



COUNTY OF SAN DIEGO
HEALTH AND HUMAN SERVICES AGENCY



LIVE WELL
SAN DIEGO

PUBLIC HEALTH SERVICES

Program Index Template Guidance

February 2023



Inquiries regarding the *Public Health Services Program Index Template* may be directed to:

Public Health Services Administration
Seville Plaza
5469 Kearny Villa Rd. Ste. 2000 | MS P-578
San Diego, CA 92123

All materials in this *Program Index Template* are in the public domain and may be reproduced and copied without permission. However, please include citation to the source when referenced and notify the department (contact information listed above).

The *Program Index Template* was developed under the *Public Health Services Strategic Plan*, in the County of San Diego Health and Human Services Agency, to advance the vision of *Live Well San Diego*. The Plan is also a requirement of national public health accreditation. Public Health Services department was accredited on May 17, 2016.

Revisions: September 2022 (Original), March 2024, May 2024

TABLE OF CONTENTS

SECTION I: PURPOSE AND PROCESS

SECTION II: COMPONENTS OF THE PROGRAM INDEX

SECTION III: PROGRAM INDEX TEMPLATE

SECTION IV: PUBLIC HEALTH SERVICES PROGRAMS BY BRANCHES

SECTION V: GUIDANCE SUMMARY

SECTION I: PURPOSE AND PROCESS

The purpose of the *Public Health Services (PHS) Program Index* is to document and annually update the number and type of programs in each of the PHS branches. The *PHS Program Index* and related documents (i.e., Manager's Manual; Branch, Unit, and Program Operational Manual; Needs Identification Template) should be updated annually to align with the annual budget build process. As such, Branch Program leads are asked to finalize updates of this document at the end of the 3rd quarter of each fiscal year, or March 15. This also aligns with the deadline for updating Program Fact Sheets.

The above document should be located on the PHS SharePoint, with older documents archived on the PHS "S" Drive, under PHS Program Tools. In addition, this document will augment the *PHS Branch, Unit, and Program Fact Sheets*. Having these document eliminated last minute preparation of content when requests are made by community members, County leadership, and other elected officials.

This document is part of a larger Program Profile, which includes:

1. Program Organization Chart (which contributes to the larger branch organization chart)
2. Program Fact Sheet
3. Program Operations Manual*
 - 2.1. [How to Use Manager's Packet](#) (*Instructional Guidance Document*)
 - 2.2. [Manager's Manual Toolkit](#) (*Instructional Guidance Document*)
 - 2.3. [Needs Identification Template](#)
 - 2.4. [Program Operations Manual Template](#)
 - 2.5. [Program Index Template Instructions](#)
 - 2.6. [Program Index](#)
4. Policy and Procedures Documents
5. Protocol/Process Maps

* The documents in [blue](#) are guidance documents, and the documents in [red](#) are for your branch to populate.

SECTION II: COMPONENTS OF THE PROGRAM INDEX

The *Program Index* (2.6 above) is comprised of six sections that provide a quick and reliable overview of each program in each PHS Branch. The sections are as follows:

- **PART A** is the program demographics and includes: 1) Program Name, 2) Branch Name, and 3) Program Manager & Contact Information.
- **PART B** provides a description of the program. This section includes 1) a program description, 2) documents whether the program is mandated or not, 3) documents the authorities that mandates the program, 4) the year the program was established, 5) the program's organizational chart, 6) any website links that describes the program to the public.
- **PART C** includes information about the administration of the program. This includes 1) staffing, 2) number of employee FTEs, 3) volunteer employees (including students and interns), 4) temporary workers of all types, 5) revenue resources, 6) budget, and 7) contracts.
- **PART D** describes the program activities. This section includes the 1) core activities and scope of work of the program, 2) prioritized or focus population(s), 3) metrics to measure the program's success, 4) general program information, 5) Program metrics related to operations and objectives, 6) key partners or stakeholders, 7) Coalitions or collaborative workgroups, 8) risks, 9) a description of Board of Supervisor actions, 10) key documents, and 11) how identified actions and PHS strategic directions (i.e., goals and objectives) are aligned with the County Strategic Plan.
- **PART F** documents all education and outreach efforts. This section includes a listing of 1) abstracts submitted; 2) articles, papers or manuscripts written or contributed to; 3) all presentations made; 4) surveys implemented; 5) health observance events; 6) press stories and press events; and 7) public education campaigns conducted.

- **PART F** documents all education and outreach efforts. This section includes a listing of 1) abstracts submitted; 2) articles, papers or manuscripts written or contributed to; 3) all presentations made; 4) surveys implemented; 5) health observance events; 6) press stories and press events; and 7) public education campaigns conducted.
- **PART G** is the last section and provides the opportunity to list all related documents, not already cited, important for program operations. These documents should be listed on the PHS S-drive with a description of pathway provided.

SECTION III: PROGRAM INDEX TEMPLATE

County of San Diego Health and Human Services Agency
Public Health Services

[Branch Name], [Program Name]
PROGRAM INDEX – FY [XX/XX], [DATE]

PART A: PROGRAM DEMOGRAPHICS

1. Program Name

2. Branch Name

3. Program Manager and Contact
Information

PART B: DESCRIPTION OF PROGRAM

4. Program Description

5. Program Mandated

Yes – State, Yes – Fed, Yes – Fed/State or No

6. Board of Supervisors Authority

Yes or No

7. Year of Program Establishment

8. Organizational Chart

9. Webpage

PART C: PROGRAM ADMINISTRATION

10. Staffing (Name, Title)	
11. Number of FTEs	
12. Volunteers	
12.1 Student Volunteers/Interns	
12.1 Regular Volunteers	
13. Temporary	
13.1 Temporary Expert Professionals	
13.2 Retire/Rehires	
13.3 Temporary Workers	
13.4 Intermittent Workers	
13.5 Student Workers	
14. Revenue Sources	
15. Budget	
16. Contracts (<i>If Applicable</i>)	
16.1 Include a 1-page description for each contract (Hyperlink)	
16.2 Contractor Name	
16.3 Funding Level	
16.4 Contract Goals and Objectives	
16.5 Scope of Work Activities	
16.6 Start Date and Expiration Date	

PART D: PROGRAM ACTIVITIES

17. Core Activities/Scope of Work	
18. Target Population(s)	
19. Metrics to Measure Success	
19.1 General Information	
19.2 PHS Metrics	
19.2.1 Operations (Internal)	
19.2.2 Programmatic	
19.2.3 Population Outcomes	
20. Key Partners/Stakeholders (include influential constituencies)	
21. Coalitions	
21.1 Coalitions Facilitated by Program Staff	

21.2 Coalitions Attended by Program Staff	
22. Risks– Hyperlink to MOR	
23. Board Actions, Initiatives, or Priorities?	<input type="checkbox"/> YES <input type="checkbox"/> NO
23.1 Describe Each	
24. Key Documents (Hyperlink)	
25. County Strategic Plan Alignment	
26. HHSA Strategic Plan Alignment	
27. PHS Strategic Plan Inclusion (include page # of Strategic Plan)	

PART E: LEADERSHIP ACTIVITIES	
28. Committees Serving on (External)	
26.1 County (Internal to PHS)	
26.2 County (External to PHS)	
26.3 Regional	
26.4 State	
26.5 National	
29. Conferences (Local/State/National)	
PART F: EDUCATION AND OUTREACH EFFORTS	
30. List All Program Abstract Submitted	

31. List All Presentations Made	
32. Surveys Implemented	
33. Health Observance Dates/Events	
34. Public Education Campaigns Conducted	

PART G: OTHER	
35. List Documents and Location of Documents on the S Drive	



Program Index
Template for Comple

Click the icon to print out the Program Index Template for completion by Branch Programs:

SECTION IV: PUBLIC HEALTH SERVICES PROGRAMS BY BRANCH

Public Health Services (PHS) department, of the County of San Diego Health and Human Services Agency, is comprised of six programmatic branches and one administrative branch. All branches have a total of 86 PHS programs. Each of the branches, units, and programs has a fact sheet, as well. **Table 1** below lists all branches and programs in PHS. These programs should also align with the PHS organizational chart and the PHS brochure.

Table 1. List of Public Health Services Branches and Programs

	Administration, Public Health Services (PHS Admin)
1.	PHS Admin—Administrative Support Unit
2.	PHS Admin—Community Health Statistics Unit
3.	PHS Admin—Contract Support Unit
4.	PHS Admin—Fiscal/Budget Support Unit
5.	PHS Admin—Grant Support Unit
6.	PHS Admin—Health Services Advisory Board (HSAB) Support
7.	PHS Admin—Information Management Services Unit
8.	PHS Admin—Medi-Cal Administrative Activities/Targeted Case Management Unit <ul style="list-style-type: none">○ MAA○ TCM
9.	PHS Admin—Office of Border Health <ul style="list-style-type: none">○ Community Outreach○ Partner Relay○ Queso Fresco

10.	PHS Admin—Office of Health Equity and Climate Change <ul style="list-style-type: none"> ○ Climate Change ○ Health Equity
11.	PHS Admin—Office of Legislation and Policy <ul style="list-style-type: none"> ○ Legislation ○ Policy
12.	PHS Admin—Office of Performance and Improvement Management <ul style="list-style-type: none"> ○ Accreditation ○ Performance Management ○ QI
13.	PHS Admin—Office of Workforce Development
14.	PHS Admin—PHS Nursing Unit <ul style="list-style-type: none"> ○ Clinical Quality Management Program ○ Surge Capacity ○ Title 15 Program
15.	PHS Admin—Sustainability Unit
	California Children’s Services (CCS)
16.	CCS—Case Management
17.	CCS—Medical Therapy
	Epidemiology and Immunization Services Branch (EISB)
	<i>EISB—Epidemiology Program (EPI)</i>
18.	EISB/EPI—Childhood Lead Poisoning Prevention Program
19.	EISB/EPI—Epidemiology Disease Investigation and Control Program
20.	EISB/EPI—Epidemiology Disease Surveillance Program
21.	EISB/EPI— Healthcare Associated Infections Program (HAI)

22.	EISB/EPI—Hepatitis C Surveillance Program
23.	EISB/EPI—Human Immunodeficiency Virus (HIV) Surveillance Program
24.	EISB/EPI— Infectious Disease Temporary Lodging Program
25.	EISB/EPI—One Health Epidemiology Program (OHEP)
26.	EISB/EPI—Opioid Surveillance and Response (OSAR)
27.	EISB/EPI—School Infectious Disease Prevention and Response Program
	<i>EISB—Immunization Program (IZ)</i>
28.	EISB/IZ—Immunization Administration Program
29.	EISB/IZ—Immunization Disease Prevention and Health Promotion Program
30.	EISB/IZ—Immunization Epidemiology and Evaluation Program
31.	EISB/IZ—Perinatal Hepatitis B Program
32.	EISB/IZ—Vaccine Education and Clinical Outreach Program
33.	EISB/IZ—Vaccine Management Program
34.	EISB/IZ—Vaccine Preventable Disease Investigations Program
	<i>EISB—Office of Vital Records and Statistics (OVRs)</i>
35.	EISB/OVRs—Birth Registration and Issuance Program
36.	EISB/OVRs—Death Registration and Issuance Program
37.	EISB/OVRs—Dog Health Certificate Program (Imports)
38.	EISB/OVRs—Medical Marijuana Identification Card Program
	<i>EISB—Public Health Laboratory (PHL)</i>
39.	EISB/PHL—Beach Water Management Program

40.	EISB/PHL—BioWatch Program
41.	EISB/PHL—Clinical Laboratory Improvement Amendments (CLIA) Program
42.	EISB/PHL—Genomic Epidemiology and Sequencing Program
43.	EISB/PHL—Junior Public Health Microbiologist (PHM) Training Program
44.	EISB/PHL— Non-Diagnostic General Health Assessment (NDGHA) Program
45.	EISB/PHL—Rabies Program
	HIV, STD, and Hepatitis Branch (HSHB)
46.	HSHB—Clinical Services
47.	HSHB— Harm Reduction Services Unit
48.	HSHB—HIV/STI Community Health Services
49.	HSHB—HIV Services
50.	HSHB—Intensive Case Management
51.	HSHB— Sexually Transmitted Infection Prevention
52.	HSHB—Surveillance
	Maternal, Child, and Family Health Services (MCFHS) Branch
	<i>MCFHS/Chronic Disease and Health Equity (CDHE) Unit</i>
53.	MCFHS/CDHE Unit—ARPA Food System Program <ul style="list-style-type: none"> ○ Community Gardens ○ Policy Initiative

54.	MCFHS/CDHE Unit—CalFresh Healthy Living (CFHL) <ul style="list-style-type: none"> ○ Active Transportation ○ Food Systems ○ Healthy Cities, Healthy Residents ○ Lactation ○ Nutrition
55.	MCFHS/CDHE Unit—Childhood Obesity Initiative (COI)
56.	MCFHS/CDHE—Community Food Production Program
57.	MCFHS/CDHE Unit—Live Well @ Work (LW@W)
58.	MCFHS/CDHE Unit—Racial and Ethnic Approaches to Community Health (REACH) <ul style="list-style-type: none"> ○ Active Transportation ○ Food Systems ○ Lactation
59.	MCFHS/CDHE Unit—Tobacco Control Resource Program
60.	MCFHS/CDHE Unit—Tobacco Retail Licensing Program
61.	MCFHS/CDHE—Sustainable, Equitable, and Local Food Sourcing Program and Policy
	<i>MCFHS/Family Preventive and Health Services (FHPS) Unit</i>
62.	MCFHS/FHPS—Black Infant Health (BIH) Program
63.	MCFHS/FHPS—California Home Visiting Program (Healthy Families America and Nurse-Family Partnership)
64.	MCFHS/FHPS—Child Health and Disability Prevention Program (CHDP)
65.	MCFHS/FHPS— Health Care Program for Children in Foster Care <ul style="list-style-type: none"> ○ Psychotropic Medication Monitoring and Oversight (PMMO)

66.	MCFHS/FHPS—Maternal, Child, and Adolescent Health (MCAH) <ul style="list-style-type: none"> ○ Adolescent Health ○ Children and Youth with Special Healthcare Needs (CYSHCN) ○ Perinatal Care Network (PCN) ○ Perinatal Services Coordinator (PSC) [formerly Comprehensive Perinatal Services Program (CPSP)]
67.	MCFHS/FHPS—Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Program (federally funded)
68.	MCFHS/FHPS—Office of Violence Prevention
69.	MCFHS/FHPS—Oral Health Program
70.	MCFHS/FPHS—Perinatal Care Network
71.	MCFHS/FHPS—Perinatal Equity Initiative <ul style="list-style-type: none"> ○ Community Advisory Board ○ Fatherhood ○ Implicit Bias Training ○ Media Campaign (Black Legacy Now)
72.	MCFHS/FHPS—State General Fund-funded Home Visting Program
73.	MCFHS/FHPS—Sudden Infant Death Syndrome (SIDS)
	<i>MCFHS/Surveillance, Epidemiology, and Evaluation (SEE) Unit</i>
74.	MCFHS/SEE—Chronic Disease Surveillance/Multi-State EHR-Based Network for Disease Surveillance (MENDS)
75.	MCFHS/SEE—Epidemiology and Data Analysis
76.	MCFHS/SEE—Evaluation

	Public Health Preparedness and Response (PHPR) Branch
77.	PHPR – Contracts and Grants <ul style="list-style-type: none"> ○ Contracts ○ Fiscal/Budget ○ Grant support ○ Procurements
78.	PHPR—Epidemiology/Bioterrorism Unit <ul style="list-style-type: none"> ○ Chempack ○ Epidemiology/Bioterrorism (Epi/BT) Unit ○ First Responder Prophylaxis ○ Mass Care and Shelter ○ Medical Countermeasures ○ Pan Flu ○ Public Health Nurse Disaster and Public Health Emergency Training Program
79.	PHPR—Exercise and Response Unit <ul style="list-style-type: none"> ○ Excessive heat ○ Medical/Health Exercises and Training ○ Medical Operation Center (MOC) ○ Medical Health Operational Area Coordination (MHOAC) Program ○ PHPR Warehouse Support
80.	PHPR—Programs and Planning Unit <ul style="list-style-type: none"> ○ Hospital Preparedness Program ○ Medical Reserve Corps
	Tuberculosis Control and Refugee Health (TBCRH) Branch
	<i>Tuberculosis Control Unit (TBC):</i>
81.	TBCRH/TBC—Clinical Services

82.	TBCRH/TBC—Cure TB Binational Referral Program
83.	TBCRH/TBC—Education and Outreach
84.	TBCRH/TBC—Surveillance
85.	TBCRH/TBC—TB Case Management
	<i>Refugee Health (RH) Unit</i>
86.	TBCRH/RH—Refugee Health Assessment Program

SECTION V: GUIDANCE SUMMARY

This section provides guidance for the who, what, when, and how guidance.

WHO: This document is intended for Program Managers.

WHAT: The Program Index Template provides detailed information about each program in Public Health Services across its seven branches. Also, the purpose of the Program Index is to document and annually update the number and type of Branch Unit Programs.

WHEN: The Program Index and related documents (i.e., Manager's Manual; Branch, Unit, and Program Operational Manual; Needs Identification Template) should be updated annually to align with the annual budget build process. As such, Branch Program leads are asked to finalize updates of this document at the end of the 3rd quarter of each fiscal year, or March 15. This also aligns with the deadline for updating Program Fact Sheets.

HOW: After completion of the Program Index, it should be returned to the Workforce Director at joann.julien@sdcounty.ca.gov, with copy to the Public Health Officer and Director. All Program Index documents will be stored in the S Drive under S:\PHS\Admin\Workforce Development\Program Index Documents.