

# Division of Communicable Disease Control Approval Process



January 2016



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## Which Documents Need To Go Through the Document Clearance Process?

Most documents released by the California Department of Public Health (CDPH) to the public must be cleared by the Division of Communicable Disease Control (DCDC), and the Center for Infectious Diseases (CID). Additional clearance may be needed by the CDPH Director and/or other agencies. The level of approval depends upon the type of document(s) submitted.

**Request for Report Approval (RRA):** The RRA is used to request approval for technical or statistical reports, journal articles, abstracts for conferences, fact sheets, and public education materials. RRAs require submission of a CDPH 1050 cover memo and a DCDC sign-off sheet.

**Director's Action Request (DAR):** A DAR is used to request approval of proposed print material, including posters, brochures and other "public outreach" documents needing the CDPH Director's approval. DARs relating to "public outreach" are processed through the Office of Public Affairs (OPA) after DCDC and CID clearance. See the [OPA Policies and Procedures](#) manual, or contact OPA for instructions. A DAR can also be used to invite the Director to an event or to request the Director to sign a letter or document. DARs require submission of a CDPH 1058 cover memo and a CDPH sign-off sheet.

**Secretary's Action Request (SAR):** Documents needing approval by the Health and Human Services Agency (HHS), particularly those referring to policy (e.g., strategic plans and legislative reports) are submitted to the HHS Secretary as a SAR. These requests require a CDPH 1053 cover memo and CDPH sign-off sheet.

**Communications Action Request (CAR):** A CAR is used for proclamations, gubernatorial commendation requests, welcome letters, or special communications from the Governor. In addition to the DCDC/CID clearance process, CARS are also processed through the OPA after DCDC and CID clearance. CARs require submission of a CDPH 1056 cover memo and a CDPH sign-off sheet.

**Governor's Office Action Request (GOAR):** Policy or other types of documents needing the Governor's approval are submitted as GOARs. GOARs require submission of a CDPH 1060 memo and a CDPH sign-off sheet.

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DARs, SARs, CARs, and GOARs are prepared by the program and submitted to the Division of Communicable Disease Control as a package on the Clearance Document Submission and Tracking SharePoint site:

<http://internal.cdph.ca.gov/sites/cid/clearance/default.aspx>

Templates for the sign-off sheet and cover memos can be found on the site.

Programs should follow the instructions outlined in the following pages for submitting documents for clearance.

Questions about the DCDC approval process can be directed to the DCDC Executive Assistant in Richmond.

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## Guidelines for Submitting Clearance Packages

To enable effective tracking and archiving, all forms and documents must be named following the guidelines below. Spaces must be inserted before and after the hyphens.

- Cover Memo and Sign-Off Sheet
  - Form Number – Name of Document – MMDDYY
  - *Example: 1050 – DCDC Annual Report – 121514*
- Document(s) to Be Reviewed
  - Name of Document – MMDDYY
  - *DCDC Annual Report – 121514*

When submitting a clearance package:

- The most up-to-date templates must be used.
- Cover memos must be uploaded as Microsoft Word files.
- The sign-off page must be uploaded as a scanned PDF.

***In addition to uploading all files to the SharePoint site***, the Program Clearance Coordinator must ***hand deliver*** a hard copy of the ***entire clearance package*** to the DCDC Executive Assistant. Hard copies are used to facilitate review by the DCDC Chief.

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## **Clearance Package Documents Requiring Additional Approval**

Occasionally, at the discretion of the CID Deputy Director, clearance packages are sent to the Director's Office and/or Agency for further review and approval. If the Deputy Director decides to send a clearance package for further approval, the Program Clearance Coordinator should work with the program to prepare the accompanying SAR, DAR, or GOAR memo. The DCDC Executive Assistant will be available to assist if there are any questions. The CID Deputy Director can also notify OPA regarding a selected publication, but OPA does not approve publications.

When the package has cleared CID, the CID Executive Assistant will submit the materials by email to the Director's Office and above. Programs should email the CID Executive Assistant for inquiries regarding the status of clearance packages that have left CID. Please cc the DCDC Executive Assistant on these inquiries.

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## Additional Notes on Approval

CDPH reports and health education materials that are printed on a large scale need to be submitted for clearance before initiating the printing process. They are fully reviewed and edited as part of the clearance process.

Journal articles may not be submitted to a journal prior to obtaining CID approval.

Technical or informational documents for local health departments or other institutional partners (e.g., local vector control agencies) do not need to be cleared.

Documents that include interpretation of laws and regulations should be submitted to the Office of Legal Services for review ***prior to*** DCDC/CID clearance.

All documents that discuss or establish a new policy must be cleared.

Also, all documents intended for a general audience (public, health care providers, etc.) must be cleared.

Press releases are developed in collaboration with OPA. Draft press releases should be sent to DCDC Chief by email for clearance. Please also notify the DCDC Chief by email when a press release is under development.

If the first author is not CDPH affiliated, the CDPH co-author should be listed as the point of contact.

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## Document Clearance Timeline

DCDC and CID may have anywhere from one to thirty reports from multiple programs pending review and approval at any given time. To ensure that all documents are approved before they are to be released to the public, programs should submit documents a *minimum* of four weeks in advance of the deadline.

The four week timeline begins once the hard copy of the clearance package has been received by the DCDC Executive Assistant.

When necessary, time factors will be adjusted by the DCDC Executive Assistant in order to give the CID Deputy Director two weeks to review clearance packages. The two weeks begins on the day the clearance package is sent to CID.

If the author is requesting that a clearance package be expedited, a written justification must be included when the package is being submitted to DCDC.

***DCDC and CID do not guarantee review and approval of documents within a time period less than four weeks, but may expedite certain documents at the DCDC Chief's or CID Deputy Director's discretion.***

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## **Records Retention Policy**

All hard copy documents submitted for clearance will be kept by DCDC.

DCDC retains hard copies of all clearance packages for six months, plus the current month.

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# Procedure for Submitting Clearance Packages

All clearance packages must include a cover memo and a sign-off sheet.

1. Complete a cover memo.

|   |  |
|---|--|
| State of California – Center for Infectious Diseases  | California Department of Public Health   |
| <b>REQUEST FOR REPORT APPROVAL</b>  |  |
| <b>TO:</b>  | Gilberto F. Chavez, MD, MPH<br>Deputy Director for Infectious Diseases<br>State Epidemiologist |
| <b>FROM:</b>  | James Watt, MD, MPH<br>Chief, Division of Communicable Disease Control<br>(510) 620-3778       |
| <b>DATE:</b>  | Leave this field blank. DCDC will add the date when it has been cleared by the Division Chief. |
| <b>SUBJECT:</b>   | Title of document being submitted.   |
| <b>APPROVED:</b>  |  |
| _____   | _____  |
| Gilberto F. Chavez, M.D., M.P.H.<br>Deputy Director<br>Center for Infectious Diseases   | Date   |
| <b>SUMMARY:</b> This should be no longer than 500 words.  |  |
| <b>PUBLIC HEALTH IMPACT:</b> Explain the impact this document has on public health.   |  |
| <b>PRO-CON-ALTERNATIVE ARGUMENTS:</b> If the document is requesting action or a change in policy, provide the argument information here. If not, write "N/A."                         |  |
| <b>POTENTIAL FOR CONTROVERSY:</b> If the document has potential to create controversy, include that information here. If not, write "N/A."  |  |
| <b>EFFECT ON EXISTING LAW:</b> If the document will affect an existing law, add that information here. If not, write "N/A."   |  |
| <b>TIME FACTOR:</b> Date on which you need the document approved. The date must be Monday thru Friday, no holidays. Include the month, day and year.                                  |  |
| <b>PLANNED METHOD OF DISTRIBUTION:</b> Where/how this document will be distributed. Examples: name of publication/journal, name and location of conference, name of website and link. |  |
| <b>ESTIMATED COST:</b> If releasing this document will have a cost, add that information here. If not, write "N/A."   |  |
| CDPH 1050 (Revised 07/15)   |  |

- Submit cover memo, sign-off sheet (see below), and document(s) to the Branch Chief for review and signature. **All signatures must include the date signed.** The title and author of the clearance package must be included on the sign-off sheet as well.

| Name Section | Author Branch  | Laboratory Chief Lab                         | Branch Chief Branch | J. Watt DCDC   | G. Chavez CID  | K. Smith CDPH                         |
|--------------|----------------|--|---------------------|----------------|----------------|---------------------------------------|
| Phone        | (XXX) XXX-XXXX | (XXX) XXX-XXXX                               | (XXX) XXX-XXXX      | (510) 620-3778 | (916) 445-0062 | (916) 558-1700                        |
| Signature    |                |  |                     |                |                |                                       |
| Date         |                |  |                     |                |                |                                       |
|              | OPTIONAL       | REQUIRED<br>(If coming from one of the labs) | REQUIRED            | REQUIRED       | REQUIRED       | REQUIRED<br>(If sent to the Director) |

**Document Title:** Click here to enter text.

**Author Name:** Click here to enter text.

**This sign-off form can be used for RRAs, SARs and DARs. The signature line does not include reviewers from HHS or the Governor's Office. Section Chiefs do not sign unless they are signing on behalf of the Branch Chief. The Director's Office must stay on the form. All signatures must be dated.**

CDPH 1052 (07/15) Sign-off Sheet

- Once the cover memo, sign-off sheet, and document(s) have been reviewed and approved by the Branch Chief, the clearance package is ready for DCDC review. Go to the DCDC Clearance Document Submission and Tracking SharePoint site:

<http://internal.cdph.ca.gov/sites/cid/clearance/default.aspx>

- Click on your Branch's document library (you will see only your program).

SharePoint

BROWSE PAGE

Home <http://www.cdph.ca.gov/programs/cid/Pages/default.aspx> EDIT LINK

Documents

Templates

Confidential Tracking:  
CCU's and PRA's

- CCU/PRA - OA
- CCU/PRA - DCDC
- CCU/PRA - ORH
- CCU/PRA - OBBH

CID Tracking

- CID- Misc. Correspondence
- Legislation
- Grants
- Budgets
- Regulations
- Temp Help Requests and Personnel Docs

Out-of-State Travel

- OST - Individual Trip Requests
- OST Blanket FY 12/13

DCDC Clearance Packages

- DCDC Division Office
- CDER
- IBTPP
- IMM**
- MDL
- STD
- TBCB
- VRDL

Home

DCDC Documents for Clearance: Submission and Tracking

### Welcome to Clearance Document Submission and Tracking

In an effort to streamline the document clearance process, DCDC and CID have created pending documents and ensure that the most current version of a report is being reviewed.

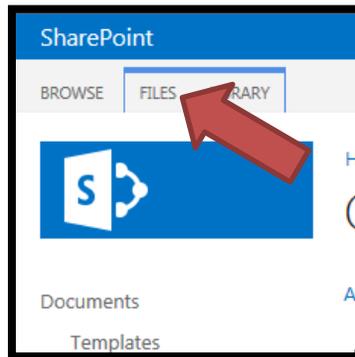
This site allows users to:

- Submit a report, manuscript, presentation, guideline, policy document, public comment
- View progress of documents submitted for review
- Access templates for clearance packages
- Read and print clearance guidance and instructions for using the site

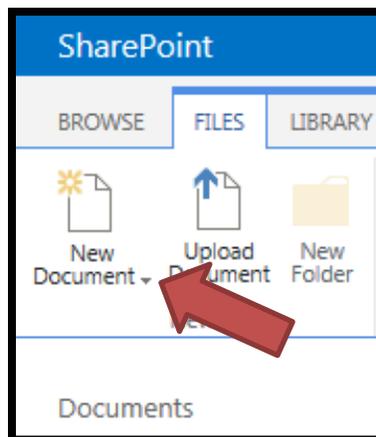
As of April 1, 2014, documents sent by email will no longer be accepted. Please review to contact Colleen Swafford (DCDC Executive Assistant) or Adrian Weatherspoon (CID

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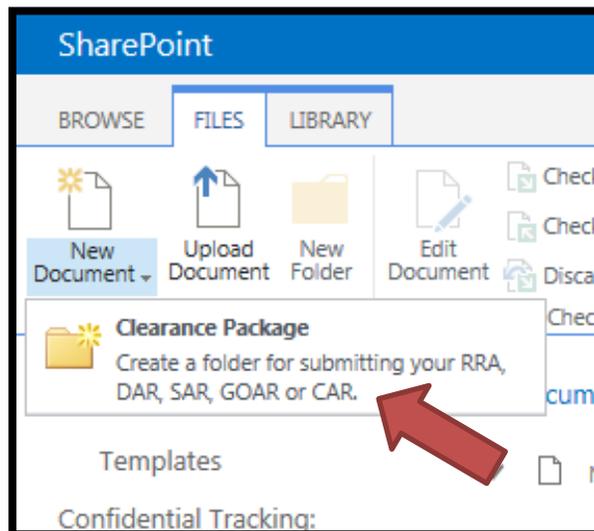
5. Create a new clearance package by clicking on “Files.”



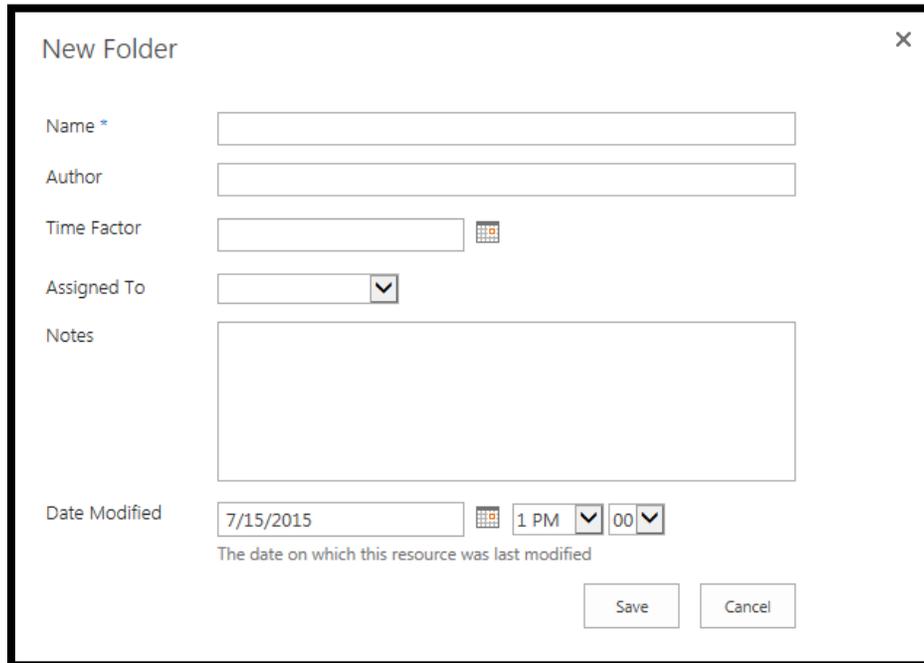
6. Next, click on the “New Document” drop down menu.



7. Next, click on “Clearance Package.”



- 
8. Enter the name of the clearance package (name of the document), the author's full name, and the time factor (date by which you seek approval). For "Assigned To," select "DCDC." If you need to edit this information later, see page 16 for instructions.



New Folder

Name \*

Author

Time Factor

Assigned To

Notes

Date Modified 7/15/2015 1 PM 00

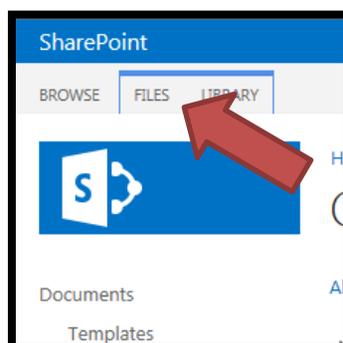
The date on which this resource was last modified

Save Cancel

9. Once you have created the package, click on the folder icon to open it.

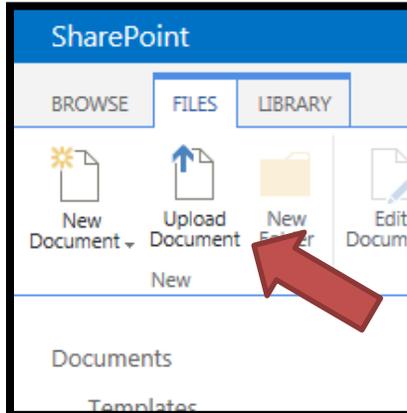


10. Click on "Files."

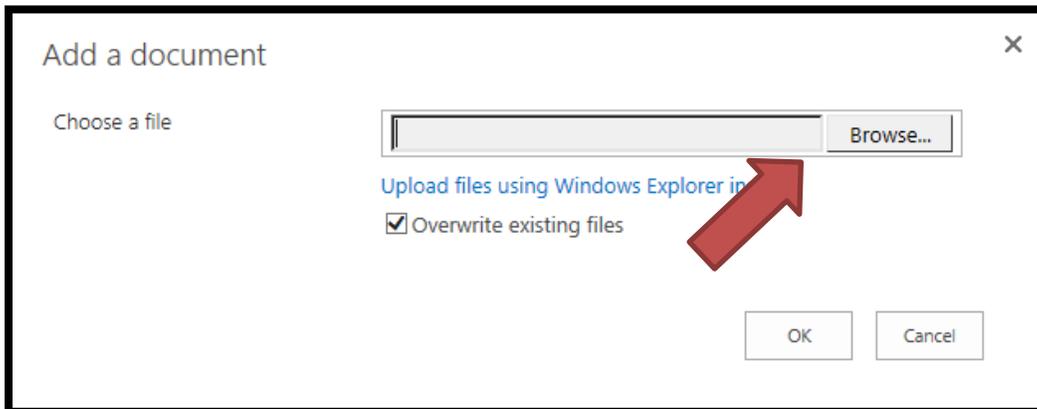


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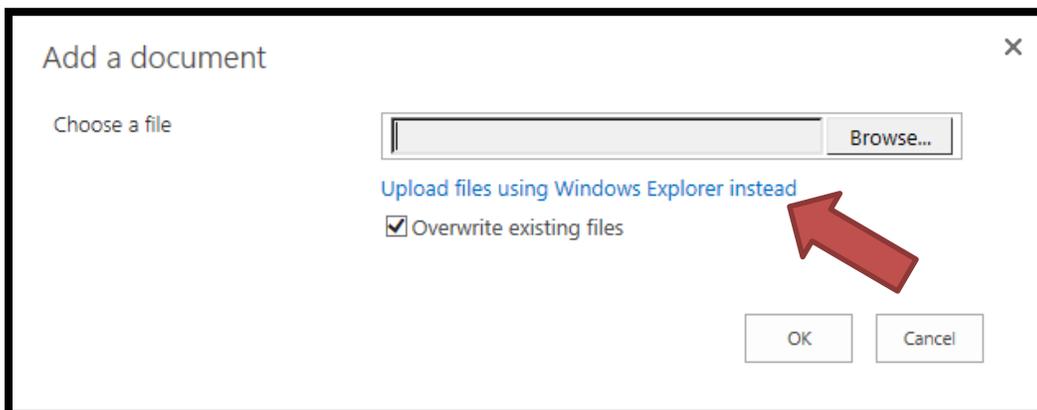
11. Next, click “Upload Document.”



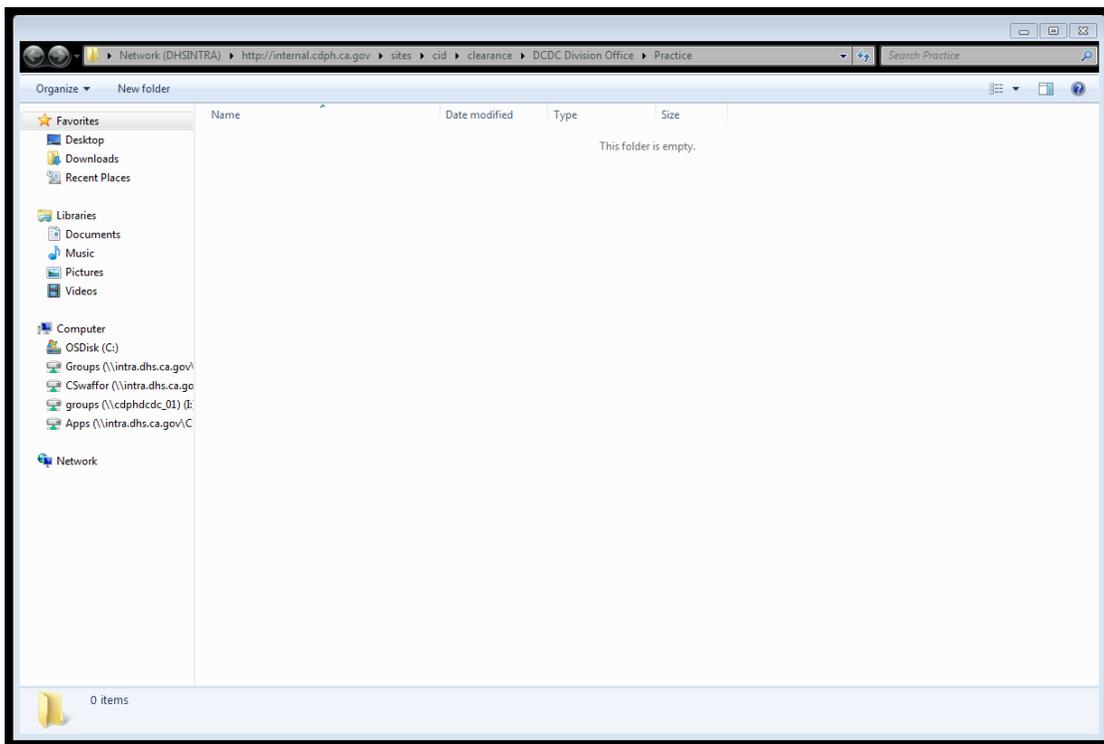
12. Click “Browse” and select a document to upload. You will need to do this for each document.



13. Alternately, you can click on “Upload files using Windows Explorer instead” and select all of the files you need to upload that way.



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14. Once you click on “Upload files using Windows Explorer instead,” the folder for the clearance package will open.



15. Select all documents you need for the package from your desktop (or wherever you have them saved), click “Ctrl+C” to copy, click back on the clearance package window and click “Ctrl+V” to add all selected documents. Close the window.
16. Once all files are uploaded, a hard copy of the entire clearance package must be hand delivered to the DCDC Executive Assistant. The package will then be reviewed and prepared for the DCDC Chief’s review.

The DCDC Executive Assistant reviews all clearance packages, both hard copy and electronic, for completeness and correctness. Packages not meeting the submission guidelines will either be sent back to the program for corrections, or will be held until corrections have been made.

17. When a clearance package has been approved by DCDC, the DCDC Executive Assistant will make a note on the SharePoint site to indicate that the clearance package has been approved and will assign the package to CID.

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18. When the CID Deputy Director has approved a clearance package, the CID Executive Assistant will make a note to indicate the date it was approved and will assign it to the “Approved” section. The CID Executive Assistant will scan and upload the approved clearance package, including the signed cover memo and sign-off sheet, and final approved version of the clearance documents. The CID Executive Assistant will also send the approved hard copy to the DCDC Executive Assistant for distribution to the Program Clearance Coordinators.

Inquiries about the status of a clearance package should be submitted to the DCDC Executive Assistant.

***It is highly recommended that the Program Clearance Coordinator (and/or others involved) set up alerts to track when changes have been made to your clearance packages (details on page 21).***

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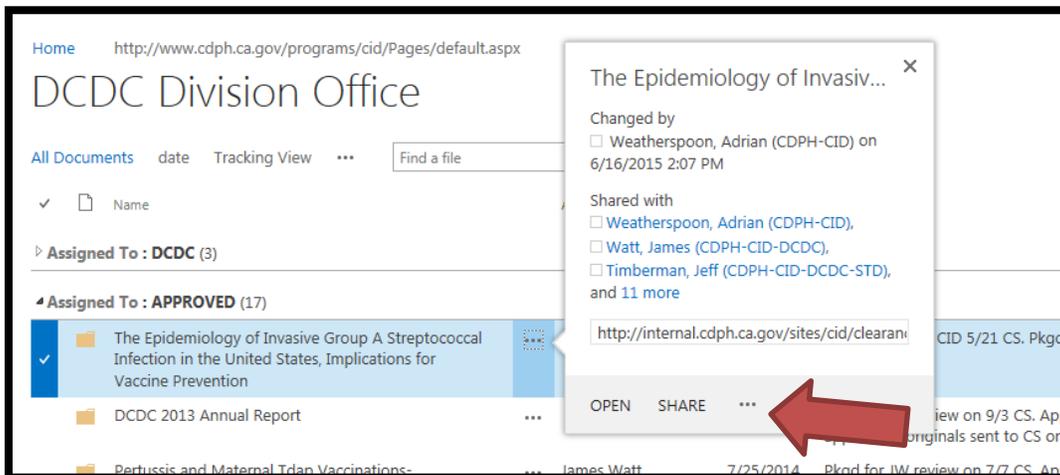
## Editing Properties of a Clearance Document Package

If you need to edit this information later, follow the steps listed below.

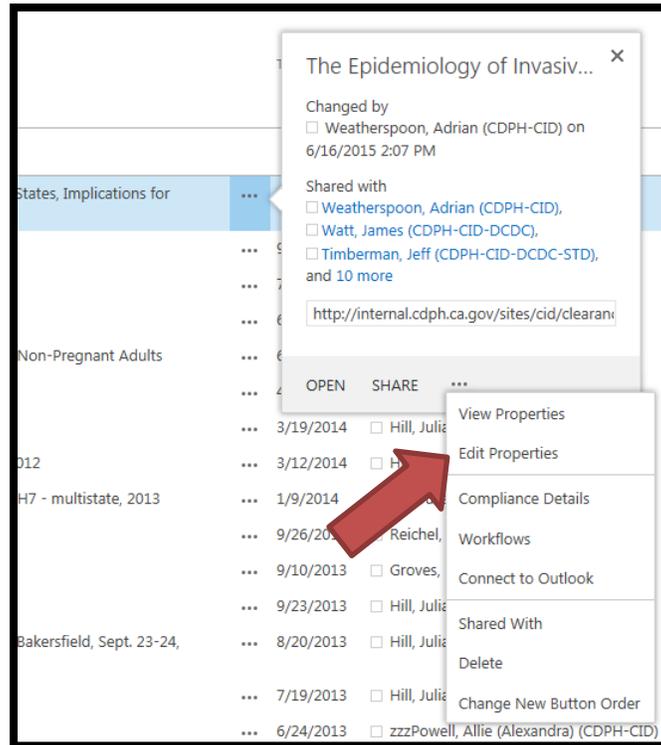
1. Click on the ellipsis (...) next to the name of the folder.



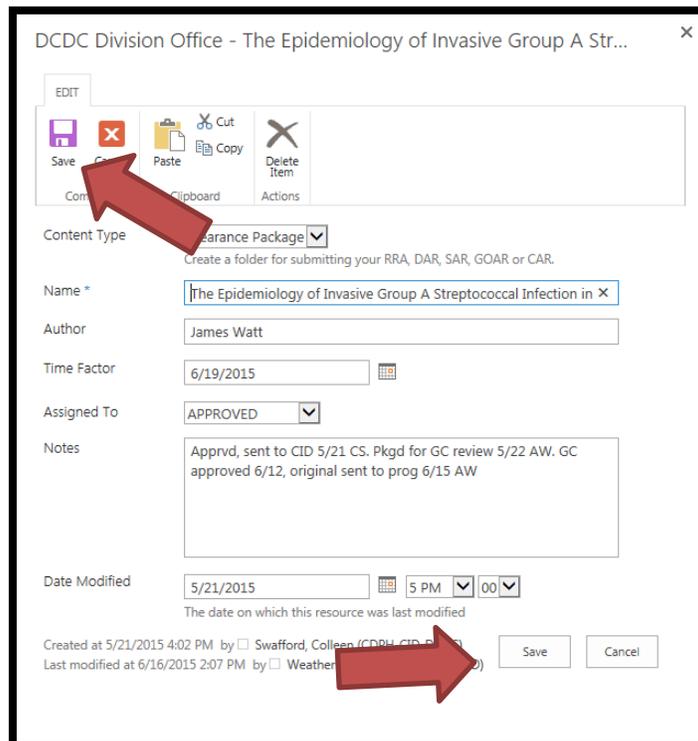
2. Click on the ellipsis (...) in the window that popped up.



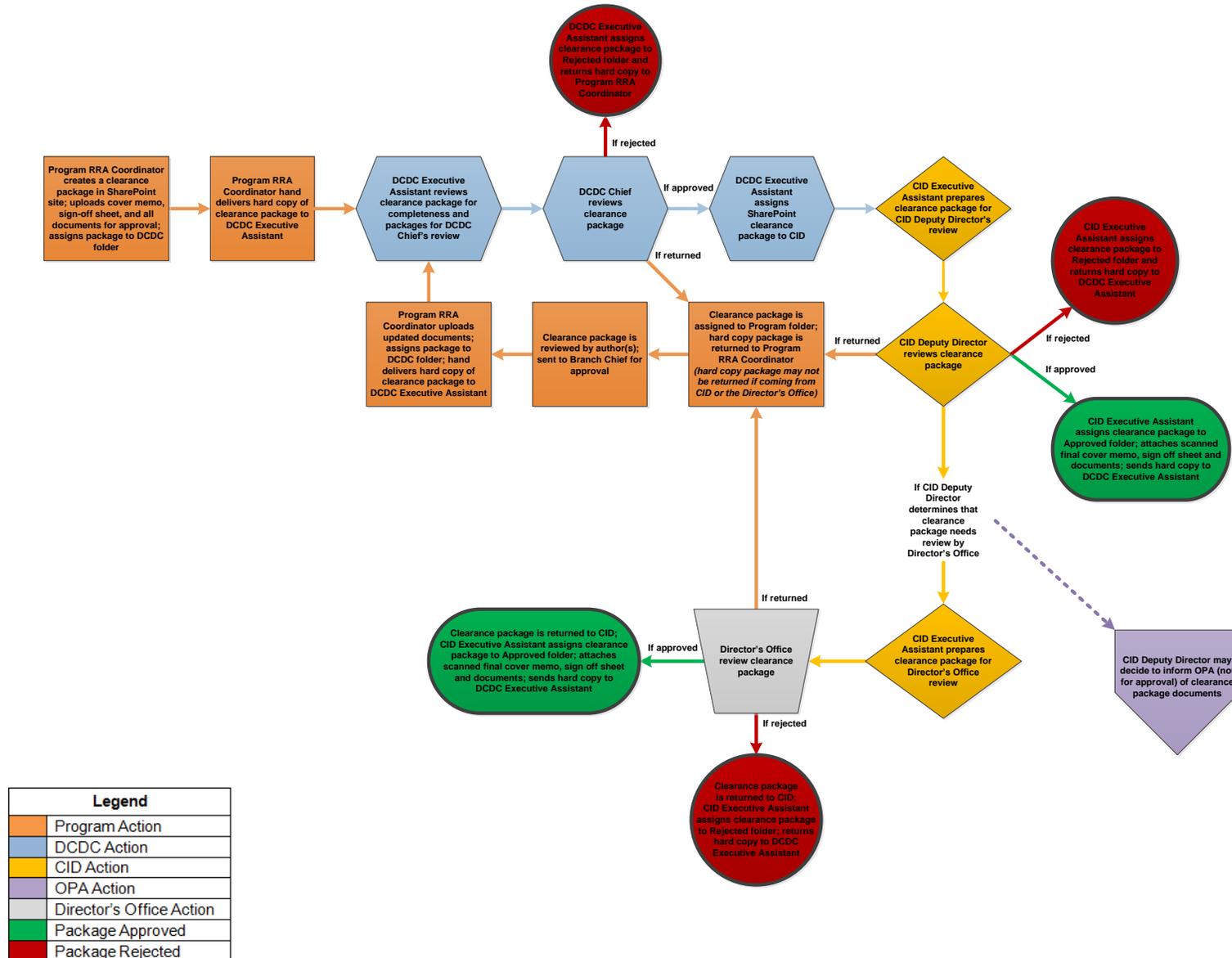
3. Click "Edit Properties"



4. Edit as needed, the click "Save" (two options).



# Clearance Package Review and Approval Process



## Resubmitting Returned Clearance Packages

If the DCDC Chief requests edits or has comments on a clearance package, the DCDC Executive Assistant will return the hard copy package with the comments to the Program Clearance Coordinator.

- If returned, the DCDC Executive Assistant will assign the clearance package back to the Program on the SharePoint site.
- If approved pending edits, the DCDC Executive Assistant will hold the clearance package at DCDC on the SharePoint site.

Once the following steps have been completed, reassign the clearance package to DCDC. The DCDC Executive Assistant will then resubmit the clearance package for the DCDC Chief's review.

| <b>Required for Returned Clearance Packages</b>  | <b>Required for Clearance Packages Needing Edits</b>  |
|--|---|
| <ul style="list-style-type: none"> <li>• Address DCDC Chief's comments/edits</li> <li>• Upload revised clean version of document to clearance site</li> <li>• Upload revised tracked changes version of document to clearance site</li> <li>• Upload new CDPH 1052 to clearance site (must include new Branch Chief signature and date, indicating Branch Chief's review of revised document)</li> <li>• Upload new cover memo with an updated time factor to clearance site</li> <li>• Make note of revised version submission, including date, in "Notes" section of clearance site</li> <li>• Deliver hard copy of clearance package to the DCDC Executive Assistant</li> </ul> | <ul style="list-style-type: none"> <li>• Address DCDC Chief's comments/edits</li> <li>• Upload revised clean version of document to clearance site</li> <li>• Upload revised tracked changes version of document to clearance site</li> <li>• Upload new cover memo with an updated time factor to clearance site</li> <li>• Make note of revised version submission, including date, in "Notes" section of clearance site</li> <li>• Deliver hard copy of clearance package to the DCDC Executive Assistant</li> </ul> |

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## **Notes on Time Factor for Resubmissions**

All clearance packages being resubmitted must have a time factor of at least four weeks from when the hard copy of the updated clearance package has been received by the DCDC Executive Assistant.

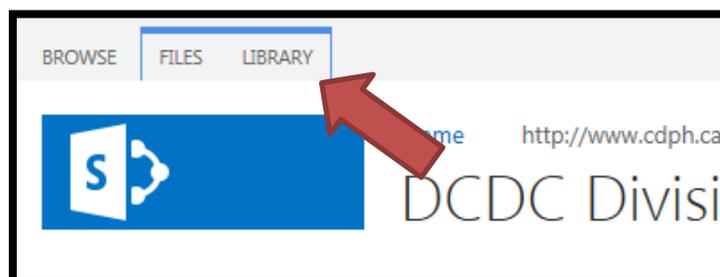
As previously stated on page 6, time factors will be adjusted by the DCDC Executive Assistant in order to give the CID Deputy Director two weeks to review clearance packages. The two weeks begins on the day the clearance package is sent to CID.

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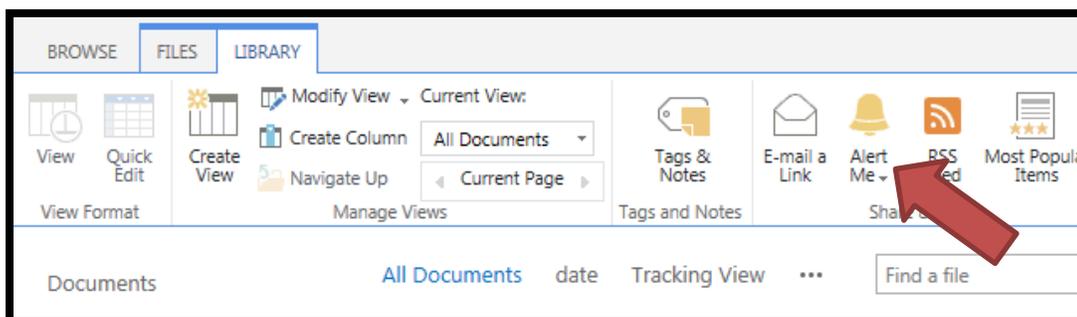
## Setting Alerts on the Document Clearance Site

The document clearance site requires staff to periodically check their program's document library for updates on the progress of documents going through the approval process. However, staff can choose to set up alerts to be received as an email when there is an update to any of their program's pending clearance packages. To set an alert, follow these instructions:

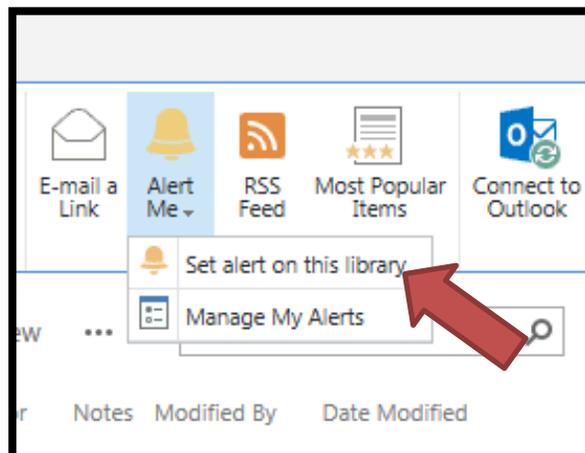
1. Go to your program's document library and click on the "Library" tab.



2. Click "Alert Me"



3. Click "Set alert on this library"



1. A "New Alert" window will pop up. Fill in all of the text boxes as desired and click "OK".

### DCDC Division Office - New Alert

OK Cancel

**Alert Title**  
Enter the title for this alert. This is included in the subject of the notification sent for this alert.

DCDC Division Office

**Send Alerts To**  
You can enter user names or e-mail addresses. Separate them with semicolons.

Users:  
Swafford, Colleen (CDPH-CID-DCDC) x

**Delivery Method**  
Specify how you want the alerts delivered.

Send me alerts by:  
 E-mail Colleen.Swafford@cdph.ca.gov  
 Text Message (SMS)  
 Send URL in text message (SMS)

**Change Type**  
Specify the type of changes that you want to be alerted to.

Only send me alerts when:  
 All changes  
 New items are added  
 Existing items are modified  
 Items are deleted

**Send Alerts for These Changes**  
Specify whether to filter alerts based on specific criteria. You may also restrict your alerts to only include items that show in a particular view.

Send me an alert when:  
 Anything changes  
 Someone else changes a document  
 Someone else changes a document created by me  
 Someone else changes a document last modified by me

**When to Send Alerts**  
Specify how frequently you want to be alerted. (mobile alert is only available for immediately send)

Send notification immediately  
 Send a daily summary  
 Send a weekly summary

Time:  
Friday 1:00 PM

OK Cancel

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## Approval for Presentations

It is important for some presentations to be approved in advance for several reasons:

- To make sure that CDPH is informed in advance of presentations that might be publicized, generate questions from CDPH partners, or generate media interest.
- To make sure that presenters are prepared and aware of broader context if policy issues or controversial topics are being discussed.
- To provide an opportunity for clearance of talking points and key messages if needed.

Approval means clearance to give a presentation. Approval should be obtained as soon as possible after an invitation to present is received or a presentation is planned. This applies to live and recorded presentations. In some cases, the DCDC Chief may ask to review slides or talking points when available, at a later point.

Three types of presentations require prior approval:

- Any presentation that is being delivered to a general audience (public setting, groups of providers, general interest meeting).
- Any presentation that has the possibility of media involvement.
- Any presentation that is dealing with a sensitive/high profile topic.

Presentations to local health departments or institutional partner groups (e.g., CCLHO or affiliate meetings, CDC work groups, contractors) do not need to be approved in advance, unless a particularly sensitive/high profile topic is being discussed.

Presentations in small, “non-public” settings involving non-sensitive topics do not need to be approved (e.g., teaching a class, giving grand rounds at a hospital).

Presentations to unusual/high level partners (e.g., federal HHS) should be approved in advance, particularly if the presenter is representing CDPH as part of a policy discussion.

If the CDPH/DCDC logo will be used on a presentation, the presentation must be approved.

For presentation approval, please send a CDAR (see page 26 for instructions) with:

- A summary of the meeting, the audience, and potential media involvement.
- The name, title, and role of the proposed presenter.
- A summary of the material to be covered.
- Any talking points or key messages.

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After the DCDC Chief has reviewed and approved, the presentation may be submitted to the CID deputy Director. The CID Deputy Director will either approve, deny, ask for additional information, or decide that additional approvals are needed.

***For presentations that require an abstract (e.g., presentations at a scientific meeting) or other written document, the abstract or document must be reviewed and approved via the document clearance process.***

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## Approval for CDPH Sponsorship or Use of the CDPH Logo

The approval process for getting approval to for CDPH sponsorship or use the CDPH logo for events or activities consists of two steps.

- Step One: Before agreeing to brand a product or activity with the CDPH logo and CDPH sponsorship, send a brief email request to the DCDC Chief and the DCDC Assistant Chief. This should be done early in the planning process, ideally months before the event. They will forward the request to the CID Deputy Chief, who will work with OPA on approval.
- Step Two: For approved events and/or publications, send a WAR two weeks before the event or release. This will be a reminder to CDPH that the event/publication is about to happen.

Four types of events that require prior approval:

- Any event that is being targeted at a general audience (public setting, groups of providers, general interest meeting).
- Any event that has the possibility of media involvement.
- Any event that is dealing with a sensitive/high profile topic.
- Any event that has visible promotion or marketing with CDPH logo.

Events for local health departments or institutional partner groups (e.g., CCLHO or affiliate meetings, CDC work groups, contractors) do not need to be approved in advance, unless a particularly sensitive/high profile topic is being discussed.

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## **Cabinet Daily Activity Reports and Week Ahead Reports (CDARs and WARs)**

The Cabinet Daily Activity Report (CDAR) and Week Ahead Report (WAR) are used to report items of significant importance and potential interest to the Governor's Office. Topics for CDARs and WARs include significant legal issues, federal announcements, or other items that the Governor's Office should be notified of that concern the Department.

CDARs and WARs should be sent to the DCDC Chief via e-mail. CDARs should be submitted as soon as possible. WARs should be submitted two weeks before the event.

### **Cabinet Daily Activity Report (CDAR)**

CDARs and WARs have a similar format and purpose. However, due to the issue being just announced or the department just learning about the issue, the department must update Agency and Governor's Office immediately and cannot wait for the WAR.

### **CDAR submissions should be one or two paragraphs that include the following information:**

- What occurred – Identify what happened, the relevant background information clarifying what and how the incident/issue occurred. Include how the department became aware, learned of the incident/issue, and from whom. If the incident occurred several days ago, the departments must explain why the information was held and not communicated to Agency sooner.
- Action taken and impact – Department should address who has been contacted, investigated, what/who was impacted. If there is a problem, then departments must explain the problem and the resolution.
- Result and outcome – Department must state who they responded to, informed, and the actions the department is taking to ensure the incident/issue does not occur in the future.
- Potential for media interest.

### **Criteria for a CDAR include:**

- Issues that have a negative impact on the state's image
- An impact to operations
- Consumer complaint or provider complaint that is direct or indirect
- Policy impact of issues communicated through legislative, legal or communication liaisons to Agency.
- Reports sent to control agencies that will then submit their subsequent reporting to the Governor's Office.
- Urgent public health issues, such as an outbreak.
- Items with likely media interest.

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## **Week Ahead Report (WAR)**

### **Criteria for a WAR include:**

- Significant events/occurrences
- Significant press
- Significant litigation
- Significant projects
- Events that have media, Governor's Office, and/or statewide implications
- Audits
- Out-of-State travel
- Termination or suspension of a program that has an impact on numerous consumers.
- Successful implementation, execution, completion of a broad project or action at a critical point. The project or action should be critical, volatile, high profile within the administration.

### **Considerations regarding whether or not a WAR is needed:**

- Is the issue something that is highly sensitive or controversial?
- If the issue were made public, would it result in significant media coverage?
- If the issue were made public, would it cast a negative light on the Administration?
- Is this an issue that has broad public policy impact?
- Is this an issue with which the Governor's Office has been actively engaged?
- Is this an issue that has impacts in/for other agencies (other departments within HHS, other state agencies, etc.)?
- Is this an issue with complex policy issues?
- Is this an issue involving the federal government, either in terms of funding, negotiations, waivers, etc.?

### **Format for CDARs and WARs**

- A brief, one-sentence summary
- 2-3 paragraphs describing the issue
  - Background/situation
  - What we are doing (action being taken, and who/what is impacted)
  - What is likely to happen (including any anticipated media attention)
- Relevant documentation

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## **Sample CDARs**

CDAR—CDPH is conducting a webinar on implementing immunization requirements at California colleges on August 6<sup>th</sup>.

*The CDPH Immunization Branch is conducting a live webinar titled “Implementing Immunization Requirements at California Colleges – This is How We Do It!” on August 6 from 11:00am-12:30 pm. This free webinar invites California college staff managing student immunizations to learn about the different ways other colleges implement immunization requirements. A panel of speakers from various colleges will share their experiences and strategies for getting students’ immunization status documented and enrolled into college on-time. We will have a live Q&A session, with discussions on various topics, such as University of California’s plans to implement its new requirements, taking advantage of Electronic Medical Records (EMR)/California Immunization Registry (CAIR) systems, and processes for holding registration. CDPH Immunization Branch speakers include Eileen Yamada, Steve Nickell and Edgar Ednacot. There will be no media.*

CDAR—CDPH is investigating a cluster of Salmonella Enteritidis infections.

*The California Department of Public Health (CDPH) Infectious Diseases Branch (IDB), in coordination with CDPH Food and Drug Branch (FDB) and California local health departments, is investigating a cluster of Salmonella serotype Enteritidis infections concentrated in Southern California.*

*As of July 17, 2015, 37 cases with the same strain of S. Enteritidis with pulsed-field gel electrophoresis pattern JEGX01.0019 have been reported from Kern (1), Los Angeles (2), Orange (5), San Diego (22), San Francisco (1), Santa Barbara (3), Riverside (2), and Stanislaus (1) counties. The number to date of this S. Enteritidis strain is above its baseline of approximately 15 per year. All but one case-patient reside in or traveled to Southern California counties. Illness onset dates ranged from May 7 through June 15, 2015. The median age of case-patients is 32 years, with a range of 1 to 72 years; 59 percent are female. Among the 34 patients with available clinical information, 4 (12%) have been hospitalized. No deaths have been reported.*

*The investigation is ongoing and the specific source of the outbreak has not yet been identified. Of note, 15 case-patients have reported eating at various Vietnamese restaurants prior to illness onset. IDB is coordinating with local health departments and FDB to identify potential food exposures. IDB will continue to monitor for additional cases with a matching strain, coordinate epidemiologic and environmental follow-up, and evaluate epidemiologic data to further evaluate the source of the outbreak. Further updates will be provided when notable events occur.*

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## **Sample WAR**

WAR—CDPH and the Fresno County Department of Public Health are co-sponsoring a statewide congenital syphilis prevention meeting in Fresno on September 2, 2015.

*The CDPH STD Control Branch (STDCB) and Fresno County Department of Public Health (DPH) are co-sponsoring a statewide Congenital Syphilis (CS) Prevention Meeting in Fresno on September 2, 2015. The meeting agenda includes an overview of epidemiology and current trends in syphilis among women and CS, a discussion of best practices, challenges and successes in CS prevention, and a partnership panel featuring local and state Maternal Child and Adolescent Health (MCAH) program staff. This meeting aims to help the state and local health departments (LHDs) identify new strategies, new and existing resources, and areas for inter-jurisdictional collaboration to enhance local CS prevention efforts. In addition to representatives from Fresno County DPH and state agencies (STDCB, Division of Communicable Disease Control, MCAH), staff from 21 LHDs experiencing increases in female and congenital syphilis cases will be in attendance.*

