Change Request: ICR OMB PRA Number 0920 – 0765
Fellowship Management System
Public Health Prevention Services Host Site Module

This is a change request for ICR OMB PRA Number 0920-0765, Fellowship Management System (FMS). The FMS is an efficient and effective electronic system for processing fellowship training program applications, maintaining an alumni database, and collecting assignment proposals from public health agencies and organizations interested in hosting a fellow. FMS is a robust flexible framework and has been successfully tailored for various Centers for Disease Control and Prevention (CDC) fellowships, including Public Health Prevention Service (PHPS). The host site module is a streamlined FMS application for CDC training programs, where the state, local, tribal or territorial (STLT) host agencies can submit their assignment proposal information online and track the status of the application (e.g., all application materials received by CDC, whether selected as a host agency).

The purpose of this change request is for OMB approval of proposed modifications to the PHPS fellowship host site assignment proposal data elements. These revisions and additions are requested to continue support of CDC's PHPS training program's efficiency and effectiveness, to provide clarity for STLT host site agencies as they complete the host site application, and to enhance CDC's review and approval process for PHPS host site applications.

Revisions and additions to the FMS PHPS host site assignment proposal data elements are necessary for CDC's continued support of STLT agencies in their PHPS host site application process. These changes

- Provide updated language and clarified instructions to support easier application completion by STLT health agencies
- Enhance narrative and drop-down information to improve efficiency as STLT health agencies complete applications

The changes requested will have no impact on time or resources. Although there are new questions, enhancements to the PHPS host site assignment proposal clarify information requested and streamline the process for information gathering through drop-down menus and shortened narratives. These changes are expected to increase efficiency for the STLT agencies as they complete the application.

A chart listing proposed changes for the PHPS host site assignment proposal (i.e., host site module) are provided below. Screen shots of the revised FMS PHPS host site assignment proposal are provided in an attachment.

Proposed Changes for FMS PHPS Host Site Assignment Proposal Data Elements, February 2013

PHPS Host Site Application(Page Name)	Current Question/Item	Requested Change
Login Page	None	Added description of PHPS "PHPS is a 3-year training and service fellowship for master's level public health professionals. The fellowship focuses on public health program management and provides experience in program planning, implementation, and evaluation through specialized hands-on training and mentorship at CDC, and in state and local health organizations."
Login Page	No warning listed	"I have read and understand the Government Warning"
Landing/ Welcome	None	Application Tips were added to the side menu as a selection and were not approved
Landing/ Welcome	None	"Host Site" added to the heading
Landing/ Welcome	Create New Application changed	Added the word "Assignment" in phrase "Create New Assignment Application"
Landing/ Welcome	Withdraw Application instruction: "This will remove your application from consideration for this class."	Removed instruction and only "Withdraw Application" link remains.
Confirmation Message	None	Added the phrase "Are you sure you want to create a new application?" Added buttons: "Confirm" " Cancel"
My Profile	Telephone Number only	Added telephone "Ext"
My Profile	First, Middle and Last Name only	Added a Name "Prefix"
PH Agency Details	Agency Address	Changed Agency Address to Mailing Address.
	None	Added new field titled "Org. Chart URL"
PH Agency Details	Director's Name (one field)	Director's name is now in two fields; Director's First Name and Director's Last Name.
PH Agency Details	None	Under Director Information, Added new field titled "Director's

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		Phone Ext:"
PH Agency Details	Population Description (Narrative Field)	Under Population Description, added new fields: "Primary Topic" (narrative area) "Winnable Battles?" Pick lists for "race", "gender" and "life stages"
PH Agency Details	Statement of Need: The second line, "Describe the population served (e.g., older adults, infants or children, at-risk populations"	Updated to read: "describe the public health problems, concerns, or program management need(s) (e.g., childhood obesity, preparedness planning, infrastructure development) to be addressed by the fellow"
PH Agency Details	Statement of Need: The third line "Describe key partners and their roles in collaborating with your organization on this health problem or concern."	Changed from approved, "Summarize key collaborations with other organizations, including university affiliations"
PH Agency Details	Under Summary of Assignment: "Activity Description (word limit: 100)" P. 25.	Changed the instruction: "Provide a brief description of the proposed assignment" (250 word limit)
PH Agency Details	Under Organizational Structure: The third instruction: "Describe opportunities available to the PHPS fellow for professional development. (e.g., supported training, site visits, job shadowing, participation in meetings)"	Changed to: "Explain the range of professional development opportunities available to the fellow (e.g., supported training, site visits, job shadowing, and participation in meetings)"
PH Agency Details	None	Under Organizational Structure: Added a fourth instruction: "Identify potential travel requirements for the PHPS fellow in support of assignment activities. This should include procedures for reimbursement to the PHPS fellow."
Assignment Details	Assignment Details Section	Added the following fields and explanation text:

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		Location (office name): Address: State: City: Zip:" "Click here if the physical address for this project is the same as the public health agency location information." "Physical address where associate will work" is asked, as well as mailing address.
Assignment Details (Add Training)	Changed verbiage	Changed to: "Each training should be listed separately."
Assignment Details (Add Training)	Training Name/Subject	Changed to Training Added Dedicated Resources field.
Assignment Details	None	Under Fellow Activities, added second sentence, "You will be prompted to provide an activity description, specify outcomes, and select performance requirements"
Assignment Details (Add Activity)	None	New: Activity Description page was added with the following: "Enter a detailed description of the activity the fellow will perform during the assignment, including fellow responsibilities, timeline, and key milestones. (250 Word Limit)." "End Products: Enter a detailed description of the end product. (250 Word Limit)." " Performance Requirements Conduct a Public Health Assessment Develop a plan for a public health program or initiative. Implement a public health program plan or initiative. Evaluate a public health program

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		or initiative. Analyze a public health policy related issue and prepare a written response. Communicate public health information to a lay audience using a variety of media. Communicate public health information to professional audiences Participate in various aspects of the funding process." "Level of Responsibility" (Drop down menu) "Start Month/Year" "End Month/Year" "Dedicated Resources: Enter a detailed description of the dedicated resources. (250 Word Limit)."
Track Your Application	None	Added: Letter of Support from Agency Director Letter of Support from Agency Director must be postmarked by August 30, 2013.