Medical Officer, the Public Health System Improvement Office Coordinator and the Zoonotic Diseases Epidemiologist.

Program: Groupings of activities that provide certain products or services with a common purpose. A set of activities undertaken to realize one common purpose with an identifiable result or outcome.

Work Plan: The framework used by the PHSD for planning, budgeting, and managing work on a project or program over a period of time.

Outcome Metric: Measuring something that follows as a result or consequence of an action(s).

Process Metric: Measuring a series of actions or operations in a sequence; especially a continuous operation or treatment marked by gradual changes that lead toward a particular result.

5. PROCEDURE

Step 1. Ensure individual entering information into the HealthSTAT database has permission to enter data and make changes. Note: Bureau Chiefs have permission to assign program managers and program managers have permission to assign core activity managers.

Step 2. Enter summary information into the HealthSTAT database fields for the bureau, program, or core activity in accordance with the following standards.

Mission Section	
HealthSTAT Field	What to Enter
Bureau, Program, or Core Activity Name	Enter the name of the bureau, program, or core activity.
Bureau, Program, or Core Activity Mission	State why the bureau, program, or core activity exists. The statement starts with an action verb related to your task and includes a statement why the task is being performed (purpose).
Approved Amount	Enter the dollar amount of the total budgeted to the bureau, program, or core activity or the current MT state fiscal year (July-June).
Bureau, Program or Core Activity Managers	The manager is the person(s) who is responsible for the information in the database and assigns subordinate managers or proxy managers.

Proxy Manager

Select the box if an individual is a proxy completing information in the HealthSTAT database on the behalf of the actual manager(s).

Desired Outcomes Section

HealthSTAT Field

Desired Outcomes

What to Enter

List what you are trying to accomplish with the task identified in the mission statement.

Supported Strategic Plan Items Section

HealthSTAT Field

Supported Strategic Plan Items

What to Enter

Double click the box to select strategies the bureau, program, or core activity supports from the PHSD Strategic Plan. Only strategies included at the next higher level (bureau, or program) will be available. If a specific strategy is not shown, it will need to be added at the bureau, or at the program level for a core activity.

Outcome Metrics Section

Note: Outcome metrics fields are accessed by clicking the "Add Metric" button or clicking the "View" button if a metric already exists.

Summary Analysis Section

HealthSTAT Field

Is performance getting better, worse, or staying the same, and why?

What to Enter

This is a required field. If information is not available, annotate the date of the future review. If information is available, provide a concise report on findings and conclusions from the analysis of metric data answering the question: is performance getting better, worse, or staying the same, and why?

What are the opportunities for improvement and how were these determined?

Enter all potential opportunities you examined that could improve outcomes. Include how these opportunities were identified.

What are the next steps?

Enter the opportunities selected to improve or maintain outcomes. List specific actions associated with the opportunities and enter the same actions on the Action Plan section.

Quality Improvement Activities

If the Continuous Quality Improvement (CQI) work (as described in the above three boxes) requires a deliberate process to improve performance due to the scope of the issue, resources required, or involvement from multiple organizations, consider a Formal QI project. This box is used to summarize Formal QI activities underway or completed related to this metric. Depending on where you are at in the process, briefly summarize your activities in each step of the Plan, Do, Study, Act methodology. Reference the PHSD QI Procedure for more detail on the Formal QI process.

Metric Description

HealthSTAT Field

Metric Definition

What to Enter

In a sentence, state the time period, how measured, what is being measured, for what reason. Example: Annual percentage of survey respondents that agree or strongly agree that the PHSD meets expectations for quality service delivery.

Target Rationale

Describe how you came up with the metric target number included in the Metric Data section. This could be based on discussion with management, a grant requirement, a national or state standard, an industry standard, etc.

Data Source

Name the source of your information.

Benchmark

Enter the benchmark based on an industry standard or national/state average. This number reflects a satisfactory or expected performance level.

Metric Data

HealthSTAT Field

Actual Value

What to Enter

Enter the number directly from your Data Source

Target Value

Enter the desired numerical value of the metric for the period reported.

Threshold Value

Enter a value that reflects the lowest point before performance decline is a significant concern. This is the lower range of the band of performance.

Year

Enter the year of review.

Period

Enter the performance period. This is the time period that data is collected for this metric (weekly, monthly, yearly, etc.) This selection is based on the information selected in the Metric Frequency drop down field in the Metric/Charting Properties section.

Metric Name

Enter a descriptive name for this metric.

Metric Frequency	Select the frequency that the metric data is collected and the metric is reviewed.
Data Type	Select the data type.
Actual Chart Type	Select bar or line.
Target Chart Type	Select bar or line.
Min Year	Enter the first year you want the chart to display.
X Min	Select the first reporting period you want the chart to display.
Max Year	Enter the last year you want the chart to display.
X Max	Select the last reporting period you want the chart to display.
X Label	Enter the time period (Year, Week, etc.). This will display on the bottom (X axis) of your graph.
Y Min	Enter the minimum to display on the chart's Y-axis. This will correspond to the number entered in the Actual Value field of the Metric Data section.
Y Max	Enter the maximum to display on the chart's Y-axis. This will correspond to the number entered in the Actual Value field of the Metric Data section.
Y Label	Enter your chart's Y-axis descriptive label. This is what you are measuring over time.

Process Metrics Section

Note: Completion of the Process Metrics section is the same as the Outcome Metrics section. Please refer to the definitions section of this procedure for an understanding of the differences between Outcome and Process Metrics.

Action Plan Section

HealthSTAT Field	What to Enter
Task	Enter a description of the action starting with an action word.
Employees	Select the employees that will be working on the task. These individuals must first be added to Personnel section
Start	Date the activity is scheduled to begin.
Due	Date the activity is due.
Completed	Date the activity is completed.

Status	Select the status of the activity.
Type	Select the type of the activity based on the frequency.
Notes	Enter a summary report on the activity. If the activity is completed, enter your assessment of the activity's effectiveness and what could be done better next time.

Partner Organizations Section

HealthSTAT Field	What to Enter
Partner Organizations	List all partner organizations for this core activity.

Personnel Section

HealthSTAT Field	What to Enter
Name	Select employees associated with the core activity.
FTE	Enter the amount of allocated individual employee's time based on a full time workweek. 1.0 equals 40 hours.

Additional Resources Section

Note: Additional resources are entered by clicking the "Add Link" or "Add Document" button for a new resource or the "View" button to modify an existing resource.

HealthSTAT Field	What to Enter
Resource Description	Enter a descriptive title of the resource.
Resource Name	This field is completed by the database and reflects the name of the document or internet link.

Progress Reviews Section

Note: Progress reviews are entered by clicking the "Add Item" button for a new review or the View button to modify an existing draft review.

HealthSTAT Field	What to Enter
Reviewer	Type the name of the person(s) who reviewed the program or Core Activity.
Role	Enter the position of the individual conducting the review, i.e. bureau chief, program manager, program staff, management team, etc.
Tier	Select the proper Tier from the drop down list.
Areas Reviewed	List the items of the program or core activities that were reviewed.
Successes and Challenges	Summarize program or core activity successes and challenges discussed during the review.

Next Steps

Summarize the steps that the program or core activity will take in the future to address challenges or to maintain success. Include any opportunities that will be explored to include the consideration of a Formal Quality Improvement project if warranted.

Draft

Uncheck this box to finalize the review,

[View PDF Snapshot](#)

A .pdf is automatically created as a snapshot in time once the check box is unchecked

6. RECORDS

Record	Where Filed	Responsible Individual	Indexing Method	Minimum Retention Time
Work plan archive of all office, program, and core activity work plans in the HealthSTAT database. Downloaded the last week of June each State Fiscal Year.	PHSD SharePoint; PHSIO Documents	Management Analyst, Public Health System Improvement Office	By year and program	Indefinitely

7. RELATED DOCUMENTATION

HealthSTAT Progress Review Guidelines

HealthSTAT Framework Guide

HealthSTAT Help Text

8. REVISION LOG

Issue No.	Issue Date	Description of Change(s)

AUTHORIZATION

Name	Title	Date
Todd Harwell	Administrator	03/24/2017