

Operational Policy

Policy title:	Major publications or reports policy		
Policy number:	OHA-120-004		
Original date:	07/10/2017	Last update:	07/10/2017
Approved:	Mark Fairbanks, OHA COO		

Purpose

The Oregon Health Authority (OHA) is committed to promoting state and agency policy and business planning by ensuring adherence to specific standards of scientific integrity and quality when reports that use OHA collected data or public policy studies are produced and distributed. The agency also promotes internal alignment and improved external communications by ensuring OHA leadership are aware of reports and prepared to discuss their implications.

Description

This policy details requirements for report development and approval for all OHA data and research reports and mandates division alignment with this policy and the guidelines of the Publications and Creative Services (PCS) Office. Those guidelines are published as [MSC 130-001-003](#).

Applicability

This policy applies to all OHA staff including employees, volunteers, trainees and interns and any contractor who may be listed as an author on agency produced documents.

As keepers of the public trust, all agency employees have a responsibility to comply with state and agency policies, administrative rule, and state and federal law. The agency takes this responsibility seriously and failure to fulfill this responsibility is not treated lightly. Employees who fail to comply with state or agency policy, administrative rule, or state and federal law may face progressive discipline, up to and including dismissal from state service.

Policy

1. This policy applies to the release of major publications including the disclosure of data and reports.
2. Before releasing information to the public, OHA staff shall submit proposed publications resulting from OHA research, data gathering or public policy development to Publications and Creative Services for review and development.
3. Publications and Creative Services shall work with agency staff to review and develop any data, research report, or major publication on which an OHA staff member, program or contractor is listed as an author before the report is published, posted online or otherwise distributed to any person or entity not involved in the research and development of the data or report. This includes but is not limited to:
 - a. Reports required by the legislature.
 - b. Major data reports.

- c. Subject matter or material that may be controversial, groundbreaking or is likely to stimulate interest from the media, legislators, or stakeholders.
 - d. Reports that may lead to the creation of new state policy, therefore requiring notification of or coordination with the Governor's office.
 - e. Reports that are the combined work of divisions or agencies.
 - f. Reports affecting OHA partners.
 - g. Reports submitted for publication to other entities, including peer-reviewed journals.
 - h. Reports commissioned by OHA from other agencies or organizations.
4. OHA staff authors shall inform their external partners about this policy as soon as possible.
 5. Each OHA division shall create a process by which agency data and reports are:
 - a. Created in consultation with PCS.
 - b. Reviewed and approved by division leadership.
 - c. Submitted in final form to their division Public information Officer (PIO) not less than one month prior to the intended release date.
 6. The PIO shall review the report or data and notify the External Relations Director and Communications Director about upcoming releases no later than three weeks prior to release.
 7. The External Relations Director shall:
 - a. Review and approve the release; or
 - b. Refer the report to the OHA Director for review, no less than two weeks prior to the intended release date.
 8. OHA follows all applicable federal and state statutes and rules and Oregon Department of Administrative Services (DAS) statewide policies.

References

[DHS|OHA 130-001-003 Guidelines for creation and approval of Oregon Health Authority Reports Project request for design, publication, form, translation coordination, alternate format, printing](#)

Forms referenced

[OHA 2001 Publication and graphic design project request](#)

Related policies

[DHS 120-003 - Sensitive Issues](#)

MSC 130-001 - Publication design, distribution and storage

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Keywords

OHA reports, manuscript clearance, report clearance, guidelines for report, major publications, publications, data, peer review, publishing

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