

## SECTION III: PROGRAM INDEX TEMPLATE

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

PROGRAM INDEX – FY [     ], [     ]

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	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Authority	
7. Year of Program Establishment	
8. Organizational Chart	
9. Webpage	

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

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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	

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

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<b>27. PHS Strategic Plan Inclusion</b> (include page # of Strategic Plan)	
<b>PART E: LEADERSHIP ACTIVITIES</b>	
<b>28. Committees Serving on (External)</b>	
<b>26.1 County (Internal to PHS)</b>	
<b>26.2 County (External to PHS)</b>	
<b>26.3 Regional</b>	
<b>26.4 State</b>	
<b>26.5 National</b>	
<b>29. Conferences (Local/State/National)</b>	

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**PART F: EDUCATION AND OUTREACH EFFORTS**

**30. List All Program Abstract Submitted**

**31. List All Program Articles, Papers, or Manuscripts Written/Contributed**

**32. List All Presentations Made**

**33. Surveys Implemented**

**34. Health Observance Dates/Events**

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<b>35. Public Education Campaigns Conducted</b>	
<b>36. Any Articles (e.g., Insite, News, Peer-reviewed) and Press Events</b>	
<b>PART G: OTHER</b>	
<b>37. List Documents and Location of Documents on the S Drive</b>	