

# MEMORANDUM

**DATE:** November 24, 2015

**TO:** Cecilia Chung, Health Commission Finance & Planning Committee Chair, and Members of the Health Commission Finance & Planning Committee

**THROUGH:** Barbara A. Garcia, MPA, Director of Health  
Colleen Chawla, Deputy Director of Health and Director of Policy & Planning

**FROM:** Sneha Patil, Health Program Planner, Office of Policy & Planning

**RE:** Fiscal Year 14/15 SFDPH Annual Report Outline

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Please see attached the draft outline for the Fiscal Year 14/15 Annual Report which will be discussed at the Health Commission's Finance and Planning Committee meeting on December 1<sup>st</sup>, 2015.

San Francisco Administrative Code requires City Departments to prepare an annual report containing a general summary of the department's services, programs, and achievements of the prior year. As in past years, the FY 14/15 SFDPH Annual Report will provide the Health Commission, DPH staff, contractors, affiliated partners, the public, and other key stakeholders with information about SFDPH's structure, priorities, and key highlights from the previous year.

Incorporating the Health Commission's feedback during the development of the FY 13/14 Annual Report, changes to the FY 14/15 Annual Report include:

- Streamlined presentation of Department information and increased use of visuals and graphics
- A theme organizing report content: *"Protecting and Promoting the Health of All San Franciscans."*
- Fiscal year highlights organized by SFDPH's efforts to protect and promote health, rather than by each division
- Streamlined presentation of SF Health Network and Population Health data

Attached below, please find the outline for the FY 14/15 SFDPH Annual Report. The outline details the:

- Report's major sections
- Topic areas related to each major section

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**The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans.**

We shall ~ Assess and research the health of the community ~ Develop and enforce health policy ~ Prevent disease and injury ~  
~ Educate the public and train health care providers ~ Provide quality, comprehensive, culturally-proficient health services ~ Ensure equal access to all ~

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## Attachment A

### PROTECTING AND PROMOTING THE HEALTH OF ALL SAN FRANCISCANS DPH Annual Report Outline • FY 14/15

The text and the layout of the FY14/15 Annual Report will incorporate the annual report theme, which is SFDPH's Mission to Protect and Promote the Health of All San Franciscans

**1. Message from the Director (1 page)**

Letter from Barbara A. Garcia, SFDPH Director.

**2. Message from the Health Commission President (1 page)**

Health Commission President, Dr. Edward Chow, will provide an overview of policy changes made by the Health Commission in Fiscal Year 14/15.

**3. Governance (4 pages)**

This section will introduce the reader to the San Francisco Health Commission and its accomplishments throughout the fiscal year, and will include:

- Health Commission Overview
- Commissioner Photos and Profiles
- List of 14/15 Resolutions

**4. Department Organization (2 pages)**

This section will present to the reader with an overview of DPH's structure, highlighting the protection and promotion of health, and will include:

- Mission
- Priorities
- Organizational chart
- Summary of both major divisions

**5. Protecting and Promoting the Health of All San Franciscans (~15 pages)**

This section will focus on key fiscal year activities as they align with SFDPH's mission to protect and promote the health of all San Franciscans. Example highlights to be included in this year's report include:

- Protecting
  - Ebola response
  - Vision Zero
  - Getting to Zero
  - Disaster Preparedness
- Promoting
  - Citywide ACA enrollment
  - Black African American Health Initiative
  - SFGH Rebuild Progress
  - Lean SFGH Nurse Hiring Initiative
  - Hummingbird Place

**6. Fiscal Year 14/15 by the Numbers (~4 pages)**

This section will present numeric data relevant to the Department's work throughout FY 14/15. Similar to that included in previous annual reports, data will present DPH patient demographics and budget information. This section will include visuals and infographics (charts, graphs, tables) to make the data more understandable and user-friendly. Content will be selected by San Francisco Health Network and Population Health leadership.

**7. Partners and Service Sites (~4 pages)**

This section will include:

- A map detailing locations of DPH and affiliated partner service sites
- List of all DPH and affiliated partner service
- List of all FY 14/15 contractors

**8. Additional Resources (1 page)**

This section will include:

- SFDPH Website ([www.sfdph.org](http://www.sfdph.org))
- Healthy San Francisco ([www.healthysanfrancisco.org](http://www.healthysanfrancisco.org))
- San Francisco's Community Health Improvement Plan (<http://www.sfdph.org/dph/comupg/knowlcol/chip/default.asp>)
- San Francisco Health Improvement Partnership ([www.sfhip.org](http://www.sfhip.org))
- San Francisco General Hospital Foundation ([www.sfghf.net](http://www.sfghf.net))
- San Francisco General Hospital Annual Report (<http://www.sfdph.org/dph/comupg/oservices/medSvs/sfgh/default.asp>)
- Friends of Laguna Honda ([www.friendsoflagunahonda.org](http://www.friendsoflagunahonda.org))
- Laguna Honda Hospital and Rehabilitation Center Annual Report (<http://lagunahonda.org>)
- San Francisco Public Health Foundation ([www.sfpublichealthfoundation.org](http://www.sfpublichealthfoundation.org))