



ShipShape Reporting Guidance

The following reporting guidance is in compliance with the roles and responsibilities described in the BUMED Instruction 6110.16- Medical Department Responsibilities for ShipShape.

Roster and Reporting Form Overview

The ShipShape Roster and Reporting Form is a MS Excel spreadsheet that should be used by all ShipShape facilitators in order to capture required ShipShape participant information and program data. The file is set up with separate 'sheets' for the attendance roster, reporting form, and instructions. Facilitators are required to fill out information on the attendance roster sheet, and the reporting form sheet will auto-populate based off of the information entered on the attendance roster. The attendance roster collects information during program execution and at the 3-month and 6-month follow-up timeframes. Please access the roster and reporting form directly from the ShipShape website (<http://www.med.navy.mil/sites/nmcphc/health-promotion/Pages/shipshape.aspx>) for each use to ensure you have the most up-to-date version.

Submission Guidance

The ShipShape Roster and Reporting form should be submitted to the NMCPHC ShipShape program manager for each course after the completion of the six month follow-up period. Submissions are due on the following schedule:

- Courses completed January-June, submit form after 6-month follow-up, but no later than the following 2 January (end of reporting period)
- Courses completed July-December, submit form after 6-month follow-up, but no later than the following 1 July (end of reporting period)

Roster and Reporting form should be submitted via an **encrypted, digitally signed** email to the NMCPHC ShipShape program manager. The form contains PII/HIPAA, so it should be handled with the proper security precautions. The subject line of the email should read: **FOUO - ShipShape Attendance Roster**. The body of the email should contain the following privacy statement: **FOR OFFICIAL USE ONLY (FOUO) - PRIVACY SENSITIVE. Any misuse or unauthorized disclosure may result in both civil and criminal penalties.** If you have questions on how to send an encrypted email, please contact the NMCPHC ShipShape staff at NMCPHCPTS-ShipShape@med.navy.mil for further guidance.

Use the following naming convention for report submissions
SS_Report_CommandName_CourseEndDate. For the course end date, use the format DDMMYYYY. For example, a course completed at Naval Medical Center Portsmouth on 15 July 2014 will have the following file name: SS_Report_NMCP_15JUL2014.