

Common Ground and CDPH Web Services Group

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May 19, 2009

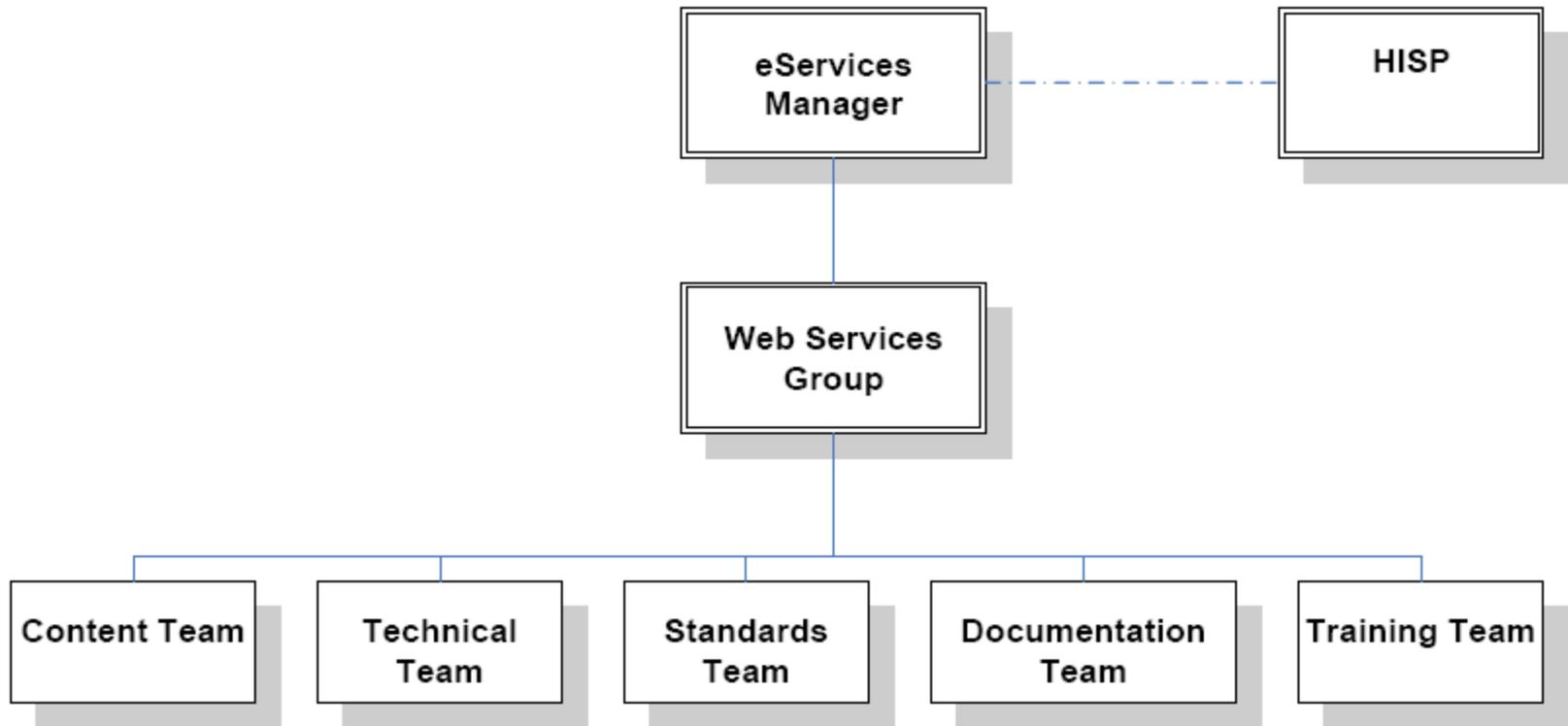


Web Services Group

- Involves Centers and Programs across CDPH
- Ensures Web business needs of all programs taken into consideration
- Website collection of individual programs → CDPH website that supports common business needs (services) of programs



Organization Chart





- Quick Links**
- About Us
 - Birth, Death, & Marriage Certificates
 - Decisions Pending & Opportunities for Public Participation
 - Department of Health Care Services (includes Medi-Cal)
 - Diseases & Conditions
 - Job Opportunities
 - News Room
 - Public Availability of Documents



California School Closures

Our Mission: The California Department of Public Health is dedicated to optimizing the health and well-being of the people in California. Learn [About Us](#) and meet our [Director, Dr. Mark Horton](#).

Dr. Mark Horton discusses H1N1 Swine Flu [See Video](#)

Latest News:

Swine Flu (H1N1) Outbreak:

Swine Flu (H1N1) Hotline for the Public (1-888-865-0564):
 CDPH has activated a toll-free H1N1 (Swine Flu) hotline in English and Spanish. Assistance in other languages is also available. The hotline is operational Friday from 7 a.m. to 6 p.m., and on weekends from 8 a.m. to 4 p.m.

California Case Total (May 12, 2009, 2:30 p.m.). [Map](#)

- **Confirmed:** 215. Counties: Alameda 3; Amador 1; Calaveras 1; Contra Costa, 3; El Dorado 6; Imperial 28; Los Angeles 20; Marin 4; Monterey 1; Placer 1; Riverside 10; Sacramento 5; San Bernardino 29; San Diego 54; San Francisco 5; San Joaquin 4; San Luis Obispo 9; Santa Clara 1; Tulare 5; Ventura 2.
- **Probable:** 211. Counties: Alameda 5; Contra Costa 16; El Dorado 1; Imperial 33; Los Angeles 19; Madera 1; Marin 3; Monterey 5; Orange 1; San Benito, 1; San Bernardino 23; San Diego 47; San Francisco 1; San Joaquin 4; San Mateo 1; Santa Clara 15; Solano 3; Ventura 11.

Follow these four flu prevention tips: (1) Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after use. (2) Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hand cleaners are also effective. (3) Try to avoid contact with sick people. (4) If you get sick with flu, it is recommended that you stay home from work or school and limit contact with others to keep from infecting others. Avoid touching your eyes, nose or mouth. Germs spread this way.

Siga los siguientes cuatro consejos para prevenir la influenza: (1) Cubra su boca y nariz con pañuelos desechables al toser o estornudar y deseche los pañuelos adecuadamente. (2) Lávese las manos con jabón y agua tibia o con un desinfectante de manos a base de alcohol. (3) Evite acercarse a personas enfermas. Permanezca en casa cuando esté enfermo, así evitará el contacto con los compañeros de trabajo y los amigos. Trate de no tocarse los ojos, la nariz o la boca. Los gérmenes se propagan de esta manera.

Latest News, Information and Resources From CDPH:

- [Swine Flu \(H1N1\) Homepage](#)
- [Be Prepared California Web site](#)

Multimedia:

Service-orientated website



Quick Links

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Diseases & Conditions

A-Z Index

A	B	C	D	E	E	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z

A

[Africanized Honeybees](#)

[AIDS](#)

[Allergies](#)

[Alzheimer's Disease](#)

[Amebiasis](#)

[Anaplasmosis, Human Granulocytic](#)

[Anthrax](#)

[Arthritis](#)

[Asthma](#)

A	B	C	D	E	E	G	H	I	J	K	L	M
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Organized by topic of interest in A-Z index, not across program pages

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[Home](#) > [Publications & Forms](#) > **Forms**

Forms

The Forms Index found on this portion of the CDPH web site is managed by the Documents and Records Unit and the Automated Technical Support Unit. Lists by matter category, are the forms available on this site.

- [AIDS](#)
- [Birth, Death, Fetal Death, Still Birth, and Marriage Certificates](#)
- [Cancer Detection](#)
- [Communicable Disease Control \(For Use by Public Health Officials Only\)](#)
- [Drinking Water and Environmental Mgmt](#)
- [Expanded AFP Screening](#)
- [Food, Drug, and Radiation Safety](#)
- [Health Related](#)
- [Laboratory Field Services](#)
- [Lead Poisoning](#)
- [Licensing and Certification](#)
- [Maternal and Child Health](#)
- [Medical Marijuana Program](#)
- [Office of Family Planning](#)
- [Preventive Medicine Residency Program CAL-EIS](#)
- [Privacy-HIPAA Office](#)
- [Tuberculosis Reporting Surveillance Forms](#)
- [Veterinary Public Health](#)

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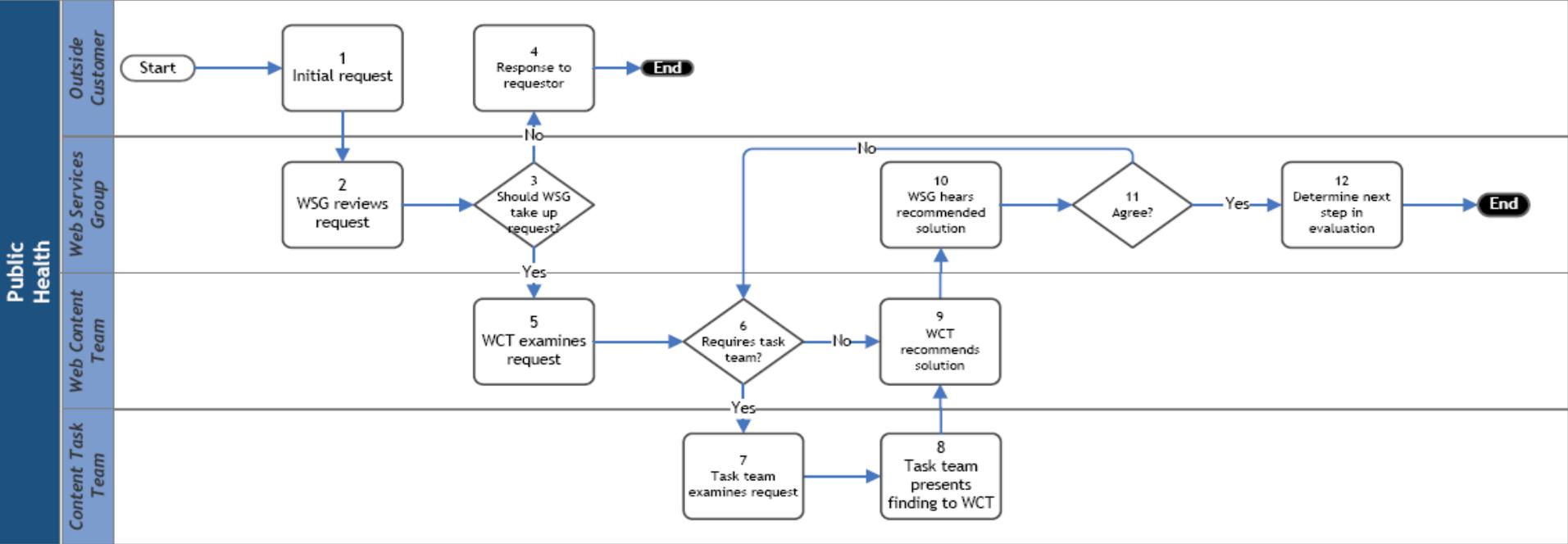
**Forms by topics of interest on one page,
not across program pages**

Business Process Charts

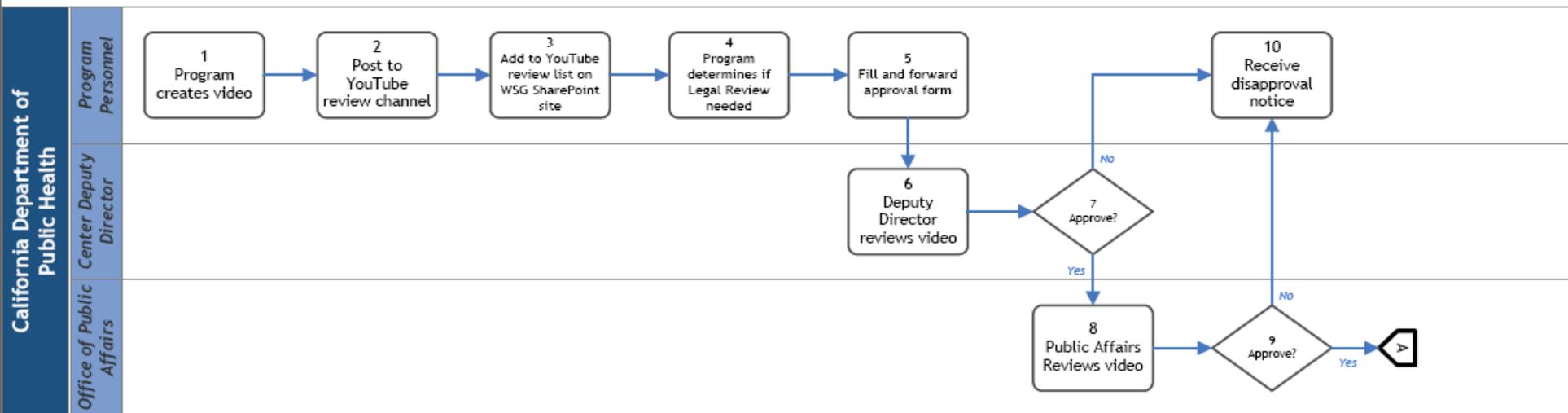
- New methods of conveying information
 - ✦ GIS
 - ✦ Web Video (e.g. YouTube)
 - ✦ RSS
- BPA flow charts to clarify approval process
 - ✦ WSG
 - ✦ Programs



Web Content Team Evaluation of Request



Activity Details / Narrative	<p>1. Initial request</p> <ul style="list-style-type: none"> WSG receives a content-related request concerning the CDPH website, whether a new service to present info/data or suggestion of better way to present existing info/data. Requests for new info/data itself should be handled by the program, not WSG. Request can come from within or without CDPH. <p>2. WSG evaluates request; 3. Should WSG take up request?</p> <ul style="list-style-type: none"> As the executive body, the WSG makes the decision as to what requests should be considered for further review. For proposed new forms of content (e.g. wikis, Web video), the WSG makes the initial decision whether to allow on the website. If yes, the Content Team provides details on the new content type should be used on the website. <p>4. Response to requestor</p> <ul style="list-style-type: none"> If WSG rejects request, requestor should be notified as to why. A rejection does not necessarily mean the request does not have merit, only that it is not an appropriate issue for WSG to examine. <p>5. WCT examines request;</p> <ul style="list-style-type: none"> The WCT examines the issue to see whether it falls into one of two broad categories. The first category encompasses requests that a task team needs to look at in greater detail. The second category encompasses requests that require consensus from the WCT as a whole. <p>6. Requires task team?</p> <ul style="list-style-type: none"> Yes: Some requests need to be looked at in detail, with a smaller team than the entire WCT. The issue usually is of greater interest to one Center. Example: Reorganization of the Environmental Health tab. No: Some requests require discussion consensus from all Center representatives on the WCT. These are usually issues that affect all Centers equally. Example: What type of Center links to put on the landing page. <p>7. Task team examines request; 8. Task team presents finding to WCT</p> <ul style="list-style-type: none"> The task team is composed of whoever is interested in the topic and may include those outside of the WCT and WSG. The Team is formed from volunteers from the WCT, who then recruit co-workers or others not in the WCT who are also interested in the request. <p>9. WCT recommends solution</p> <ul style="list-style-type: none"> If task team looked at the request, it is the WCT's responsibility to put their findings into a concise report and recommendation to the WSG. If request needs WCT consensus, issue should be discussed until a consensus is reached. This decision should then be put into a concise recommendation to the WSG. The WCT's recommendation is based on what the ideal solution is from the requestor's point of view. It visualizes the ideal design or presentation of the website, not whether this ideal is technically possible—this is the responsibility of the Technical Team (although the WCT should have a basic understanding of what is technically feasible within the CDPH IT infrastructure). <p>10. WSG hears recommended solution; 11. Agree?</p> <ul style="list-style-type: none"> If WSG does not agree on recommendation, WCT must decide whether issue needs to be looked into more detail by task team and go from there. <p>12. Determine next step in evaluation</p> <ul style="list-style-type: none"> The WSG decides which, if any, Team needs to examine the request next. For a new form of content, the issue is usually forwarded to the Web Technical Team to evaluate whether the WCT proposed solution is technically feasible. If not, the WSG will decide whether the new technology needs to be re-conceptualized by the WCT. Non-technical changes can go directly to Standards or others as needed. In some cases (like a simple re-organization of some of the web pages), the issue may be resolved when the WSG agrees on the WCT's recommendations.
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Activity Details / Narrative	<p>1. Program creates video</p> <ul style="list-style-type: none"> The program creates the video that they want to be posted on YouTube. This can either be on the CDPH YouTube channel or embedded in their CDPH website page. <p>2. Post to YouTube review channel</p> <ul style="list-style-type: none"> This is a non-public channel where the YouTube Team and others can review for approval. Program can also submit a DVD of the video. <p>3. Add to YouTube review list on WSG SharePoint site</p> <ul style="list-style-type: none"> The review list will show what videos are in line to be reviewed and status of each one. <p>4. Program determines if Legal Review needed</p> <ul style="list-style-type: none"> The Program Area Chief decides whether a Talent Release Form is needed. If so, the video requires Legal Review. The decision as to Legal Review will be noted on the review list. <p>5. Fill and forward approval form</p> <ul style="list-style-type: none"> Program first forwards approval form to Deputy Director of program's Center. <p>6. Deputy Director reviews video; 7. Approve?</p> <ul style="list-style-type: none"> If approved, Director notes approval in e-mail and attaches to approval form. Both are forwarded to Public Affairs. If not approved, reason for disapproval should be sent back to program. <p>8. Public Affairs reviews video; 9. Approve?</p> <ul style="list-style-type: none"> If approved, Public Affairs notes approval in e-mail and attaches to approval form alongside Director's e-mail approval. If not approved, reason for disapproval should be sent back to program. <p>10. Receive disapproval notice</p> <ul style="list-style-type: none"> If at any point in this process, a reviewer disapproves the video (i.e. Deputy Director, Public Affairs), reason for disapproval should be stated. Program then decides whether to make changes in video and submit for approval again.
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Questions and Discussion

