



# Privacy & Information Security and Updated Books Policy

Living Well Network  
December 12, 2013

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# What we'll cover today

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- **Privacy and information security training**
- **Update: new participant information form leader script**
- **Update: OHA's "books for data" system**



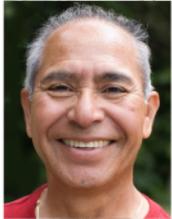


# Housekeeping

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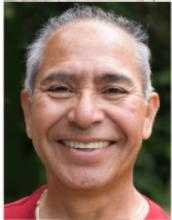
- **Privacy & security training – 25 minutes**
  - Strongly recommended for everyone involved with participant data collection & transfer
- **Books for data policy changes – 15 minutes**
  - Recommended for program coordinators
- **Repeat presentation – January 12**
  - Live presentation will be archived
  - Planning Spanish-language version for early 2014





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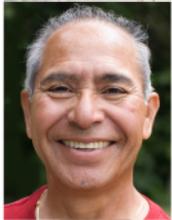
# Privacy & Info Security Training



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# Privacy & Info Security Training

## Congratulations!



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# 2014 Books for Data Policy

Susan Miles, OHA



# Books For Data Policy Changes

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- **Grant funding has allowed OHA to provide a set of 10 books for each packet of Living Well/CDSMP or Tomando Control forms**
- **OHA's policies are changing in response to reduced funding**





# A Complete Program Data Packet Includes...

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- **Program attendance log**
  - Use initials or numbers, **not names!**
- **Participant information forms**
  - Read the new leader script before they're filled out
  - ID (initials or numbers) needs to match the attendance log
- **Program information form**
  - Fill out after the program is complete





# 2014 Books-for-Data Policy

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- OHA must receive a **complete data packet** for Living Well/CDSMP or Tomando Control within 8 weeks of the end of the program
- Forms must be the **latest version** (2013)
- OHA will send one book per participant in the previous program, up to a maximum of 10
- OHA must have **non-disclosure agreements** and **privacy/security training certificates** on file for the program leaders





# Books for New Leaders (no change)

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- Newly trained Living Well/CDSMP and Tomando Control leaders are eligible to receive 10 books
- First workshop must be scheduled and within a year of training
- Coordinator of licensed host organization should request
  - Include leader name, date/time/location of program
  - Allow **at least two weeks** for delivery





# Leader Training Materials

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- OHA will provide materials for Living Well/CDSMP and Tomando Control leader training
  - Training binders
  - CDs
  - *Living a Healthy Life* or *Tomando Control* books
- Requests will be considered case by case
- Send requests to [susan.m.miles@state.or.us](mailto:susan.m.miles@state.or.us)
- Allow at least two weeks for delivery





# Resource-Saving Ideas from Your Peers

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- Consider starting a lending library
- Ask participants to share with a buddy
- Explain that books and CDs are on loan until the end of the program, completers get to keep them
- Use older version of the book for program promotion
- Consider charging (or raising) a registration fee
  - Always provide scholarship option





# For more information

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