# APPENDIX 4: DESIGN DOCUMENT

Form: Approved OMB No.: 0920-XXXX Exp. Date: xx/xx/xxxx

# Management Information System for Comprehensive Cancer Control Programs

Public reporting burden of this collection of information is estimated to average 6 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer; 1600 Clifton Road NE, MS D-74, Atlanta, GA 30333; ATTN: PRA (0920-XXXX)

## I. Estimates of Annualized Burden Hours and Costs to Input Data into the MIS

#### A) Estimated Annualized Burden Hours

65 respondents will provide input into the proposed system. Respondents reside in each of the 50 states, the District of Columbia, 7 tribes/tribal organizations, and 7 territories/U.S. Pacific Island jurisdictions. The annual hour burden is estimated at 780 total hours based on a total of 12 hours per respondent to complete a report twice per year. Table 1 displays the annualized report burden computations.

Table 1

| Form     | Number of   | Number of     | Hours per | Response   |
|----------|-------------|---------------|-----------|------------|
| name     | respondents | responses per | response  | burden     |
|          |             | respondent    |           | (in hours) |
| Progress | 65          | 2             | 6         | 780        |
| Report   |             |               |           |            |

#### B) Estimated Annualized Cost to Respondents

Table 2 displays estimates of annualized cost to respondents for the hour burdens used to report program progress information. The hourly wage rates for program managers are based on wages for similar mid-to-high level positions in the public sector.

Table 2

| 10010 =     |             |           |           |         |            |
|-------------|-------------|-----------|-----------|---------|------------|
| Type of     | Number of   | Frequency | Hours per | Hourly  | Total      |
| respondents | respondents | of        | response  | wage*   | respondent |
|             |             | response  |           |         | cost       |
| State       | 65          | 2         | 6         | \$30.65 | \$23,907   |
| Program     |             |           |           |         |            |
| Managers    |             |           |           |         |            |

<sup>\*</sup>Hourly wage information is from the U.S. Department of Labor, Bureau of Labor Statistics Web site (www.bls.gov/home.htm).

#### II. Estimates of Other Total Annual Cost Burden to Respondents and Record Keepers

The MIS is designed to use existing hardware within funded sites, and all respondents currently have access to the Internet to use the information system. No capital or maintenance costs are expected. Additionally, there are no start-up, hardware or software costs.

#### III. Estimates of Annualized Cost to the Federal Government

#### **Development, Implementation, and Maintenance**

Major cost factors for the MIS include application design and development costs and system modification costs. Ongoing costs will include system maintenance and training costs. For the purposes of calculating the estimated annualized cost to the government, the MIS project has been divided into two development and implementation phases (Release 1.0 and Release 1.1). Release 1.0 involves development of data entry pages for grantees, user management, and system security. Release 1.1 involves development of data transfer and report-generating functions. Table 3 provides a detailed breakdown of the estimated costs for both releases. The total cost in Table 3 is not an annualized cost. It represents the total cost for development and implementation of the system and is a one-time expenditure. The ongoing maintenance costs and associated project support costs are assumed to be constant for the useful life of the system. However, because this system gathers progress reporting information associated with specific performance measures required as part of 5year cooperative agreements cycles with states, tribes, and territories, any change to these performance measures in the future may precipitate system modifications. The associated costs for such modifications are undetermined and are not reflected here. However, it is assumed these changes would be minimal and thus easily incorporated into the contractors overall system maintenance contract, a currently established government contract expenditure.

Table 3

| Release 1.0                  | Estimated Cost |
|------------------------------|----------------|
| Definition & scope           | \$7,500        |
| Analysis                     | \$35,500       |
| Design                       | \$35,000       |
| Construction                 | \$171,000      |
| Testing                      | \$61,000       |
| Deployment                   | \$13,500       |
| Training                     | \$2,000        |
| Post-production support      | \$8,000        |
| Project management & support | \$71,500       |
| Total                        | \$405,000      |
|                              |                |
| Release 1.1                  | Estimated Cost |
| Definition and Scope         | \$1,500        |
| Analysis                     | \$11,000       |
| Design                       | \$11,500       |
| Construction                 | \$71,500       |
| Testing                      | \$27,500       |
| Deployment                   | \$8,000        |
| Training                     | \$6,000        |
| Post-production support      | \$7,500        |
| Project management & support | \$25,500       |
| Total                        | \$170,000      |
|                              |                |
| TOTAL                        | \$575,000      |





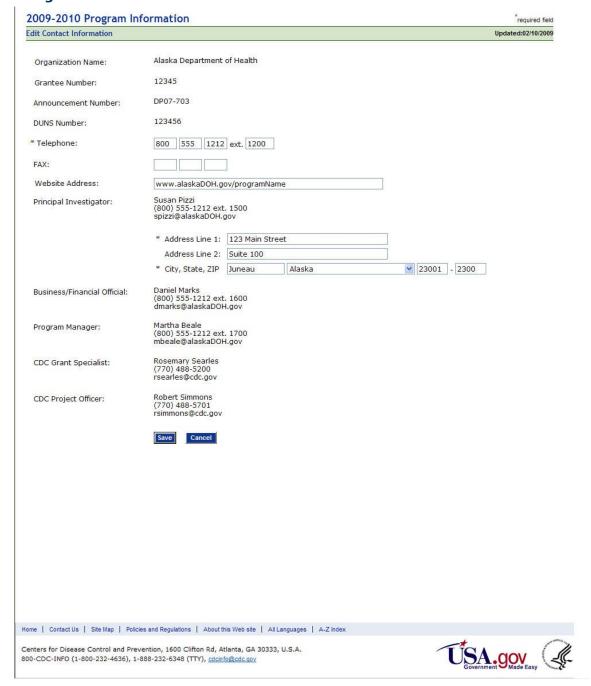
## MIS DATA COLLECTION INSTRUMENT SCREEN SHOTS

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## **Program Info: Contact Info**



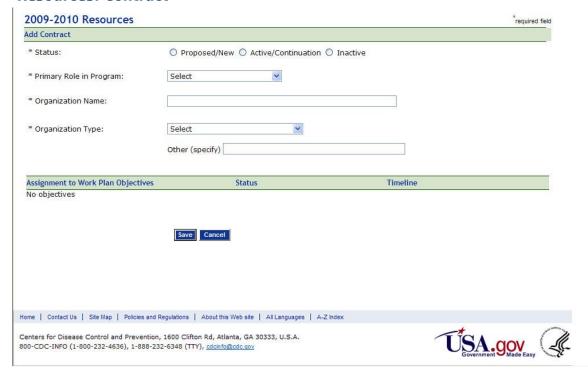
# **Program Info: Program Summary**

# 2009-2010 Program Information

\*required field

| Edit Program Summary     |   | Updated:02/10/200 |
|--------------------------|---|-------------------|
| * Grantee Type:          | <ul> <li>State/District of Columbia</li> <li>Tribal Nation</li> <li>Pacific Island Jurisdiction</li> <li>Territory</li> </ul> |                   |
| * Funding Level:         | O Planning    Implementation  |                   |
| Optional Funding Levels: | ✓ Colorectal Cancer  Ovarian Cancer  Prostate Cancer  Skin Cancer   |                   |
| * Program Summary:       | Text goes here  Characters: 00 / max 5000   |                   |

#### **Resources: Contract**



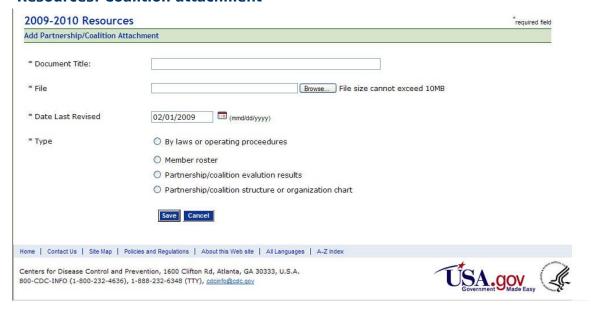
#### **Resources: Partnership/Coalition**

2009-2010 Resources required field Edit Partnership/Coalition Updated:02/10/2009 \* Partnership/Coalition Name: Coalition A \* Chair Person Name: Reggie Smith 800 555 1212 ext. \* Chair Person Phone: \* Chair Person Email: rsmith@coalition.org \* 501c3 Organization: O No O Yes 501c3 Executive Director Name: Sally Lewis 501c3 Executive Director 800 555 1212 ext. 900 501c3 Executive Director Email: slewis@501c3.org Public Health Programs \* Member Composition: ☑ Breast and cervical cancer screening Central cancer registry Physical activity Nutrition Tobacco control Maternal and child health State Office of Minority Health Local health departments ☐ (Tribes only) State CCC Other Government Agencies ✓ National Cancer Institute □ Cancer Information Service ✓ State Medicaid agency Indian Health Service Quality Improvement Organization for Medicare ■ Health Resources and Services Administration (HRSA) Cooperative Extension Programs Professional Associations/Organizations American Cancer Society State/territory medical societies Academy of Family Physicians American College of Physicians American Society of Clinical Oncology American Academy of Pediatrics American College of Obstetrics and Gynecology Nurses associations Hospital associations ☐ American College of Surgeons Foundation Advocacy groups (other than ACS and the medical groups listed) Rural health organizations Academic/Medical Institutions ✓ Medical schools ✓ Schools of public health Other academic institutions NCI Designated Cancer Centers Community cancer centers Prevention Research Centers Hospice organizations For-profit hospitals (that are not Cancer Centers) Primary health care facilities Clinical community oncology programs Individual physicians

# **Resources: Coalition cont.**

|   | Business/Industry  Health plans/insurance companies  Pharmaceutical companies  Other corporations or businesses   |   |
|---|---|---|
|   | Political Leaders Governor or staff Legislators or staff Other political leaders (mayors, city council, judges, Tribal Leaders Tribal Health administrators           | etc.)   |
|   | Community-Based rganizations  Survivor groups Intercultural Cancer Council Minority commissions Minority organizations Faith-based organizations Individual survivors |   |
|   | Other  Education/resource centers  Media  All Tribes in the region  |   |
| * Race, Ethnicity and<br>Geographic<br>Representation:      | Racial Populations  American Indian or Alaska Native  Asian  Black or African American  Native Hawaiian or Other Pacific Islander  White                              |   |
|   | Ethnic Populations  Hispanic or Latino Non-Hispanic or Latino   |   |
|   | Geography  Urban/inner city Rural   |   |
| * Regional Representation:                                  | Number of Regions 4   |   |
| * Number of Organizations in Partnership/Coalition:         | Number of Regions with Member Organization Located in  40   | n Region   3  |
| * Number of Individuals in<br>Partnership/Coalition:        | 133   |   |
| * Date of Last Satisfaction<br>Assessment:                  | 02/01/2009 (mm/dd/yyyy)   |   |
| Assignment to Work Plan Objectiv                            | es Status   | Timeline  |
| Objective Title A<br>Objective Title B<br>Objective Title C | Complete<br>In process<br>Planned   | 07/01/2009-10/01/2009<br>10/01/2009-12/01/2010<br>11/15/2009-06/30/2010 |
|   | Save Cancel   |   |

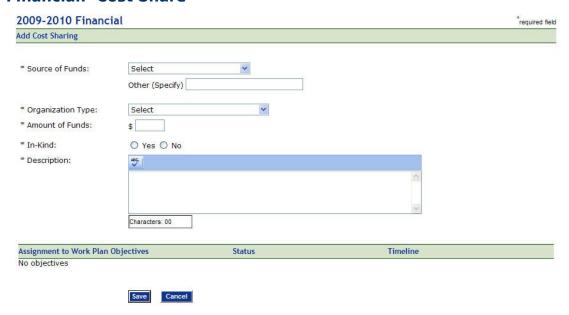
## **Resources: Coalition attachment**



## **Resources: Personnel**

| 2009-2010 Resources                        |  |   | *required field |
|--|--|---|-----------------|
| Add Personnel                              |  |   |                 |
|  |  |   |                 |
| * Status:                                  | O Proposed O Active O Inactive O N                   | /acant                                      |                 |
| * Primary Role in Program:                 | Select   |   |                 |
|  | Other (specify)                                      |   |                 |
| * Name:                                    |  |   |                 |
|  |  |   |                 |
| * Highest Credentials:                     | <ul> <li>Less than high school</li> </ul>            |   |                 |
|  | <ul> <li>High school diploma/GED</li> </ul>          |   |                 |
|  | <ul><li>Associates (AA, AS, AN, Other)</li></ul>     |   |                 |
|  | <ul> <li>Bachelors (BA, BS, Other)</li> </ul>        |   |                 |
|  | <ul><li>Masters (MA, MS, MPH, MSPH, Other)</li></ul> |   |                 |
|  | O Doctoral (PhD, DrPH, MD, DO, JD, Othe              | er)   |                 |
|  | ○ None   |   |                 |
| Certifications/ Professional<br>Licenses   |  |   |                 |
| * Telephone:                               | ext.   |   |                 |
| FAX:                                       |  |   |                 |
| Email:                                     |  |   |                 |
|  |  |   |                 |
| * Percent of Time Allocated to<br>Program: | %  |   |                 |
| * Employment Type:                         |  |   |                 |
| Employment Type.                           | O State, Tribal Nation, Pacific Island Juris         | sdiction, and District of Columbia Employee |                 |
|  | O Contract Employee                                  |   |                 |
|  | Other (specify)                                      |   |                 |
| Assignment to Work Plan Objectives         | Status   | Timeline                                    |                 |
| No objectives                              |  |   |                 |
|  |  |   |                 |
|  | Save Cancel -  |   |                 |

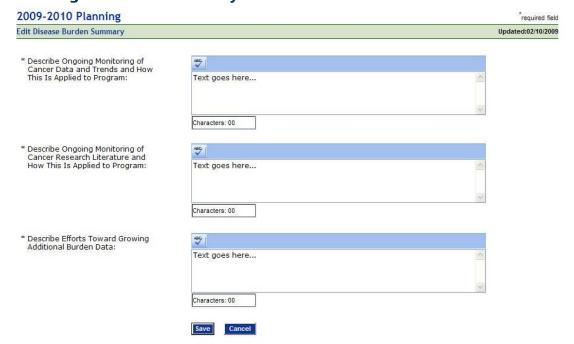
## **Financial: Cost Share**



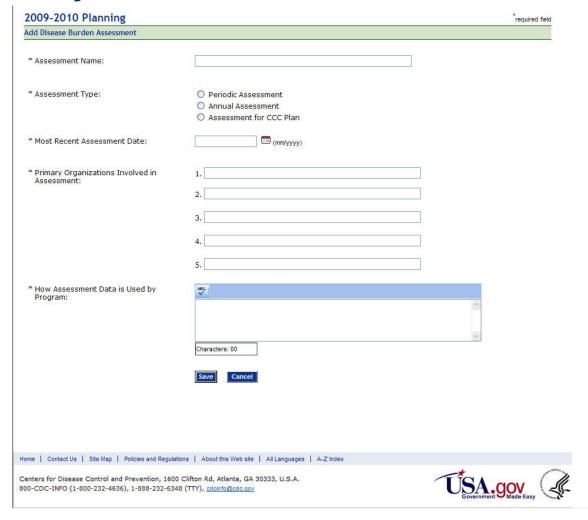
#### Financial: In-Kind



# **Planning: Burden Summary**



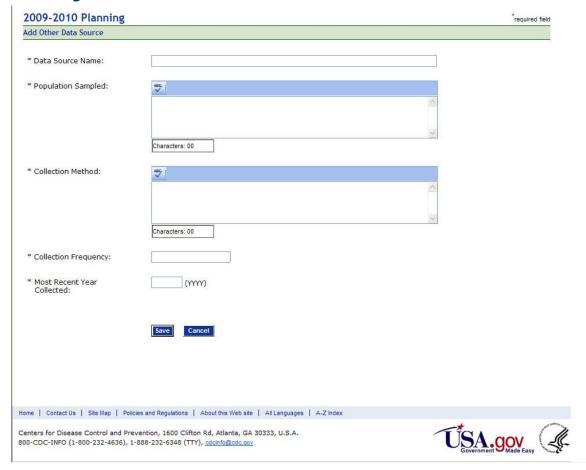
# **Planning: Burden Assessment**



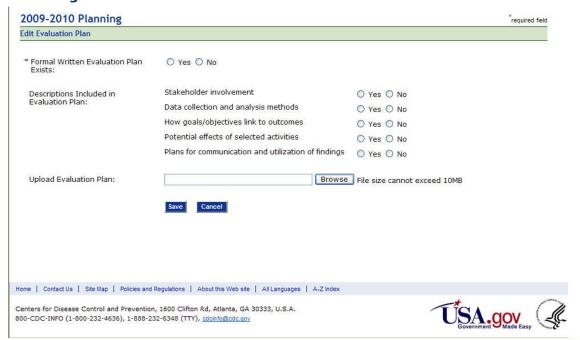
## **Planning: Standard Data Source**

2009-2010 Planning \* required field Edit Standard Data Sources Updated:02/10/2009 Most Recent Data Set Year \* Standard Data Sources: American Cancer Society Facts and Figures ☐ Behavioral Risk Factor Surveillance System (BRFSS) Centers for Medicare and Medicaid Services (CMS) ☐ Health Plan Employer Data and Information Set (HEDIS) Indian Health Service Kaiser Foundation ■ National Cancer Data Base (NCDB) ■ National Health and Nutrition Examination Survey (NHANES) 2008 ☑ National Immunization Survey (NIS) ☑ National Program of Cancer Registries 2005 ✓ National Youth Tobacco Survey (NYTS) 2008 Pregnancy Risk Assessment Monitoring System (PRAMS) REACH Risk Factor Surveillance System School Health Education Profile Surveillance Epidemiology and End Results (SEER) Program U.S.Census Vital statistics ■ Woman, Infants, and Children (WIC) ☐ Youth Risk Behavior Surveillance System (YRBSS) Other (specify): Assignment to Work Plan Activities Status Timeline Activity Title A Activity Title B Activity Title C 07/01/2009-10/01/2009 10/01/2009-12/01/2010 11/15/2009-06/30/2010 Complete In process Planned

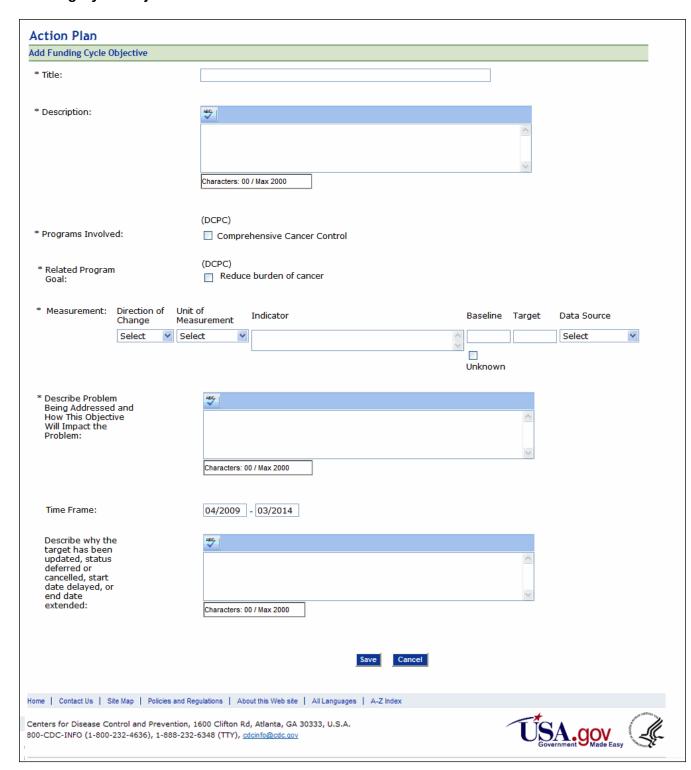
# **Planning: Other Data Source**



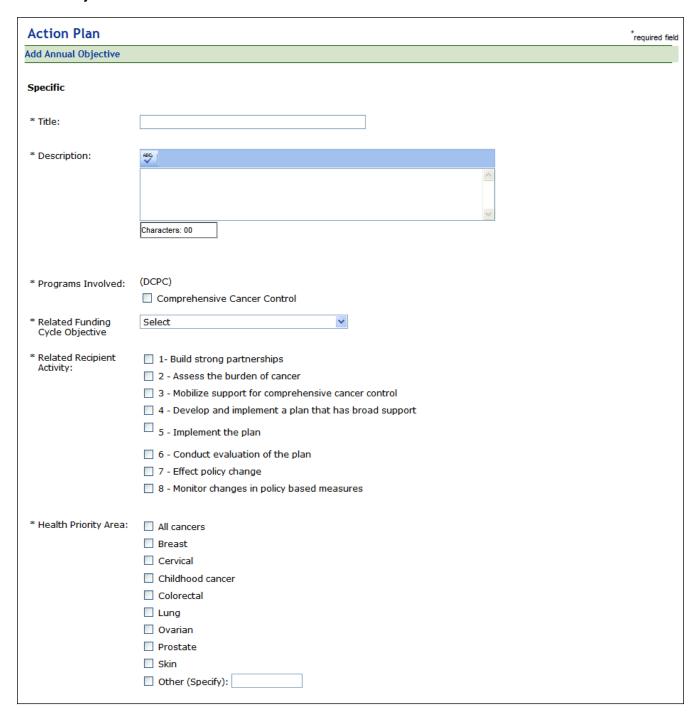
## **Planning: Evaluation Plan**



## **Funding Cycle Objectives:**



## **Annual Objectives:**



# **Annual Objectives (continued)**

| Measurable and Achievable |  |  |  |
|---------------------------|--|--|--|
| * Measurement:            | Direction of Unit of What Will Be Measured Baseline Change Measurement   |  |  |
|                           | Select Se |  |  |
|                           | Unknown  |  |  |
|                           |  |  |  |
| * Annual Outcome:         | Target Data Source Select  |  |  |
| Relevant                  |  |  |  |
| * Cancer Continuum:       | ✓ Prevention (Specify)   |  |  |
| (CCC)                     | Alcohol  |  |  |
|                           | Diet / nurtrition  |  |  |
|                           | Obesity  |  |  |
|                           | Physical Activity  |  |  |
|                           | Sun protection   |  |  |
|                           | Tobacco  |  |  |
|                           | Other (specify)  |  |  |
|                           | ☐ Early Detection ☐ Diagnosis  |  |  |
|                           | ☐ Treatment  |  |  |
|                           | Rehabilitation   |  |  |
|                           | Suvivorship  |  |  |
|                           | Palliation / end of life care  |  |  |
|                           |  |  |  |
| * Level of Change:        | ✓ Individual/population  |  |  |
| (CCC)                     | ☐ Organization   |  |  |
|                           | ☐ Environment  |  |  |
|                           | Other (specify)  |  |  |
| * Type of change:         | ✓ Awareness  |  |  |
| (CCC)                     | ☐ Knowledge  |  |  |
|                           | ☐ Attitude   |  |  |
|                           | ☐ Behavior/practice  |  |  |
|                           | Policy   |  |  |
|                           | Other (specify)  |  |  |

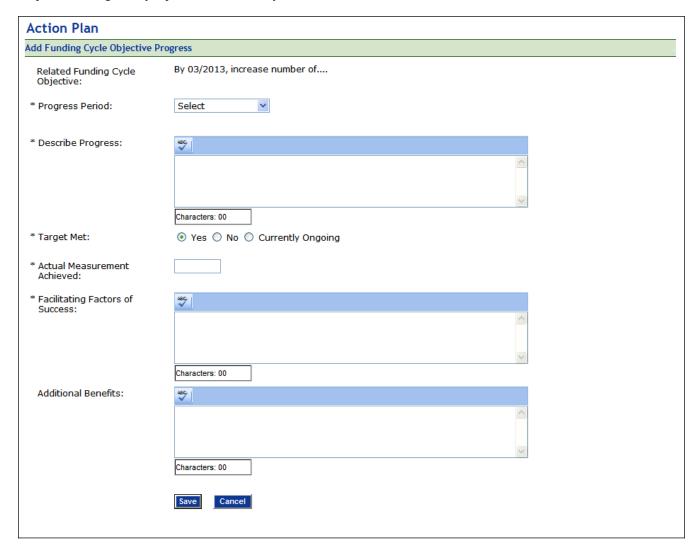
**Annual Objectives (continued)** 

| * Setting:<br>(CCC)  * Cross-cutting issues:<br>(CCC) | Community Healthcare School Worksite Other (specify) Clinical trials Health disparities/social determinants Access to care Quality of care Epidemoilogy/Surveillance |
|---|--|
|   | Other (specify)  |
| * Objective Focus:                                    | General Population   |
|   | Specific Population  |
|   | Gender Female  |
|   | ☐ Male   |
|   | ☐ Transgender  |
|   |  |
|   | Sexual Bisexual Identity   |
|   | ☐ Gay  |
|   | ☐ Heterosexual   |
|   | Lesbian  |
|   | Race African American or Black   |
|   | American Indian or Alaska Native   |
|   | Asian  |
|   | Native Hawaiian or other Pacific Islander  |
|   | White  |
|   |  |
|   | Ethnicity Hispanic or Latino   |
|   | Not Hispanic or Latino   |
|   | Age □ 0-3 Years  |
|   | ☐ 4-11 Years   |
|   |  |
|   | 12-17 Years  |

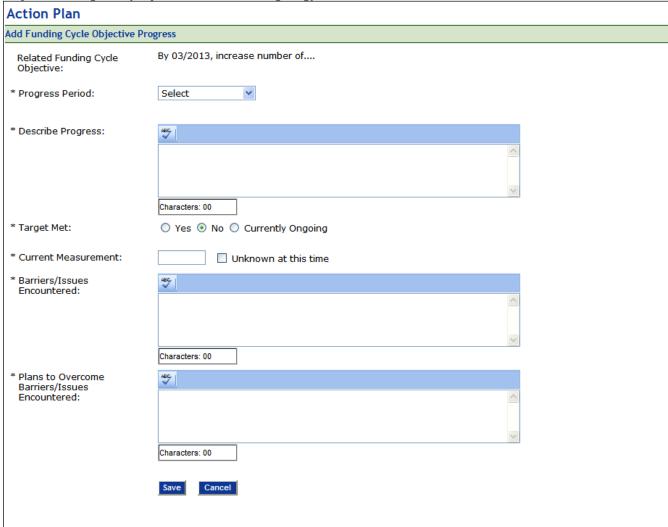
## **Annual Objectives (continued)**



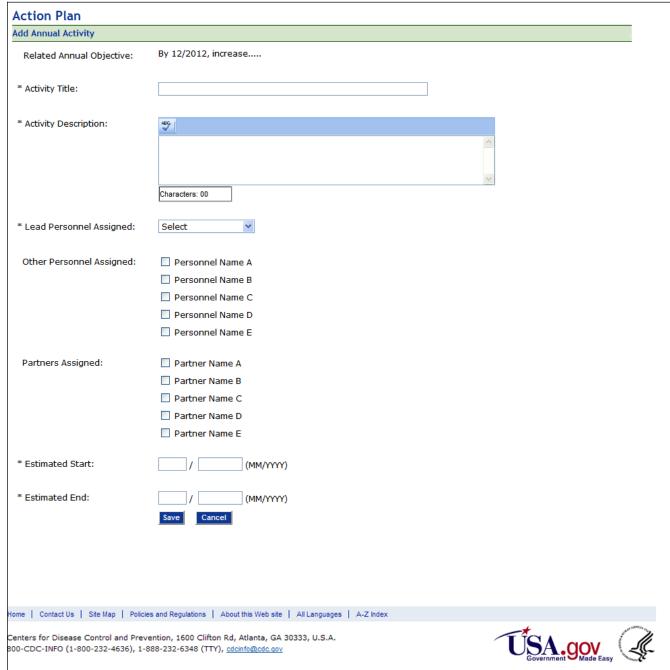
## **Objective Progress (Objective Met = Yes):**



**Objective Progress (Objective Met = No/Ongoing):** 



#### **Annual Activities:**



## **Products:**

