

**MONITORING AND REPORTING SYSTEM FOR
COMMUNITY TRANSFORMATION GRANT AWARDEES**

PART B: STATISTICAL METHODS

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List of Attachments

1. Authorizing Legislation
 - a. Patient Protection and Affordable Care Act of 2010
 - b. Public Health Service Act
2. Federal Register Notice
 - a. Federal Register Notice (December 6, 2011)
 - b. Summary of Public Comments and CDC Response
3. List of Awardees
4. Management Information System (MIS) Data Elements

B. Statistical Methods

1. Respondent Universe and Sampling Methods

Respondents are 68 current awardees funded through the Community Transformation Grant program in September 2011 (see **Attachment 3**). Fifty-four awardees are state, local and tribal governments, and fourteen awardees are from the private, non-profit sector.

If additional funding is made available to the CTG program, CDC will submit a Change Request to increase the number of CTG awardees participating in the MIS data collection.

Statistical sampling methods are not applicable to this data collection and cannot be used to accomplish the functions of the proposed system.

2. Procedures for the Collection of Information

Information will be collected electronically twice per year. Each awardee will have access to its own information and decide the level of access for other users (e.g., local partners). Users will log into the system at their worksite computer and provide progress reporting information through prompted data entry points.

Instructions to MIS users for completing information collection are built into each Web page. Awardees will be informed of their reporting deadlines via semi-annual notification letters.

The MIS will produce reports that can be downloaded to www.Grants.gov and meet progress reporting requirements for awardees. The MIS will enable awardees to complete a number of tasks electronically, including reviewing the completeness of data necessary to submit required reports, entering basic summary information for required reports, and finalizing and saving required reports for upload to Grants.gov. The MIS will support the automatic generation of interim and annual reports, as well as work plans. Awardees will be able to transfer data from one year to another to minimize data re-entry. CDC staff will have the capacity to query the database to extract individual or aggregate awardee-related data. A copy of the data collection instrument may be found in **Attachment 4**.

3. Methods to Maximize Response Rates and Deal with Nonresponse

Each program is required to file twice yearly progress reports in order to continue to receive cooperative agreement funding.

4. Test of Procedures or Methods to be Undertaken

NCCDPHP has substantial experience with MIS-based collection of awardee progress information. The design of the MIS was informed by experience with recent implementation of the Monitoring and Reporting System for Chronic Disease Prevention and Control Programs (OMB No. 0920-0870, exp. 11/30/2013). Every component of the MIS has undergone rigorous application testing, including usability testing of system design, and accuracy and comprehension testing of proposed data elements.

5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data

A workgroup was established to assist contractors in development of the MIS. The CDC members provided input on content, functionality, and usability of the database.

The individuals responsible for design and management of the data collection system include:

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