Attachment - H: TASII External Stakeholder Survey Instrument – Web Screen Shots
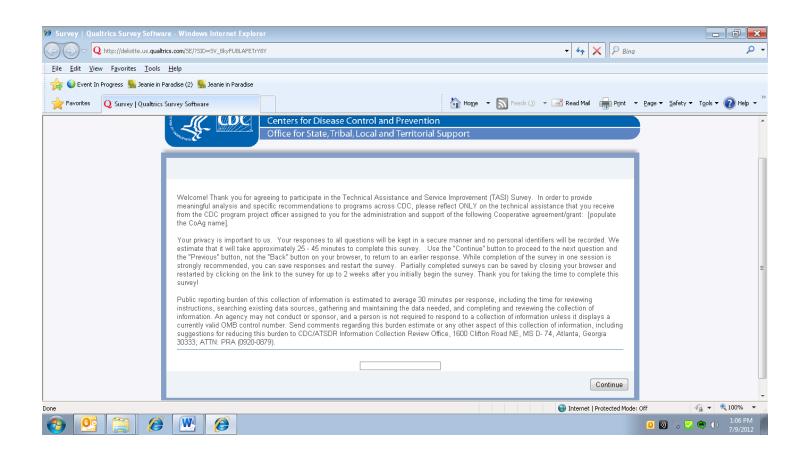
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Respondent Information

Are you the primary point of contact for the CDC Project Officer assigned to this program?

○ Yes
○ No

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Respondent Information *(Continued)*

How long have you worked in this program (e.g. 4 months, 7 years)?

Years	
Months	

How long have you worked with the current project officer assigned to this program (e.g. 4 months, 7 years)?

Years	
Months	

How many project officers have been assigned to work with you in this program over the past 2 years?

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PART A: Information About Technical Assistance Received and Organizational Support Provided

Please indicate the extent to which you agree or disagree with each of the following statements about the Funding Opportunity Announcement (FOA) or Program Announcement (PA) for your program.

Funding Opportunity Announcements

	Strongly Disagree	Disagree	Agree	Strongly Agree	Not Sure
Overall, the FOA / PA clearly defines program expectations	○	○	○	○	○
Overall, the FOA / PA clearly defines the goals of the program and related activities	○	○	○	○	○
Overall, the goals and expectations of the FOA / PA are consistent throughout the performance period	○	○	○	○	○
An adequate amount of input from grantees is used to inform the development of a new or continuation of FOA	○	○	○	○	○

Which service delivery model best describes how you receive technical assistance from your current CDC project officer for this Cooperative Agreement?

○ Primarily through my project officer – TA requests are submitted to my project officer and the PO facilitates/coordinates obtaining the answer(s). Routine contact (e.g., monthly conference calls) is conducted by the CDC project officer only.

○ Team Approach – A team of CDC subject matter experts (SMEs) including my project officer routinely responds to TA requests/needs. Routine contact (e.g., monthly conference calls) is coordinated by the project officer and usually includes the CDC SMEs.

○ I typically rely on someone other than my CDC project officer (e.g., partner organization such as NACCHO or ASTHO) to meet my TA needs.

○ Other

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PART A: Information About Technical Assistance Received and Organizational Support Provided

Shown below is a list of content or topic areas commonly supported through technical assistance. For each topic area, please identify who **typically/most often** provides technical assistance or support directly to you.

Topic / Content Area

	CDC Project Officer / Program Consultant	PGO	CDC Field Assignee	CDC Subject Matter Expert	National Partner (e.g. ASTHO, NACCHO, PIHOA, CSTE)	Other
Budget or fiscal management	○	○	○	○	○	○
Program planning, development or management	○	○	○	○	○	○
Program performance improvement or evaluation	○	○	○	○	○	○
Detailed scientific information	○	○	○	○	○	○
Training or capacity building	○	○	○	○	○	○

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PART A: Information About Technical Assistance Received and Organizational Support Provided *(Continued)*

How often are conference calls conducted by your current CDC project officer?

- ○ Never
- ○ Weekly
- ○ Monthly
- ○ Quarterly
- ○ Other, please specify:
  [   ]

The number of conference calls conducted by my current CDC project officer is:

- ○ Insufficient
- ○ Sufficient
- ○ Too many

What is the total number of on-site visits conducted and/or planned by your current CDC project officer for the <u>current</u> performance period?

[   ]

The number of on-site visits conducted by my CDC project officer is:

- ○ Insufficient
- ○ Sufficient
- ○ Too many

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PART A: Information About Technical Assistance Received and Organizational Support Provided *(Continued)*

Please rate your satisfaction level with the following characteristics of the technical assistance <u>provided by your current CDC project officer for this program.</u>

Characteristic

	Extremely Unsatisfied	Unsatisfied	Satisfied	Extremely Satisfied	Not Sure / Not Applicable
Responsiveness of my CDC project officer to emails and phone calls	○	○	○	○	○
Usefulness of conference calls conducted by my CDC project officer	○	○	○	○	○

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PART A: Information About Technical Assistance Received and Organizational Support Provided *(Continued)*

Please rate your satisfaction level with the following characteristics of the technical assistance provided by your current CDC project officer for this program.

Characteristic

	Extremely Unsatisfied	Unsatisfied	Satisfied	Extremely Satisfied	Not Sure / Not Applicable
Usefulness of site visits conducted by my CDC project officer	○	○	○	○	○

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PART A: Information About Technical Assistance Received and Organizational Support Provided *(Continued)*

Please rate your satisfaction level with the following characteristics of the technical assistance provided by your current CDC project officer for this program.

Characteristic

	Extremely Unsatisfied	Unsatisfied	Satisfied	Extremely Satisfied	Not Sure / Not Applicable
Coordination between PGO and my CDC project officer	○	○	○	○	○
Accuracy of information provided by my CDC project officer	○	○	○	○	○
Utility of the information provided by my CDC project officer	○	○	○	○	○
Consistency of information provided by project officers within and across CDC-funded grants/cooperative agreements	○	○	○	○	○

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PART A: Information About Technical Assistance Received and Organizational Support Provided *(Continued)*

Overall, how well does the technical assistance provided by your current CDC project officer meet your needs?

- ○ Never meets my needs
- ○ Occasionally meets my needs
- ○ Usually meets my needs
- ○ Always meets my needs

How have changes or the turn-over of your CDC project officer assigned to oversee this Cooperative Agreement impacted your program?

- ○ No impact
- ○ Minimal negative impact
- ○ Moderate negative impact
- ○ Significant negative impact
- ○ Minimal positive impact
- ○ Moderate positive impact
- ○ Significant positive impact
- ○ Not Sure

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PART A: Information About Technical Assistance Received and Organizational Support Provided *(Continued)*

Please indicate the extent to which you agree or disagree with each of the following statements about the following internet resources available to you for your program.

Item

	Strongly Disagree	Disagree	Agree	Strongly Agree	Not Sure
The State, Tribal, Local and Territorial Public Health Professionals Gateway internet site provides useful information about CDC policies, tools and other resources relevant to my program.	○	○	○	○	○
I know where to find useful information about CDC policies, staff, or subject matter experts, tools and other resources on the webpages specific for this program.	○	○	○	○	○

Please provide any recommendations for additional resources or tools that CDC should make available to grantees. (optional)

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PART A: Information About Technical Assistance Received and Organizational Support Provided *(Continued)*

Rate your level of satisfaction with the following reporting requirements for this Cooperative Agreement:

Reporting Requirements

	Extremely Unsatisfied	Unsatisfied	Satisfied	Extremely Satisfied	Not Sure
Clarity of the progress reporting requirements	○	○	○	○	○
Feasibility of data collection and progress reporting	○	○	○	○	○
Utility of the information collected	○	○	○	○	○
Burden level of the data collection and progress reporting requirements	○	○	○	○	○
Type and frequency of feedback received related to my program's performance	○	○	○	○	○

If you responded "Extremely Unsatisfied" or "Unsatisfied" for any of the above, please provide any specific reasons for this rating. (optional)

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Project Officer Characteristics and Competencies

Please rate the extent to which you agree or disagree that the following attitudes and/or character traits are demonstrated by your current CDC project officer.

The project officer that I work with:

	Strongly Disagree	Disagree	Agree	Strongly Agree	Not Sure
Exhibits passion about and commitment to the program	○	○	○	○	○
Demonstrates respect for me and my organization as an important partner	○	○	○	○	○
Is trustworthy and reliable	○	○	○	○	○
Demonstrates cultural sensitivity	○	○	○	○	○
Demonstrates integrity and ethical standards	○	○	○	○	○
Demonstrates political "acumen," tact and diplomacy	○	○	○	○	○
Works collaboratively with me and others in the program	○	○	○	○	○
Builds rapport with key stakeholders in my organization or jurisdiction	○	○	○	○	○
Allows my organization to determine how we achieve the program's goals and objectives	○	○	○	○	○
Balances the interests and needs of my organization/program with the interests and needs of CDC	○	○	○	○	○
Is an effective and knowledgeable representative of CDC	○	○	○	○	○
Responds to our goals and needs with flexibility	○	○	○	○	○
Moves my program forward in accomplishing and/or exceeding program goals and objectives	○	○	○	○	○

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Project Officer Characteristics and Competencies *(Continued)*

A list of skills, knowledge and abilities organized and grouped by content area or domain are presented in this next section of questions. Please indicate how important the knowledge, skill or ability is for your CDC project officer to demonstrate and your satisfaction with your CDC project officer's application or demonstration of the knowledge, skill or ability.

Communication

	Importance — How important is this KSA for your CDC project officer to demonstrate?				Level of Satisfaction — What is your level of satisfaction with your CDC project officer's application or demonstration of this KSA?				
	Not Important	Somewhat Important	Important	Very Important	Extremely Unsatisfied	Unsatisfied	Satisfied	Extremely Satisfied	Not Applicable
Verbally expresses ideas, expectations, concerns, and recommendations in a clearly organized manner	○	○	○	○	○	○	○	○	○
Expresses ideas, expectations, concerns, and recommendations clearly in written business documents	○	○	○	○	○	○	○	○	○
Expresses ideas, expectations, concerns, and recommendations clearly in written scientific documents	○	○	○	○	○	○	○	○	○
Applies communication and group dynamic strategies (e.g., principled negotiation, conflict resolution, active listening, risk communication) in interactions	○	○	○	○	○	○	○	○	○

If you scored your level of satisfaction as "Extremely Unsatisfied" or "Unsatisfied", please explain why. (optional)

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resolution, active listening, risk communication) in interactions

If you scored your level of satisfaction as "Extremely Unsatisfied" or "Unsatisfied", please explain why. (optional)

Grant Administration & Management

	Importance — How important is this KSA for your CDC project officer to demonstrate?				Level of Satisfaction — What is your level of satisfaction with your CDC project officer's application or demonstration of this KSA?				
	Not Important	Somewhat Important	Important	Very Important	Extremely Unsatisfied	Unsatisfied	Satisfied	Extremely Satisfied	Not Applicable
Educates and advises on CDC's grant application process in general	○	○	○	○	○	○	○	○	○
Educates and advises on program-specific grant goals, standards and expectations	○	○	○	○	○	○	○	○	○
Advises on budget preparation and monitors the fiscal management of grant funds	○	○	○	○	○	○	○	○	○
Educates and supports on the use of CDC information management systems or other reporting tools and resources	○	○	○	○	○	○	○	○	○

If you scored your level of satisfaction as "Extremely Unsatisfied" or "Unsatisfied", please explain why. (optional)

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Project Officer Characteristics and Competencies *(Continued)*

Public Health Applied Sciences & Knowledge

	Importance				Level of Satisfaction				
	How important is this KSA for your CDC project officer to demonstrate?				What is your level of satisfaction with your CDC project officer's application or demonstration of this KSA?				
	Not Important	Somewhat Important	Important	Very Important	Extremely Unsatisfied	Unsatisfied	Satisfied	Extremely Satisfied	Not Applicable
Demonstrates basic knowledge of scientific and/or clinical terminology and relevant disease etiology that are applicable to my program	○	○	○	○	○	○	○	○	○
Applies basic public health sciences (including, but not limited to biostatistics, epidemiology, social and behavioral health sciences) to my program activities	○	○	○	○	○	○	○	○	○
Advises and knowledgeably discusses evidence-based strategies or interventions that may be appropriate for my program	○	○	○	○	○	○	○	○	○
Explains and/or discusses how CDC and public health policies impact my program	○	○	○	○	○	○	○	○	○
Explains and/or discusses how CDC's or the division's strategic plans impact my program	○	○	○	○	○	○	○	○	○
Explains and/or discusses how public health laws impact my program	○	○	○	○	○	○	○	○	○

If you scored your level of satisfaction as "Extremely Unsatisfied" or "Unsatisfied", please explain why. (optional)

If you scored your level of satisfaction as "Extremely Unsatisfied" or "Unsatisfied", please explain why. (optional)

Program Planning & Development

	Importance				Level of Satisfaction				
	How important is this KSA for your CDC project officer to demonstrate?				What is your level of satisfaction with your CDC project officer's application or demonstration of this KSA?				
	Not Important	Somewhat Important	Important	Very Important	Extremely Unsatisfied	Unsatisfied	Satisfied	Extremely Satisfied	Not Applicable
Assists in designing programs that address the identified risks or needs of my program's target population(s)	○	○	○	○	○	○	○	○	○
Advises or assists with strategic program planning by integrating emerging trends of the fiscal, social and political environments into program design	○	○	○	○	○	○	○	○	○
Advises on how to incorporate CDC's public health products or other national public health-related initiatives (e.g., public health accreditation, CDC winnable battles, National Prevention Strategy, etc.) into program activities	○	○	○	○	○	○	○	○	○
Advises or assists in developing program activities, strategies and/or interventions that are culturally competent/sensitive for my program	○	○	○	○	○	○	○	○	○

If you scored your level of satisfaction as "Extremely Unsatisfied" or "Unsatisfied", please explain why. (optional)

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Project Officer Characteristics and Competencies *(Continued)*

Program Management

	Importance				Level of Satisfaction				
	How important is this KSA for your CDC project officer to demonstrate?				What is your level of satisfaction with your CDC project officer's application or demonstration of this KSA?				
	Not Important	Somewhat Important	Important	Very Important	Extremely Unsatisfied	Unsatisfied	Satisfied	Extremely Satisfied	Not Applicable
Develops recommendations to resolve concerns related to program operations	○	○	○	○	○	○	○	○	○
Applies strategies for organizing tasks as well as the resources needed to achieve programmatic goals and prioritizes key action steps	○	○	○	○	○	○	○	○	○
Coordinates with appropriate CDC subject matter experts or other national partners to provide technical assistance and capacity building support	○	○	○	○	○	○	○	○	○
Identifies appropriate public health education and training to ensure that CDC-funded health agency staff possess the necessary skills and resources for program success while being sensitive to the local political and fiscal constraints (e.g., travel restrictions, etc.)	○	○	○	○	○	○	○	○	○

If you scored your level of satisfaction as "Extremely Unsatisfied" or "Unsatisfied", please explain why. (optional)

If you scored your level of satisfaction as "Extremely Unsatisfied" or "Unsatisfied", please explain why. (optional)

Program Monitoring & Improvement

	Importance				Level of Satisfaction				
	How important is this KSA for your CDC project officer to demonstrate?				What is your level of satisfaction with your CDC project officer's application or demonstration of this KSA?				
	Not Important	Somewhat Important	Important	Very Important	Extremely Unsatisfied	Unsatisfied	Satisfied	Extremely Satisfied	Not Applicable
Provides guidance related to methods and instruments for collecting valid and reliable quantitative and qualitative data for my program	○	○	○	○	○	○	○	○	○
Routinely monitors and/or evaluates work plan activities and objectives and provides meaningful guidance or technical assistance to improve program performance	○	○	○	○	○	○	○	○	○
Assesses program outcomes using required progress reports (e.g., Interim/Mid-Year Progress Report) to provide useful feedback on program performance	○	○	○	○	○	○	○	○	○
Conducts monitoring and/or evaluation activities of standardized or program performance measures and uses the findings to guide program improvement activities	○	○	○	○	○	○	○	○	○
Applies organizational and system-wide strategies for continuous quality improvement	○	○	○	○	○	○	○	○	○

If you scored your level of satisfaction as "Extremely Unsatisfied" or "Unsatisfied", please explain why. (optional)

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Project Officer Characteristics and Competencies *(Continued)*

Organizational Consultation

	Importance				Level of Satisfaction				
	How important is this KSA for your CDC project officer to demonstrate?				What is your level of satisfaction with your CDC project officer's application or demonstration of this KSA?				
	Not Important	Somewhat Important	Important	Very Important	Extremely Unsatisfied	Unsatisfied	Satisfied	Extremely Satisfied	Not Applicable
Informs decision-makers within my organization and state about the importance of my program	○	○	○	○	○	○	○	○	○
Represents the needs, concerns or suggestions from my program to CDC leadership	○	○	○	○	○	○	○	○	○
Collaborates and coordinates with other CDC field staff assigned to my organization or agency	○	○	○	○	○	○	○	○	○
Creates knowledge exchange or networking opportunities with other jurisdictions or states implementing similar programs or facing similar issues or circumstances	○	○	○	○	○	○	○	○	○
Assists in the development of successful cross-agency, jurisdictional, sector relationships	○	○	○	○	○	○	○	○	○
Identifies non-CDC tools or resources (financial and non-financial) relevant to program activities	○	○	○	○	○	○	○	○	○
Identifies and analyzes problems, and generates solutions	○	○	○	○	○	○	○	○	○

	Not Important	Somewhat Important	Important	Very Important	Extremely Unsatisfied	Unsatisfied	Satisfied	Extremely Satisfied	Not Applicable
leadership									
Collaborates and coordinates with other CDC field staff assigned to my organization or agency	○	○	⦿	○	○	○	⦿	○	○
Creates knowledge exchange or networking opportunities with other jurisdictions or states implementing similar programs or facing similar issues or circumstances	○	○	⦿	○	○	○	⦿	○	○
Assists in the development of successful cross-agency, jurisdictional, sector relationships	○	○	⦿	○	○	○	⦿	○	○
Identifies non-CDC tools or resources (financial and non-financial) relevant to program activities	○	○	⦿	○	○	○	⦿	○	○
Identifies and analyzes problems, and generates solutions	○	○	⦿	○	○	○	⦿	○	○

If you scored your level of satisfaction as "Extremely Unsatisfied" or "Unsatisfied", please explain why. (optional)

[ ]

Please list any other knowledge, skills and abilities that are important for project officers to demonstrate in order to effectively provide technical assistance and capacity building support for your program. (optional)

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Additional Comments

Please provide your recommendations for how CDC can improve the delivery of technical assistance to grantees. (optional)

Please provide any additional comments or thoughts about CDC's delivery of technical assistance and support to your program. (optional)

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You have successfully completed this survey. We appreciate the time and effort you took to provide your feedback, which is vital to CDC's improvement efforts.

Thank you!

A summary report of the findings will be prepared using aggregate data from all survey responses; responses will not be linked to individual respondents. This report will be shared with all survey participants, CDC leadership, national partners, and CDC-funded grantees.

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