



FY2017 Program Plan: *SharePoint Submission Instructions*

What is the purpose of the guidance document?

This document is intended to provide instructions and the answers to frequently asked questions (FAQs) on submitting FY2017 Program Plan documentation to SharePoint.

Will agencies be able to save documentation submitted through the Program Plan SharePoint site?

Yes. Agencies can download all documentation saved to SharePoint and should maintain records independent from SharePoint.

Who can I contact with questions related to the Program Plan SharePoint site?

For any questions related to SharePoint, contact the Center for Local Health at: (304) 558-8870 or by e-mail at dhhrbphclh@wv.gov.

How do I receive access to the Program Plan SharePoint site?

All administrators and health officers received an e-mail on 4/15 with instructions to submit staff names for access to dhhrbphclh@wv.gov by 4/20. If you have not yet submitted user names, please do so as soon as possible.

How do I know if I have access to the Program Plan SharePoint site?

All users will receive an e-mail as soon as they have been added to the site with a link to the site. Agencies that submitted names for access by 4/29 should receive an e-mail on 5/2. User names submitted by agencies on 5/2 or later will be added as soon as possible.

What are the IT requirements to access the Program Plan SharePoint site?

For the best functionality, SharePoint should be accessed using the Internet Explorer browser. A wv.gov e-mail address is the only requirement to be able to access the site. The site can be accessed outside the network and should not require VPN login. Users experiencing technical difficulties may contact the Office of Technology Service Desk at (304) 558-9966 or the Center for Local Health. The site may request your user name and password when logging-in for the first time or from a different computer.

How do I save my agency's answers to SharePoint Forms and Surveys?

After you have completed a form or survey,¹ you may access it by clicking on the "Edit" link associated with that form or survey in the table on the SharePoint homepage. Click on "Actions" and select "Export to Spreadsheet" and follow the prompts. Once you have completed a form/survey, you can print it.

How do I save my agency's reports that are submitted through report templates in my agency's SharePoint folder?

Click on your agency's SharePoint folder. Click on the document you would like to download. Select "Edit." Go to "File." Select "Save As." Follow the prompts to save the document to the location/folder you select.

How do I get back to the homepage?

You can always access the homepage by clicking on the "Reporting" icon in the upper left corner of your screen.

¹ Note: Required documentation submitted through a SharePoint form or survey can be found under "Submission Type" in the Submission Table.

FY 2017 Program Plan Documentation: Submission Table.

Documentation for the FY2017 Program Plan should be submitted using the timeline below. **Release of first quarter funding is contingent on receipt of documentation due June 15th, 2016.** Go to <https://sharepoint.wv.gov/sites/BPHEPA/CFLH/Reporting/> to submit required documentation.

#	Report Name	Submission Instructions	Submission Type	Date Due
1	Basic Public Health Services Checklist	Click on the link in the table on the SharePoint homepage and follow the instructions.	SharePoint Survey	6/15/2016
2	Community Health Improvement Plan Form	Click on the link in the table on the SharePoint homepage and follow the instructions.	SharePoint Survey	
3	Local Health Department Information	Click on the link under "Report" and enter a record for each location (i.e. for combined boards of health). You may also edit records using the link in the "Edit" column should your health department information change.	SharePoint Form	
4	Local Board of Health Contact Information	Click on the link under "Report" and enter a record for each Board of Health member. You may also edit records using the link in the "Edit" column should your Board of Health membership information change.	SharePoint Form	
5	Local Board of Health Personnel Information	Your 2016 Program Plan Personnel Report is located in your agency's folder on the left hand side of the screen. For the FY2017 Program Plan, click on the report, select "Edit," make and changes necessary and click "Save."	Report template in agency SharePoint folder	
6	FY2017 Projected Budget	A FY2017 Projected Budget template is located in your agency's folder on the left hand side of the screen. Click on the report, select "Edit," enter your agency's data according to the instructions provided and click "Save."	Report template in agency SharePoint folder	
7	FY2017 Program Plan Acknowledgement form	Administrators and health officers will receive the Acknowledgement form via e-mail. The Acknowledgement form should be printed and signatures obtained from the Board of Health Chair and the Health Officer. Once signatures are obtained, scan and save. Click on your agency's folder in SharePoint. Select "Upload." Follow the prompts to upload your agency's Acknowledgement form.	Upload to agency SharePoint folder	
8	Agency Organization Chart	Click on your agency's folder. Select "Upload." Follow the prompts to upload your agency's Organization Chart.	Upload to agency SharePoint folder	
9	Community Health Assessment	Click on your agency's folder. Select "Upload." Follow the prompts to upload your agency's Community Health Assessment.	Upload to agency SharePoint folder	
10a	FY2017 Environmental	A FY2017 Environmental Health Fee Schedule and Projections	Report template in agency	

	Health Fee Schedule and Projections	template is located in your agency's folder on the left hand side of the screen. Click on the report, select "Edit," enter your agency's data according to the instructions provided and click "Save."	SharePoint folder	
10b	Clinical Fee Schedule	Click on your agency's folder. Select "Upload." Follow the prompts to upload your agency's Clinical Fee Schedule.	Upload to agency SharePoint folder	
11	Proposed Sliding Fee Scale	Click on your agency's folder. Select "Upload." Follow the prompts to upload your agency's Proposed Sliding Fee Scale.	Upload to agency SharePoint folder	
12	<i>FY2016 Environmental Health End-of-Year Report</i>	<i>This report is no longer required</i>		
13	FY2016 Agency End-of-Year Financial Report	The FY2016 Agency End-of-year Financial Report will be added as a spreadsheet in the same Excel file as your agency's FY2017 Projected Budget and will be available starting July 1 st . Once the spreadsheet is available, click on the report, select "Edit," enter your agency's data according to the instructions provided and click "Save."	Report template in agency SharePoint folder	7/31/2016
14	FY2016 Agency End-of-Year Revenue Generated Fees Report	The FY2016 Agency End-of-Year Revenue Generated Fees Report template will be available in your agency's SharePoint folder starting July 1 st . Once the template is available, click on the report, select "Edit," enter your agency's data according to the instructions provided and click "Save."	Report template in agency SharePoint folder	
15	Environmental Health First Quarter Report*	Instructions forthcoming.	Report template in agency SharePoint folder	10/31/2016
16	Environmental Health Mid-Year Report*	Instructions forthcoming.	Report template in agency SharePoint folder	1/31/2017
17	Agency Mid-Year Financial Report	The FY2017 Agency Mid-Year Financial Report will be added as a spreadsheet in the same Excel file as your agency's FY2017 Projected Budget and will be available starting December 31 st . Once the spreadsheet is available, click on the report, select "Edit," enter your agency's data according to the instructions provided and click "Save."	Report template in agency SharePoint folder	1/31/2017
18	Environmental Health Third Quarter Report*	Instructions forthcoming.	Report template in agency SharePoint folder	4/30/2017

* Instructions are forthcoming for local health departments utilizing the Environmental Health Electronic Reporting System.