

# **Attachment 5C: Summary of Changes to Annual Report Guidance**

**Revised 2013**

## Annual Report Updates

### **A. Essential Services**

1. Essential Services have been removed from both the Work Plan and Annual Report Hierarchies starting in FY 2013. All prior year (prior to FY 2013) Work Plans and Annual Reports will still maintain the previous format based on Healthy People 2010 Objectives and include Essential Services, including the FY 2012 Annual Report. The changes in the new version of BGMIS only affect Work Plans and Annual Reports beginning in FY 2013.

### **B. Healthy People Objectives**

1. Healthy People 2010 objectives have been replaced with Healthy People 2020 objectives. A matrix has been prepared by CDC and is available in BGMIS to assist grantees with changing their existing Healthy People 2010 Objectives to Healthy People 2020 Objectives in their FY 2013 Work Plans. All FY 2013 Work Plans must utilize Healthy People 2020 Objectives in order to be submitted to CDC.

### **C. Additional Annual Report Functionality Updates**

1. The ability to share Impact Objectives and Activities has been removed.
2. Several changes were made to the relationship between an Annual Report and a Work Plan of the same fiscal year:
  - When a user updates an Annual Report prior to making Work Plan revisions, the changes to the Annual Report are now preserved, so the user's changes are not lost
  - If a user opens an Annual Report based on a Work Plan that has been revised, a new warning message appears to inform the user that the changes in the Work Plan will be reflected in the Annual Report once the Work Plan has been submitted and approved; The user may continue working on the Annual Report, but they won't be able to submit it until the revised Work Plan has been submitted and approved.
  - An email will now be sent to the CDC Project Officer and all grantee users with Control Center rights on the Work Plan and Annual Report modules to inform them that the Annual Report has been updated to reflect changes in the newly approved Work Plan.
3. The State Health Department's general phone number is now displayed on the Cover Page and in the right-hand pane when the Cover Page node is selected on the tree.
4. The Cover Page's right-hand pane was reorganized to make it clear what Grantee Contact Information fields need to be verified by the grantee prior to the Work Plan being submitted.

5. The Annual Report Subsystem was added to BGMIS. The Annual Report Subsystem allows you to create an annual report and enter outcome information for your program in order to report progress regarding your health objectives, impact objectives, and activities.
6. The training manual for the Annual Report Subsystem has been uploaded as a bulletin. The functionality of the Annual Report Subsystem is described in the training manual and in the online help.
7. Added a new report that displays the Health Objective Outcome Status
8. BGMIS now encourages the reporting of both objective and activity successes and challenges. When reporting on Health Objectives, Impact Objectives, and Activities:
  - The “Barriers/Challenges to Success” section has been renamed to "Reasons for Success or Barriers/Challenges to Success."
  - The “Strategies to Overcome Barriers/Challenges” has been renamed to “Strategies to Achieve Success or Overcome Barriers/Challenges.”
  - These sections are mandatory and the user should provide sufficient detail in each section when completing them.
9. When reporting on Health Objectives, Impact Objectives, and Activities, updates have been made to the status choices.
10. All charts and reports have been updated with the new statuses.
11. The Annual Report legend has been updated with the new statuses.
12. Grantees must now certify that the grantee contact information is correct as listed in the Cover Page section; The Annual Report will not pass verify if the selection is “no.”