

**Attachment 6**  
**PHHS Block Grant (0920-0106)**

**Summary of BG-MIS Enhancements**

The changes outlined below are being incorporated into the web-based management information system.

1. Applications are referred to as Work Plans.
2. Grantees are asked to submit Work Plans within recommended page ranges based on the amount of funding with the objective of reducing the number of pages submitted per grantee.
3. Review functions have been added to the Work Plan, Success Stories, and Annual Report sections.
4. The rationale that was used by the Preventive Health and Health Services Block Grant (PHHSBG) Advisory Committee to prioritize use of PHHSBG funds is identified via check boxes versus a free form text field.
5. Information is captured relative to the percent of time dedicated to the PHHSBG by the Block Grant Coordinator and other Full Time Equivalents (FTE's) that are paid for in whole or in part with Block Grant dollars.
6. Grantees select the Evidence Based Guideline or Best Practice that is used as the basis for interventions from a pre-defined list.
7. Grantees select the CDC Goals that are being addressed with Block Grant Funds from a pre-defined list and identify the location wherein the funds are being applied.
8. Information items are broken down into discrete fields, for example, specific begin and end dates are entered for objectives and activities, and the components for a SMART (Specific Measurable Achievable, Realistic and Time based) objective are entered individually versus via free form text fields. The software generates a list of counties based on the state that is logged into the system and the grantee can electronically select the counties that the funds are spent in versus entering text.
9. Grantees select a percent from a pre-defined list in the Annual Report section to identify the extent to which objectives and activities have been accomplished. Written detail is provided only for those items that are 'exceptions' to projected outcomes.
10. A Compliance Review section has been added to provide grantees with general information regarding the Compliance Review process and specific information that pertains to past reviews of their state/territory/tribe. No data entry is required by grantees.

## Changes Contributing to a Reduction in Burden to Respondents

- **Reduce Software Installation Burden:** The BG-MIS eliminates the need for users to install software to individual user desktops. This eliminates the time and resources for customer support for initial installations and for re-installation of software to new desktops due to employee turn-over at grantee sites.
- **Reduce Length of Application Work Plan:** Work plans submitted through GARS have ranged in length from 25 pages to 380 pages, independent of the funding amount. The BG-MIS will compare the amount of funding to the number of pages submitted and will automatically provide grantees with an actual page count compared to a recommended page count. This feature is consistent with revised guidance directing grantees to consolidate programs and/or provide concise information.
- **Reduce Number of Revisions:** When possible, the BG-MIS will utilize check boxes and predefined lists to replace open-ended text field entries. Other information items requested in pre-defined fields include beginning and end dates for objectives and activities. Information can be checked for completeness prior to submission to CDC, reducing the number of CDC requests to correct or improve information.
- **Reduce Training Cost and Effort to Develop SMART (Specific Measurable Achievable Realistic Time-based) Objectives.** Block grant recipients report that they spend significant resources to train employees to write objectives that meet SMART criteria, due in part to employee turnover at the state and local level. The BG-MIS allows grantees to input the various components of a SMART objective. The system automatically combines the individual components of the objective to create a SMART Objective. The BG-MIS subsequently becomes a capacity building tool for grantees, reducing or eliminating the need for departments to train grantees on writing SMART objectives. This tool can also be used as a general purpose tool for developing objectives for any program and to facilitate training for public health professionals.
- **Reduce Data Entry for Annual Report:** Grantees currently enter textual information for each objective and activity. The BG-MIS enables grantees to select the percentage of completed activity from a drop down box. Grantees will only need to enter textual information for those items that are 'exceptions' to the proposed plan.
- **Utilize Existing Federal Data Sources:** CDC will use existing Internet accessible data sources to coincide with the legislative requirement of uniform data sets. With the availability of Internet web based federal databases, the States will be provided via the Preventive Health and Health Services Block Grant web page with the necessary data sources available for program evaluation. States will voluntarily supply state specific data according to selected block grant funded activities in their annual report. The use of Internet accessible data sources will provide more timely and accurate data to the States and remove the duplication of data reporting.