

Legal Preparedness Toolkit Project

Revision Plan – Group 2
July 22, 2019

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Refresher: Current Document Types

- **Executive Overviews**
One-page snapshots of key concepts and issues
- **Fact Sheets**
One-page documents addressing fundamental issues or legal authorities
- **Issue Briefs**
In-depth information and analyses of fundamental issues
- **State Analysis Guides**
Aids to assist states in identifying / analyzing their statutes, regulations, and policies
- **Current Issues and Updates**
Periodic updates on new and evolving issues
- **Resource Materials**
Bibliographies and links to key agencies, organization, laws, and other documents

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Revisions Across All Toolkits

- Overall goals of revision
 - Update contents
 - Streamline the various types of documents in the toolkits
 - Eliminate redundancies among and within documents
 - Create documents that can be used in more than one toolkit
 - Reorganize the way toolkit documents are presented
- Create framework for addition of future documents/toolkits

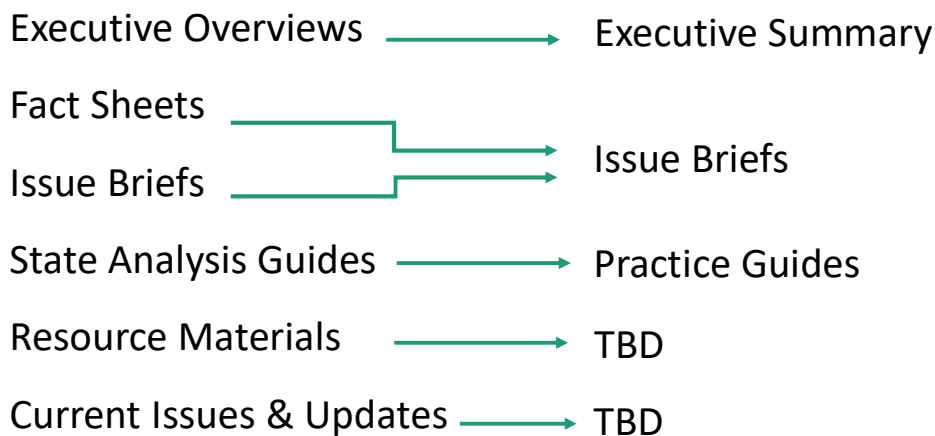
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Streamlined Document Types

Current Toolkits

Revised Toolkits



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Revised Document Types

- **Executive Summary**
 - 2 to 3-page summary of all issues in toolkit; 1 Exec Summary per toolkit
- **Issue Briefs**
 - 4 to 10-page documents; multiple issue briefs; may be used in more than one toolkit
- **Practice Guides**
 - 3 to 6-page documents; combines prior SAGs with practice notes in documents
- **Resource Materials**
 - Will be included; still reviewing options
- **Current Issues & Updates**
 - Will be reserved for future use - TBD

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Eliminate Redundancies

- **Goal:** To the extent possible, eliminate/reduce redundancies among and within toolkit documents while explaining how an issue applies to the toolkit topic
- **Proposed Solution:** Provide fuller explanation of key issues in expanded fact sheets (issue briefs), while streamlining prior issue briefs and eliminating prior fact sheets that are repetitive of issue brief contents
- **Example:** Description of HIPAA Privacy Rule in multiple documents within (and across toolkits)

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Create Documents for Use in Multiple Toolkits

- **Goal:** Create a single document on an issue that can be used in multiple toolkits
- **Proposed Solution:** Create more comprehensive documents about specific topics that apply across multiple toolkits to reduce redundancies and make future updates easier
- **Example:** Create a more comprehensive document about HIPAA Privacy Rule than current 2-page fact sheet in Schools toolkit; use this new document in Information Sharing toolkit and in Schools toolkit

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Reorganize How Toolkit Documents are Presented

- **Currently:** By document type within the toolkit table of contents/ landing page
- **Proposed Solution:** Organize by sub-issues within toolkits
- **Example:** From the PH & Information Sharing toolkit:

PH & Information Collection, Use, Sharing, and Protection

- IB - PH Legal Authorities to Collect, Use, Share, and Protect Information
- IB - FERPA
- IB - HIPPA Privacy Rule
- Practice Guide – PH & Information Collection, Use, Sharing, and Protection

PH Collection and Use of Information as an Employer

- IB - PH Collection and Use of Information as an Employer
- IB – ADA
- Practice Guide - PH and Employee Information

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Questions ?



Comments

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PH & Information Sharing Toolkit

Summary of Revisions

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Refresher: Current PH & Info Sharing Documents

Executive Overviews / Summaries	- Public Health and Employee Information (1 pg) - Public Health and Information Sharing Key Issues (1 pg)
Fact Sheets	- Americans with Disabilities Act (4 pgs) - Public Health Legal Authorities to Collect, Use, Share, and Protect Information (4 pgs)
Issue Briefs	- Authorities/Limitations in Sharing Information Between PH Agencies & Law Enforcement (16 pgs) - Public Health Agencies as Employers: Obtaining and Using Employee Health Information for Preparedness Planning and Response (8 pgs) - Public Health Collection, Use, Sharing, and Protection of Information (18 pgs)
State Analysis Guides	- Public Health and Employee Information (3 pgs) - Public Health Authorities and Information Sharing (3 pgs) - Public Health Information Sharing with Law Enforcement (5 pgs)
Current Issues & Updates	0 documents
Supplemental Materials	1 document (11 pgs)
<i>Total Documents</i>	<i>10 (11)</i>

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PH & Info Sharing Toolkit – Overview of Changes

- Focus on the three facets of issue: (1) PH authorities to collect, etc.; (2) sharing information with law enforcement; and (3) PH agency as employer
- Eliminate/combine existing executive overviews and one fact sheet into a new Executive Summary document
- Streamline/reorganize existing three issue briefs
- Expand/create stand alone issue briefs on: ADA, FERPA, HIPPA Privacy Rule
- Create three new Practice Guides from existing state analysis guides and “practice notes” sections in current fact sheets and issue briefs

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Revised Documents – Executive Summary

Current

Executive Overviews

- Public Health and Employee Information
- Public Health and Information Sharing Key Issues

Revised

Executive Summary

- Public Health and Information Sharing
 - PH authority to collect, use, share, and protect information
 - PH and law enforcement sharing information
 - PH collection and use of information as an employer

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Revised Documents - PH Authority to Collect, etc.

Current

Fact Sheets

- Public Health Legal Authorities to Collect, Use, Share, and Protect Information

Issue Briefs

- Public Health Collection, Use, Sharing, and Protection of Information

Revised

Issue Briefs

- PH Authority to Collect, Use, Share, and Protect Information
- HIPPA Privacy Rule
- FERPA

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Revised Documents - PH and Law Enforcement, etc.

Current

Issue Briefs

- Authorities/Limitations in Sharing Information Between PH Agencies & Law Enforcement

Revised

Issue Briefs

- PH and Law Enforcement Sharing Information
- HIPPA Privacy Rule
- FERPA

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Revised Documents – PH as Employer

Current

Executive Overviews

- Public Health and Employee Information

Fact Sheets

- Americans with Disabilities Act

Issue Briefs

- Public Health Agencies as Employers: Obtaining and Using Employee Health Information for Preparedness Planning and Response

Revised

Issue Briefs

- PH Collection and Use of Information as an Employer
- ADA
- HIPPA Privacy Rule

Other Possible Issue Briefs

- OSHA

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Revised Documents – Practice Guides

Current

Fact Sheets

- “Practice Notes” sections

Issue Briefs

- “Practice Notes” sections

State Analysis Guides

- PH Authorities and Information Sharing
- PH Information Sharing with Law Enforcement
- PH and Employee Information

Revised

Practice Guides

- PH Authorities and Information Sharing
- PH Information Sharing with Law Enforcement
- PH and Employee Information

Other Possible Practice Guides

- Educating the Public about Sharing Information (only a working title....)

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Summary of Revised Documents – PH & Info Sharing

Executive Summary	• Public Health and Information Sharing
Issue Briefs	• PH Authority to Collect, Use, Share, and Protect Information • HIPPA Privacy Rule • FERPA • PH and Law Enforcement Sharing Information • PH Collection and Use of Information as an Employer • ADA
Practice Guides	• PH Authorities and Information Sharing • PH Information Sharing with Law Enforcement • PH and Employee Information
Current Issues & Updates	<i>[Reserved]</i>
Supplemental Materials	<i>[TBD]</i>
<i>Total Documents</i>	<i>10 (11)</i>

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Questions ?



Comments

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PH & Schools Toolkit

Summary of Revisions

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Refresher: Current PH & Schools Documents

Executive Overviews / Summaries	- Public Health & Schools Authority Issues and Concepts (1 pg) - School Vaccination Activities (1 pg)
Fact Sheets	- Comparison of FERPA and HIPAA Privacy Rule for Accessing Student Health Data (4 pgs) - Family Educational Rights and Privacy Act (FERPA) (2 pgs) - Health Insurance Portability and Accountability Act (HIPAA)—Privacy Rule (2 pgs) - Public Health Authorities in Schools (3 pgs)
Issue Briefs	- Public Health Access to Student Health Data: Authorities and Limitations in Sharing Information Between Schools and Public Health Agencies (13 pgs) - Vaccination Clinics in Schools (6 pgs)
State Analysis Guides	- Public Health Authorities in Schools (3 pgs) - School-Located Vaccination Clinics (3 pgs)
Current Issues & Updates	Winter 2012—Revised FERPA Regulations Announced (2 pgs)
Supplemental Materials	(8 pgs)
<i>Total Documents</i>	<i>11 (12)</i>

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PH & Schools Toolkit – Overview of Changes

- Revise focus of toolkit into three areas: (1) PH authorities in schools; (2) schools and PH information collection, etc.; and (3) PH emergency preparedness and response with schools
- Eliminate/combine existing executive overviews into a new Executive Summary document
- Repurpose content in existing two issue briefs into newly focused issue briefs
- Expand existing fact sheets into issue briefs on FERPA and HIPPA Privacy Rule
- Create three new issue briefs on three revised focused areas
- Create three new Practice Guides based on new focus areas; repurpose information in existing state analysis guides and “practice notes” sections in current fact sheets and issue briefs

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Revised Documents – Executive Summary

Current

Executive Overviews

- Public Health & Schools Authority Issues and Concepts
- School Vaccination Activities

Revised

Executive Summary

- Public Health and Schools
 - PH authorities in schools
 - Schools and PH information collection, use, sharing, and protection
 - PH emergency preparedness and response with schools

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Revised Documents – PH Authorities in Schools

Current

Fact Sheets

- Public Health Authorities in Schools

Issue Briefs

- Vaccination Clinics in Schools

Revised

Issue Briefs

- PH Authorities in Schools

Other Possible Issue Briefs

- PH and Schools Vaccination Issues (only a working title....)

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Revised Documents – Schools & PH Info Collection, etc.

Current

Fact Sheets

- Public Health Authorities in Schools
- Family Educational Rights and Privacy Act (FERPA)
- Health Insurance Portability and Accountability Act (HIPAA)—Privacy Rule
- Comparison of FERPA and HIPAA Privacy Rule for Accessing Student Health Data

Issue Briefs

- Public Health Access to Student Health Data: Authorities and Limitations in Sharing Information Between Schools and Public Health Agencies

Revised

Issue Briefs

- HIPAA Privacy Rule
- FERPA
- Schools and PH Information Collection, Use, Sharing, and Protection

Other Possible Issue Briefs

- Comparison of FERPA/HIPAA (?)

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Revised Documents – PH Emergency Preparedness & Response with Schools

Current

Fact Sheets

- Public Health Authorities in Schools
- Family Educational Rights and Privacy Act (FERPA)
- Health Insurance Portability and Accountability Act (HIPAA)—Privacy Rule
- Comparison of FERPA and HIPAA Privacy Rule for Accessing Student Health Data

Issue Briefs

- Public Health Access to Student Health Data: Authorities and Limitations in Sharing Information Between Schools and Public Health Agencies
- Vaccination Clinics in Schools

Revised

Issue Briefs

- PH Emergency Preparedness and Response with Schools

Other Possible Issue Briefs

- PH and Schools Vaccination Issues (only a working title....)

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Revised Documents – Practice Guides

Current

Fact Sheets

- “Practice Notes” sections

Issue Briefs

- “Practice Notes” sections

State Analysis Guides

- Public Health Authorities in Schools
- School-Located Vaccination Clinics

Revised

Practice Guides

- PH Authorities in Schools
- Schools and PH Information Collection, Use, Sharing, and Protection
- PH Emergency Preparedness and Response with Schools

Other Possible Practice Guides

- PH and Schools Vaccination Issues (only a working title....)

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Summary of Revised Documents – PH & Schools

Executive Summary	• Public Health and Schools
Issue Briefs	• PH Authorities in Schools • Schools and PH Information Collection, Use, Sharing, and Protection • HIPAA Privacy Rule • FERPA • PH Emergency Preparedness and Response with Schools
Practice Guides	• PH Authorities in Schools • Schools and PH Information Collection, Use, Sharing, and Protection • PH Emergency Preparedness and Response with Schools
Current Issues & Updates	<i>[Reserved]</i>
Supplemental Materials	<i>[TBD]</i>
<i>Total Documents</i>	<i>9 (10)</i>

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Questions ?



Comments

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