



# Block Grant Management Information System

## User Training Manual (Work Plan)

Version 4.3



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# Introduction

## Overall Learning Objectives

The overall learning objectives for the BGMIS training manual are:

- Identify changes to the Login module
- Identify changes in the Work Plan module

## The BGMIS Training Manual

This training manual contains eight chapters that will be reviewed and used during the training session. Each chapter focuses on a specific section or topic and provides requirements, explanations, instructions, and exercises.

Please feel free to make additional copies of the manual and share with your colleagues.

## BGMIS Purpose

BGMIS was developed to accomplish the following goals:

- To organize your work plan.
- To create your work plan and submit it to CDC.

## BGMIS Users

BGMIS users consist of:

- PHHS Block Grant Coordinators
- State Program Managers
- Other PHHS Block Grant Personnel
- CDC Users

## Permission/Access types

The following table describes the permissions or access types in BGMIS:

<b>Permission</b>	<b>Description</b>
Control Center	Has the ability to create new work plans, submit, and delete work plans. This access type is recommended only for Grant Coordinators.
Edit Budget	Has the ability to edit top level information, i.e. cover page, total budget, and statutory information. This access type is recommended only for Grant Coordinators and/or Financial Manager.
Edit Program	Has the ability to enter program information, national health objective, state health objective, and impact objectives.

## BGMIS Help

The BGMIS Help is always available by clicking the Help link at the top right corner of each page. The Help consists of very useful information and step-by-step procedures to assist you in completing your tasks.

## System Requirements

BGMIS works best on a Windows platform with Microsoft Internet Explorer 6.0 (or later), JavaScript enabled, screen resolutions of 1024x768 (or greater) and 256 colors (or better). Pop-up blockers should be turned off for this site to function properly.

## Chapter 1: Changes to the Login page

The Login module has been enhanced to conform to the new CDC Password Policy. The fields on the Login page have not changed; however, additional password requirements have been implemented on the Login page.

When creating a password, the following rules apply:

- Passwords are case sensitive.
- Passwords must contain at least 8 characters
- Passwords must be created using 3 of the following 4 criteria:
  - Uppercase letters.
  - Lowercase letters.
  - Numbers.
  - Punctuation symbols. Punctuation symbols allowed are @, #, \$, !, {, }, ^
- Passwords may not contain your User ID or any part of your name

After **5** unsuccessful attempts to log in, your account will be temporarily locked for 15 minutes. You may try to log in again after 15 minutes. If you have forgotten your password, send an email to [bgmis@cdc.gov](mailto:bgmis@cdc.gov) and a new temporary password will be sent to you.

For security reasons, a period of **60** or more minutes of inactivity requires that you log in again

The rules are also included in the Login page below the User Name and Password fields.

### Log In - Enter your User ID and Password

User ID:

Password:

Please [click here](#) if you have forgotten your User ID or Password.

**Login Tips:** Type the User ID and password assigned to you for this web site.

- For security reasons, a period of **60** or more minutes of inactivity requires that you log in again.
- After **5** unsuccessful attempts to log in, your account will be temporarily locked for 15 minutes.
- Tips for creating and maintaining Passwords:
  - Passwords are case sensitive.
  - Passwords must contain at least 8 characters.
  - Passwords must be created using 3 of the following criteria:
    - Uppercase letters.
    - Lowercase letters.
    - Numbers.
    - Punctuation symbols. Punctuation symbols allowed are @, #, \$, !, {, }, ^
  - Passwords may not contain your User ID or any part of your name.

## Learning Objectives

Upon the completion of this chapter, you will know how to:

- Log in to BGMIS using your new system-generated ID and password.
- Log out of BGMIS.

## Log in to BGMIS Training Exercise



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To ensure that user passwords conform to CDC's New Password Policy, all passwords have been reset and will be sent you in an e-mail. You must change your password from the system-generated password in the email to a password of your choice before logging into the system.

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1. Type <http://nccd.cdc.gov/BGMIS> into the address field in your browser. The system displays the BGMIS Log In page.

### Log In - Enter your User ID and Password

User ID:

Password:  Please [click here](#) if you have forgotten your User ID or Password.

**Login Tips:** Type the User ID and password assigned to you for this web site.

- For security reasons, a period of **60** or more minutes of inactivity requires that you log in again.
- After **5** unsuccessful attempts to log in, your account will be temporarily locked for 15 minutes.
- Tips for creating and maintaining Passwords:
  - Passwords are case sensitive.
  - Passwords must contain at least 8 characters.
  - Passwords must be created using 3 of the following criteria:
    - Uppercase letters.
    - Lowercase letters.
    - Numbers.
    - Punctuation symbols. Punctuation symbols allowed are @, #, \$, |, {, }, ^
  - Passwords may not contain your User ID or any part of your name.

2. Enter your user ID in the *User ID* field and your password in the *Password* field.  
**Note:** Enter the password that was e-mailed to you.



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Be sure to enter the password that was e-mailed to you.

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- Click Log In. The system displays the Change Password page.

**Change Password**

**You have logged in using a system generated password and are required to change it. Please change your password.**

New Password:

Confirm Password:

To meet the complexity requirements, your new password must be at least 8 characters in length, not contain your User ID types:

- Uppercase
- Lowercase
- Numeric
- Punctuation symbols. Punctuation symbols allowed are @, #, \$, |, {, }, and ^

- In the New Password field, enter your new password.
- Enter the same password into the Confirm Password field.
- Click **Change Password**. The system displays the BGMIS Home page.

BGMIS Home
Work Plans
Annual Reports
Success Stories
Compliance Reviews
Block Grant Contacts
CDC Reports

Welcome: Ruby Lewis

The Block Grant Management Information System is a web-based system that enables grantees to create and submit Work Plans, Annual Reports, Success Stories to CDC and to view Compliance Review information.

<p><b>GUIDANCE</b> Latest Guidance Documents</p> <p><b>NAVIGATION</b> Using the BGMIS system</p> <p><b>ALLOCATIONS</b> Healthy People Funding</p> <p><b>CONTACTS</b> Current list of Regional CDC Contacts</p> <p><b>BULLETINS</b>  <a href="#">Manage bulletins</a>  <a href="#">BGMIS Changes and Improvements 12/18/2012 (534 k)</a>  <a href="#">BGMIS FAQs (85 k)</a>  <a href="#">Success Story Toolkit FY 2012 (368 k)</a>  <a href="#">CDC Mini-Style Guide FY 2012 (54 k)</a></p>	<p><b>WORK PLAN</b></p> <p>The Work Plan defines the Programs, Objectives and Activities that will be carried out using PHHS Block Grant funds. Work Plans are due no later than July 1st.</p>	<p><b>ANNUAL REPORTS</b></p> <p>The Annual Report captures progress towards reaching objectives and completing activities that were identified in the prior year's Work Plan. Reports are due no later than February 1st.</p>	<p><b>SUCCESS STORIES</b></p> <p>Highlighted accomplishments of the PHHS Block Grant Programs.</p>	<p><b>COMPLIANCE REVIEW</b></p> <p>Compliance Reviews are completed in accordance with the PHHS Block Grant legislative mandate.</p>
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**Note** Unless you need a screen reader, ensure that the “Enable Screen Reader” compatibility mode check box is not selected.

## BGMIS Subsystems

The system currently has four active subsystems – Work Plan, Annual Reports, Success Stories, and Compliance Review.

## The Work Plan Subsystem

The Work Plan subsystem allows you to enter work plan information, i.e. program information, FTEs, health objectives, etc. After adding your work plan information, you can verify it, and then submit it to CDC.

## The Annual Report Subsystem

The Annual Report subsystem allows you to create an annual report, enter outcome information for your program in order to report progress regarding your health objectives, impact objectives, and activities, and submit the annual report to CDC.

## The Success Stories Subsystem

The Success Stories subsystem allows you to add success stories related to achievements in your program and also review success stories that other grantees have submitted to CDC.

## The Compliance Review Subsystem

The Compliance Review module allows you to View the Compliance Review schedule details for your location and view the scheduled dates for other grantees. You can also download and upload Compliance Review-related documents and view the Recommendations letter after the completion of the Compliance Review visit.

## Bulletins

The Bulletins section displays downloadable announcements that have been posted for your information.

## BGMIS FAQs

The BGMIS FAQs link opens a PDF document containing frequently asked questions about BGMIS.

## Logging off BGMIS

You can log off BGMIS by clicking the **Log Out** link at the top right side of the page.

The screenshot displays the BGMIS user interface. At the top, there are navigation tabs for 'BGMIS Home', 'Work Plans', and 'Success Stories'. The main header reads 'PHHS Block Grant Management Information System' with 'Help' and 'Log Out' links. A blue banner below the header says 'Welcome: Rona Dennis'. A descriptive paragraph follows: 'The Block Grant Management Information System is a web-based system that enables grantees to create and submit work plans, annual reports, success stories to CDC and to view compliance information.' Below this is a grid of icons for 'GUIDANCE', 'NAVIGATION', 'ALLOCATIONS', 'CONTACTS', and 'BULLETINS'. A larger grid of icons represents 'WORK PLAN', 'SUCCESS STORIES', 'ANNUAL REPORTS', and 'COMPLIANCE REVIEW'. The 'Log Out' link in the top right corner is circled in red.



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If you are updating a page it is important that you save your data before logging out of BGMIS.

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## Chapter 2: Creating a 2013 Work Plan

A work plan is a comprehensive plan to attain your program's goals.

After creating and saving a work plan, you can edit it, add information, and then submit it to CDC.

### Learning Objectives

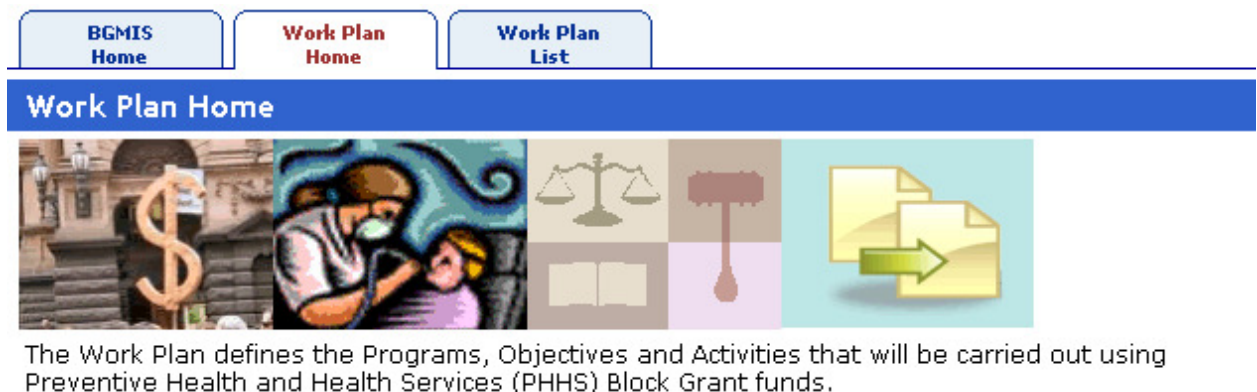
Upon the completion of this chapter, you will:

- Create a Work Plan.
- Know how the changes are implemented in BGMIS 4.3.

### Create a work plan training exercise







1. On the Work Plan Main page, click the *Work Plans* tab.

**Result:** The system displays the Work Plan Main page.



The Work Plan defines the Programs, Objectives and Activities that will be carried out using Preventive Health and Health Services (PHHS) Block Grant funds.

#### Before you begin:

- Review guidance for the following sections as they relate to the PHHS Block Grant Work Plan:
  - [Page Limits](#)  (72 k),
  - [Cover Page](#)  (72 k),
  - [Statutory Information](#)  (72 k),
  - [Total Budget](#)  (72 k),
  - [Program](#)  (72 k)
- [Review and print entire guidance document](#)  (72 k).

#### In this module you will:

- Select a Work Plan from the [Work Plan List](#).
- Complete the following sections of the Work Plan:
  - Cover Page,
  - Statutory Information,
  - Budget,
  - Program
- Read Work Plan reviews.

- Click the *Work Plan List* tab.

**Result:** The system displays the Select Work Plan page which displays all the work plans for your state.

Select	Created	State	FY	Version	Revision	Submitted	Reviewed	Status	Allocation	Verify Budget	Verify AC Minutes
<input type="checkbox"/>	08/30/2012	MT	2012	0	2	10/01/2012	12/28/2012	Approved	\$487,577	OK	OK
<input type="checkbox"/>	06/08/2012	MT	2012	0	1	06/14/2012	08/30/2012	Returned for Revision	\$480,759	Fail	OK
<input type="checkbox"/>	01/26/2012	MT	2012	0	0	04/27/2012	06/08/2012	Returned for Revision	\$457,346	Fail	OK
<input type="checkbox"/>	06/13/2011	MT	2011	0	1	07/12/2011	09/21/2011	Approved	\$500,799	OK	OK
<input type="checkbox"/>	09/08/2010	MT	2011	0	0	11/30/2010	06/13/2011	Returned for Revision	\$659,379	Fail	OK
<input type="checkbox"/>	05/17/2010	MT	2010	0	2	06/17/2010	08/31/2010	Approved	\$659,379	OK	OK
<input type="checkbox"/>	04/06/2010	MT	2010	0	1	04/14/2010	05/17/2010	Returned for Revision	\$659,379	OK	OK
<input type="checkbox"/>	11/17/2009	MT	2010	0	0	12/23/2009	04/06/2010	Returned for Revision	\$666,896	Fail	OK
<input type="checkbox"/>	02/02/2010	MT	2009	1	1	02/03/2010	02/03/2010	Approved	\$666,896	OK	OK

- Click the **Create New** button.

**Result:** The system displays the Create New Work Plan page.

Step 1. Choose what type of Work Plan you want to create

- Create the **initial** Work Plan for **FY2013** based on an existing approved Work Plan or blank forms
- Create a new version of an existing approved Work Plan (e.g. to correct the budget if the Allocation Table has been updated)

Cancel

- Select the *Create the initial Work Plan for FY2013 based on an existing approved Work Plan or blank forms* option.

**Result:** The system displays the fields for selecting the basis for the new work plan.

**Create New Work Plan**

Step 1: Choose what type of Work Plan you want to create

- Create the **initial** Work Plan for **FY2013** based on an existing approved Work Plan or blank forms
- Create a new version of an existing approved Work Plan (e.g. to correct the budget if the Allocation Table has been updated)

Step 2: Select the basis for the new Work Plan

- Create based on blank forms
- Create based on previous approved Work Plan

5. Click the *Create based on previous approved Work Plan* option.  
**Result:** The system displays a list of previously approved Work Plans from which you can select.

**Create New Work Plan**

Step 1: Choose what type of Work Plan you want to create

- Create the **initial** Work Plan for **FY2013** based on an existing approved Work Plan or blank forms
- Create a new version of an existing approved Work Plan (e.g. to correct the budget if the Allocation Table has been updated)

Step 2: Select the basis for the new Work Plan

- Create based on blank forms
- Create based on previous approved Work Plan

Step 3: Choose the work plan to use as a template

	Created	State	FY	Version	Revision	PHHSBG \$	Submitted	Reviewed	Status
<input type="checkbox"/>	08/30/2012	MT	2012	0	2	\$487,577	10/01/2012	12/28/2012	Approved

Step 4: Confirm or cancel your selection

6. Select the Work Plan to use as the basis for the new work plan and click **OK**.  
**Result:** The system displays the newly created work plan on the Select Work Plan page and gives it a status of *In Progress* meaning that your work plan is being developed and has not yet been submitted to CDC.

### Create New Work Plan

Your new **FY 2013** Work Plan has been successfully created.

Please note that beginning in **FY 2013**, Work Plans will be based on Healthy People 2020 Objectives. If you wish to continue with the same programs you had in FY 2012, you will need to map the Healthy People 2010 Objectives used in your FY 2012 Work Plan to Healthy People 2020 Objectives.

The CDC Block Grant Team has created a matrix/crosswalk from Healthy People 2010 Objectives to Healthy People 2020 Objectives which may assist you in your mapping. Please click [here](#) for this matrix (opens a new window).

To change your Healthy People Objective, please click the "Change This National Health Objective to a Different National Health Objective" link found in the yellow right-hand pane when selecting any Health Objective node on the Work Plan Tree.

To add a new National Health Objective based on Healthy People 2020, please click the "Add a New National Health Objective" link found in the yellow right-hand pane when selecting any Program node on the Work Plan Tree.





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Beginning in **FY 2013**, Work Plans will be based on Healthy People 2020 Objectives. If you based the new Work Plan on an existing approved one and want to continue with the same programs you had in FY 2012, you must map the Healthy People 2010 Objectives used in your FY 2012 Work Plan to Healthy People 2020 Objectives. A matrix is available to help you in mapping Healthy People 2010 Objectives to Healthy People 2020 Objectives.

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Your work plan can have one of the following statuses:

- **In progress** - Work plan is being developed and has not yet been submitted to CDC.
  - **Submitted to CDC** - Your work plan has been submitted to CDC.
  - **Under CDC review** - Your submitted work plan is being reviewed by CDC.
  - **Returned for revision** - Your submitted work plan has been returned and requires revision.
  - **Approved** - Your work plan has been approved.
  - **Revision in progress** - Your returned work plan is being revised.
- 

7. Click **OK** to create the Work Plan.

**Result:** The system copies the selected work plan, assigns it a version number, and also assigns it a status of *In Progress*, meaning that your work plan is being developed and has not yet been submitted to CDC.

**Select Work Plan**

Select the Work Plan that you want to work with from the list below.

Select	Created	State	FY	Version	Revision	Submitted	Reviewed	Status
<input checked="" type="checkbox"/>	12/31/2012	MT	2013	0	0			In Progress
<input type="checkbox"/>	08/30/2012	MT	2012	0	2	10/01/2012	12/28/2012	Approved
<input type="checkbox"/>	06/08/2012	MT	2012	0	1	06/14/2012	08/30/2012	Returned for Revision
<input type="checkbox"/>	01/26/2012	MT	2012	0	0	04/27/2012	06/08/2012	Returned for Revision
<input type="checkbox"/>	06/13/2011	MT	2011	0	1	07/12/2011	09/21/2011	Approved
<input type="checkbox"/>	09/08/2010	MT	2011	0	0	11/30/2010	06/13/2011	Returned for Revision
<input type="checkbox"/>	05/17/2010	MT	2010	0	2	06/17/2010	08/31/2010	Approved
<input type="checkbox"/>	04/06/2010	MT	2010	0	1	04/14/2010	05/17/2010	Returned for Revision
<input type="checkbox"/>	11/17/2009	MT	2010	0	0	12/23/2009	04/06/2010	Returned for Revision

8. Select the newly created Work Plan and click **OK**.

**Result:** The system displays the newly created Work Plan.

**Work Plan**

LEGEND:  NOT ENTERED  INCOMPLETE  COMPLETE ▶ verify then submit Work Plan


Select an item below

- Work Plan Summary
  - Cover Page
  - Statutory Information
  - Total Budget
  - PROGRAMS
    - Diabetes Prevention Program
    - Emergency Medical Services and Trauma
    - Laboratory Surveillance
    - Poison Control System
    - Rape and Sexual Assault Prevention Progr

Montana FY2013 version 0 revision 0 - Status: In Progress

**WORK PLAN SUMMARY**

Funding by Health Program Areas



CATEGORY	AMOUNT
Access to Health Care	\$112,000
Chronic Diseases	\$127,890
Infrastructure	\$49,701
Injury	\$130,000
Sex Offense	\$22,123
<b>TOTAL</b>	<b>\$441,714</b>

Page Count (is not current due to work plan changes) update

Maximum pages	50
Actual pages	21

Work Plan Completion Status

Page Limit	Cover Page	Statutory Information	Budget	Programs
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

▶ Click links below to perform other tasks.

[generate reports](#)  
[verify this Work Plan](#)  
[verify then submit this Work Plan to CDC](#)  
[show current allocation table](#)



If you create a work plan based on an existing, approved work plan, you may need to revise the dates for your State Health Objectives, Impact Objectives, and Activities, and other pertinent information before you can submit the work plan to CDC. You must also map the existing HP 2010 objectives in your previous Work Plan to HP 2020 objectives.



## The Work Plan Summary Page

The Work Plan Summary page is divided into three main sections: the navigation pane, the work plan summary section, and the other tasks section.

### The Navigation Pane/Work Plan Tree

The work plan tree allows you to navigate through all the sections of a work plan and also gives you a visual representation of the status of the sections in your work plan by using different colors for the various statuses. A legend above the navigation pane explains what each color means.

LEGEND: NOT ENTERED INCOMPLETE COMPLETE

Select an item below

- Work Plan Summary
  - Cover Page
  - Statutory Information
  - Total Budget
  - PROGRAMS
    - Diabetes Prevention Program
    - Emergency Medical Services and Trauma
    - Laboratory Surveillance
    - Poison Control System
    - Rape and Sexual Assault Prevention Progr

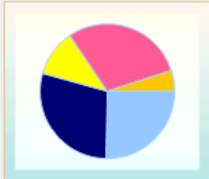
### The Work Plan Summary Section

The work plan summary section allows you to see the funding allocation in your work plan by category, calculate the page count, and view the completion status. As you update the information in your work plan, the summary will reflect the changes a way that will let you easily see how the funding is allocated.

**WORK PLAN SUMMARY**

---

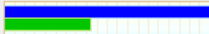
**Funding by Health Program Areas**



CATEGORY		AMOUNT
	Access to Health Care	\$112,000
	Chronic Diseases	\$127,890
	Infrastructure	\$49,701
	Injury	\$130,000
	Sex Offense	\$22,123
<b>TOTAL</b>		<b>\$441,714</b>

---

Page Count (is not current due to work plan changes) [update](#)



	Maximum pages	50
	Actual pages	21

---

**Work Plan Completion Status**

Page Limit	Cover Page	Statutory Information	Budget	Programs

## The Other Tasks Section

The other tasks section directly below the work plan summary section allows you to perform other tasks related to work plans.

▶ **Click links below to perform other tasks.**

[generate reports](#)

[verify this Work Plan](#)

[verify then submit this Work Plan to CDC](#)

[show current allocation table](#)

## Chapter 3: Adding a Cover Page

The cover page identifies items such as the Title of your State's Block Grant Work Plan, date and time of creation, Version (Original or Revision), Work Plan Fiscal Year, etc. The cover page also contains the Executive Summary and Funding Rationale sections.

The Executive Summary section gives a picture of your work plan at a glance and allows you to include information such as the history, funding assumptions, and rationale for using Block Grant dollars for the work plan.

The Funding Rationale section helps to identify the reasons why the grantee and the Advisory Board decided to fund the activities described in the Block Grant Work Plan for the identified fiscal year.

To add a cover page, click the *Cover Page* option in the work plan tree and complete the fields as necessary.



- For more information on how to add a cover page to your Work Plan, refer to the Cover Page section in the BGMIS Help.
-

## Chapter 4: Adding Statutory Information

### Add statutory information practice exercise

The Statutory Information section of the work plan is mandatory and it identifies the dates that the Public Hearing and Advisory Committee meetings were held. It also allows you to enter Advisory Committee Representation information and indicates to CDC whether or not copies of the Certifications Form and Certifications and Assurances Form signed by the Chief Executive Officer were uploaded into BGMIS and sent to CDC.



- For more information on how to add statutory information to your Work Plan, refer to the Statutory Information section in the BGMIS Help.
-

## Chapter 5: Adding Total Budget Information

The Total Budget section provides a total fiscal funding by annual basic award, basic administrative costs, direct assistance, transfer to other block grant, sex offense award, and prior year funds. This section also includes direct assistance information.



**Note**

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For more information on how to add total budget, direct assistance, and total budget information to your Work Plan, refer to the Total Budget section in the BGMIS Help.

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**Important**

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If the allocation table has been updated, you must modify your total budget information to match the allocation table. The manner in which the table is modified will depend on the status of your work plan. For more information on how to modify total budget information in order to match the allocation table, refer to the Total Budget section in the BGMIS Help.

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## Chapter 6: Adding Program Information

Use the Programs section to enter information such as the Program's Strategy which includes its title, goal, setting, national and state health objectives, and their impact objectives and activities.

### Learning Objectives

Upon the completion of this chapter, you will be able to:

- Add a program to your work plan
- Add FTEs to your program
- Add a setting to your program
- Add a national objective to your program
- Add a state health objective to your program
- Add a state health problem to your program
- Add evidence based guidelines to your program
- Add Block Grant role and funds information to your program

## Add program information practice exercise



**Note**

- You may populate the fields with the provided sample data or your own state data.
- Required fields on a page are marked with an asterisk (\*).

## Adding a program and program FTEs to the work plan

- Click the *Programs* option in the work plan tree.

**Result:** The system displays the Program summary page in the right display pane.

Montana FY2013 version 0 revision 0 - Status: In Progress

PROGRAMS

**PROGRAMS SUMMARY**

**Annual Basic Budgeted vs. Allocated**

	Annual Basic Budgeted	\$419,591
	Annual Basic Allocated	\$127,890

**Sex Offense Budgeted vs. Allocated**

	Sex Offense Budgeted	\$22,123
	Sex Offense Allocated	\$22,123

**Program Count**

Programs	National HO's	Impact/Process Objectives	Activities
2	2	3	3

[VIEW ALL PROGRAMS/HOS/ALLOCATIONS](#)

Click links below to perform other tasks.

[add a new program to the Work Plan](#)

[view a list of programs, health objectives and funds](#)

- Click the **Add a new program to the work plan** link at the bottom of the page.

**Result:** The system displays the Add Program page.

**Add Program**

Work Plan: Montana FY2013 version 0 revision 0 - Status: In Progress

\* Title:

\* Strategy: (Describe the program's goal, health priorities, primary strategic partners, and evaluation methodology.)

[Save then add FTEs](#)  
(You can also add FTEs later.)

OK Cancel

3. Complete the fields as follows:

**Title:** Poison Control System

**Strategy:**

**Goal:** Reduce the effect of poisonings (unintentional and intentional) in Montana.

**Health Priority:** Maintain the Montana Poison Control system toll-free telephone line for citizen access.

**Primary Strategic Partnerships:** The Denver-based Rocky Mountain Poison and Drug Center (RMPDC) provides: 1) poison information and management services to callers and 2) clinical toxicological services to Montana's health care professionals.

**Evaluation Methodology:** RMPDC maintains detailed records and data about all calls. This data is utilized to assess poisonings and provide public information and prevention opportunities.

4. Click the **Save then add FTEs** link at the bottom of the page.

**Result:** The system displays the Program FTEs page.



**Program FTEs**

**Work Plan: Montana FY2013 version 0 revision 0 - Status: In Progress**

**P Poison Control System**

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**Poison Control System**

No FTEs are funded by the block grant for this program

[Add FTE](#)

No FTEs have been entered for this program.

**OK** **Cancel**

- Click the **Add FTE** link.  
**Result:** The system displays the Add Program FTE page.

**Add Program FTE**

**Work Plan: Montana FY2013 version 0 revision 0 - Status: In Progress**

**P Poison Control System**

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**Poison Control System**

Enter the % of time that the individual devotes to Block Grant activities. For example, an individual that is 50% funded by Block Grant dollars could spread the time between Block Grant related state, local, and other activities. The breakdown would be entered as State 16%, Local 17%, Other 17% = 50%. Note that the system does not allow for fractions.

\* Position title

\* % time funded by block grant devoted to state activities  %

\* % time funded by block grant devoted to local activities  %

\* % time funded by block grant devoted to other activities  %

**TOTAL % time funded by block grant**  0%

**OK** **Cancel**

- Complete the fields as follows:  
**Position title:** Diabetes Nurse Consultant  
**% time funded by block grant devoted to state activities:** 100  
**% time funded by block grant devoted to local activities:** 0  
**% time funded by block grant devoted to other activities:** 0
- Click **OK**.  
**Result:** The system displays the Program FTEs page.

**Program FTEs**

Work Plan: Montana FY2013 version 0 revision 0 - Status: In Progress

**P** Poison Control System

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**Poison Control System**

[Add FTE](#)

Position Title	% State	% Local	% Other	% Total	Action
Diabetes Nurse Consultant	100	0	0	100	<a href="#">Edit</a>   <a href="#">Delete</a>

FTE Summary:

Positions	State FTEs	Local FTEs	Other FTEs	Total FTEs
1	1.00	0.00	0.00	1.00

8. Add another FTE by repeating steps 5 – 7.
  9. After adding the FTE, click **OK** on the Program FTES page.
- Result:** The system displays the Program summary page.

Montana FY2013 version 0 revision 0 - Status: In Progress

**P** Poison Control System

▶ Click the edit buttons to enter information.

Program		
<b>Title:</b>	<a href="#">Edit</a> <a href="#">View</a>	Poison Control System
<b>Strategy:</b>	<a href="#">Edit</a> <a href="#">View</a>	Title: Poison Control System Strategy: Goal: Reduce the effect of poisonings (unintentional and intention in Montana. Health Priority: Maintain the Montana Poison Control system toll-free telep...
<b>Setting:</b>	<a href="#">Edit</a> <a href="#">View</a>	<b>Not Entered</b>
<b>Full Time Equivalent (FTEs):</b>	<a href="#">Edit</a> <a href="#">View</a>	1 positions, Totaling 1.00 FTEs

## Adding a setting

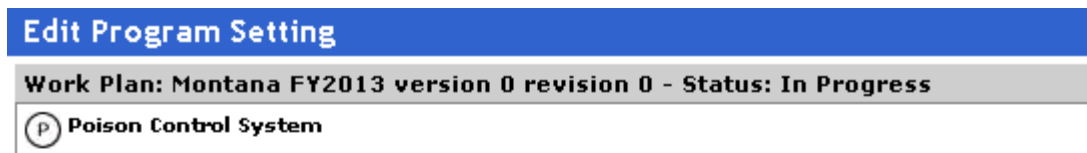
1. Click the *Setting* option in the work plan tree.

**Result:** The system displays the Setting page in the right display pane.



2. Click the **Edit** link.

**Result:** The system displays the Edit Program Setting page.



\* In what settings or sites do most or all program activities take place?

- |  |   |
|--|---|
| <input type="checkbox"/> Business, corporation or industry | <input type="checkbox"/> Rape crisis center         |
| <input type="checkbox"/> Child care center                 | <input type="checkbox"/> Schools or school district |
| <input type="checkbox"/> Community based organization      | <input type="checkbox"/> Senior residence or center |
| <input type="checkbox"/> Community health center           | <input type="checkbox"/> State health department    |
| <input type="checkbox"/> Faith based organization          | <input type="checkbox"/> Tribal nation or area      |
| <input type="checkbox"/> Home                              | <input type="checkbox"/> University or college      |
| <input type="checkbox"/> Local health department           | <input type="checkbox"/> Work site                  |
| <input type="checkbox"/> Medical or clinical site          | <input type="checkbox"/> Other                      |
| <input type="checkbox"/> Parks or playgrounds              |   |

Other Description:



3. Select the following check boxes:

**Community based organization**  
**Community health center**  
**Local health department**  
**State health department**

4. Click **OK**.

**Result:** The system adds the Setting information.

Program		
<b>Title:</b>	<a href="#">Edit</a> <a href="#">View</a>	Poison Control System
<b>Strategy:</b>	<a href="#">Edit</a> <a href="#">View</a>	Title: Poison Control System Strategy; Goal: Reduce the effect in Montana. Health Priority: Maintain the Montana Poison Con
<b>Setting:</b>	<a href="#">Edit</a> <a href="#">View</a>	Community based organization; Community health center; Loc department
<b>Full Time Equivalents (FTEs):</b>	<a href="#">Edit</a> <a href="#">View</a>	1 positions, Totaling 1.00 FTEs

## Adding a national health objective

1. Click the **Add a new national health objective (to the program: Poison Control System)** link under the program.

**Result:** The system displays the Select the Healthy People 2020 national objective to add to this program page.



**Note**

The system displays only the health objectives related to your Work Plan



**Important**

Beginning in **FY 2013**, Work Plans will be based on Healthy People 2020 Objectives. If you based the new Work Plan on an existing approved one and want to continue with the same programs you had in FY 2012, you must map the Healthy People 2010 Objectives used in your FY 2012 Work Plan to Healthy People 2020 Objectives. A matrix is available to help you in mapping Healthy People 2010 Objectives to Healthy People 2020 Objectives.

Select the Healthy People 2020 national objective to add to this program

Work Plan: Montana FY2013 version 0 revision 0 - Status: In Progress

Poison Control System >> New Health Objective

\* Health Objective:  \* Req

Full Title:

HP2020 website: To view detailed information about this national health objective, go to the Healthy People 2020 website:  
[HP2020 website \(opens a new window\)](#)

Healthy People 2010/2020 Matrix: To view a matrix/crosswalk created by CDC from Healthy People 2010 Objectives to corresponding Healthy People 2020 Objectives, please [click here \(opens a new window\)](#)

OK
Cancel

2. From the Health Objective drop-down list, select AHS -5 Source of Ongoing Care and click **Go**.

**Result:** The system populates the *Full Title* field with the title of the selected health objective.

Select the Healthy People 2020 national objective to add to this program

Work Plan: Montana FY2013 version 0 revision 0 - Status: In Progress

P Poison Control System >> HC New Health Objective

\* Health Objective: AHS-5 Source of Ongoing Care

Full Title: Increase the proportion of persons who have a specific source of ongoing care

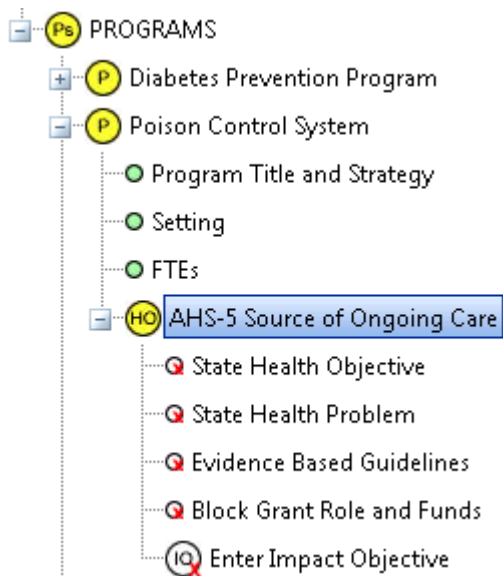
HP2020 website: To view detailed information about this national health objective, go to the Healthy People 2020 website: [HP2020 website \(opens a new window\)](#)

Healthy People 2010/2020 Matrix: To view a matrix/crosswalk created by CDC from Healthy People 2010 Objectives to corresponding Healthy People 2020 Objectives, [\(opens a new window\)](#)

OK Cancel

3. Click **OK**.

**Result:** The system displays the newly added health objective in the navigation tree.



## Changing a national health objective

### Important note on changing a national health objective

Beginning in FY 2013, Work Plans will be based on Healthy People 2020 Objectives. If you based the new Work Plan on an existing approved one and want to continue with the same programs you had in FY 2012, you must map the Healthy People 2010 Objectives used in your FY 2012 Work Plan to Healthy People 2020 Objectives. A matrix is available to help you in mapping Healthy People 2010 Objectives to Healthy People 2020 Objectives.

To map FY 2012 Objectives to Healthy People 2020 Objectives, click the link for opening the matrix and then use the matrix to map your old HP 2010 objectives to HP 2020 objectives. This link is available under Bulletins on the Home page and on all pages when changing or adding a health objective.

Select a different Healthy People 2020 national objective

Work Plan: Alabama FY2013 version 0 revision 0 - Status: In Progress

Food Safety >> 10-1 Foodborne Infections

**Note:**  
The current Health Objective is from Healthy People 2010 and must be changed before the Work Plan can be submitted. Please change it to a Healthy People 2020 objective by selecting an objective from the list below.

\* Health Objective:

Full Title:

HP2020 website: [To view detailed information about this national health objective, go to the Healthy People 2020 website: HP2020 website \(opens a new window\)](#)

Healthy People 2010/2020 Matrix: [To view a matrix/crosswalk created by CDC from Healthy People 2010 Objectives to corresponding Healthy People 2020 Objectives, please click here \(opens a new window\)](#)

All FY 2013 Work Plans must utilize Healthy People 2020 Objectives in order to be submitted to CDC.

Health Objective Mapping from Healthy People 2010 to Healthy People 2020  
Updated 11/8/2012

HP 2010 Objective	HP 2020 Objective
1- 1 Persons with health insurance	AHS-1 Persons with health insurance
1- 3† Counseling about health behaviors	No longer applicable
1- 4 Source of ongoing care	AHS-5 Source of ongoing care
1- 5 Usual primary care provider	AHS-3 Usual primary care provider
1- 6 Difficulty or delays in obtaining needed health care	AHS-6 Difficulty or delay in obtaining needed health care
1- 8† Racial and ethnic representation in health professions	No longer applicable
1-10† Delay or difficulty in getting emergency care	No longer applicable
1-11 Emergency Medical Services	AHS-8 Emergency Medical Services
1-13† Trauma Care Systems	No longer applicable
1-14† Special needs of children	No longer applicable
2- 9 Osteoporosis	AOCBC-10 Osteoporosis
3- 1 Overall Cancer deaths	C-1 Overall Cancer deaths
3- 3 Breast cancer deaths	C-3 Breast cancer deaths
3- 5 Colorectal cancer deaths	C-5 Colorectal cancer deaths
3- 7 Prostate cancer deaths	C-7 Prostate cancer deaths
3- 8 Melanoma cancer deaths	C-8 Melanoma cancer deaths
5- 1 Diabetes education	D-14 Diabetes education
5- 5 Diabetes	D-3 Reduce Diabetes death rate
5-12 Annual glycosylated hemoglobin measurement	D-11 Glycosylated hemoglobin measurement
5-13 Annual dilated eye examinations	D-10 Annual dilated eye exams
5-14 Annual foot examinations	D-9 Annual foot exams
7- 2 School health education	ECBP-2 School health education
7- 5 Worksite health promotion programs	ECBP-8 Worksite health promotion programs
7- 6 Participation in employer-sponsored health promotion activities	ECBP-9 Participation in employer-sponsored health promotion
7-10 Community health promotion programs	ECBP-10 Community-based primary prevention services
7-11 Culturally appropriate community health promotion programs	ECBP-11 Culturally appropriate community health programs
7-12† Older adult participation in community health promotion activities	No longer applicable
8- 6 Waterborne diseases	EH-5 Waterborne diseases
8-10 Fish contamination	FS-2 Outbreak-associated infections associated with food commodity groups
8-11 Blood lead	EH-8 Blood lead
8-12 Hazardous sites	EH-9 Hazardous sites
8-20 School policies to protect against environmental hazards	EH-16 School policies to protect against environmental hazards
8-23 Substandard housing	EH-19 Housing units with physical problems
8-26 Information systems	EH-21 Information systems for environmental health
8-27 Monitoring of environmental diseases or conditions	EH-22 Monitoring diseases caused by exposure to environmental hazards

1. Select the national health objective you want to change on the Work Plan Tree (AHS -5 Source of Ongoing Care).

**Result:** The system displays the health objective summary in the right display pane.

Montana FY2013 version 0 revision 0 - Status: In Progress

P Poison Control System >> HO AHS-5 Source of Ongoing Care

▶ Click the edit buttons to enter information.

Health Objective		
National Health Objective:	View	AHS-5 Source of Ongoing Care
State Health Objective:	Edit  View	Not Entered
State Health Problem:	Edit  View	Not Entered
Evidence Based Guidelines:	Edit  View	Not Entered
Block Grant Role and Funds:	Edit  View	Not Entered

▶ Click links below to perform other tasks.

- [add an impact/process objective](#)
- [add a new national health objective \(to the program: Poison Control System\)](#)
- [change this national health objective to a different national health objective](#)
- [adjust the dates for state health objective, impact objectives and activities](#)
- [delete this health objective](#)
- [add a new program to the Work Plan](#)

2. Click the **Change this national health objective to a different national health objective** link under the Click links below to perform other tasks section.

**Result:** The system displays the Select a different Healthy People 2020 national objective page.

Select a different Healthy People 2020 national objective

Work Plan: Montana FY2013 version 0 revision 0 - Status: In Progress

P Poison Control System >> HO AHS-5 Source of Ongoing Care

\* Health Objective: Select National Healthy People 2020 Objective

Full Title:

HP2020 website: To view detailed information about this national health objective, go to the Healthy People 2020 website: [HP2020 website \(opens a new window\)](#)

Healthy People 2010/2020 Matrix: To view a matrix/crosswalk created by CDC from Healthy People 2010 Objectives to corresponding Healthy People 2020 Objectives, [\(opens a new window\)](#)

OK Cancel

3. Select “AHS-3 Usual primary care provider” from the Health Objective drop-down list and click **OK**.

**Result:** The system displays a message showing the existing health objective and the new one, and requests you to confirm the change.

Select a different Healthy People 2020 national objective

Work Plan: Montana FY2013 version 0 revision 0 - Status: In Progress

P Poison Control System >> HO AHS-5 Source of Ongoing Care

Existing HO: AHS-5 Source of Ongoing Care

New HO: AHS-3 Persons with Usual Primary Care Provider

**Please note:** You may need to update the information within this health objective to be consistent with the new health objective.

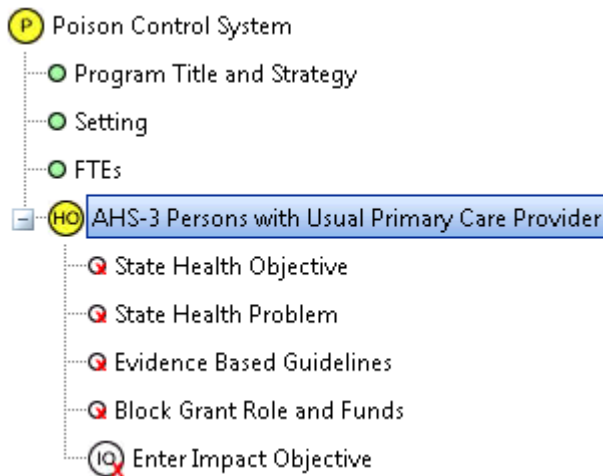
If you are sure you want to continue, enter the word CHANGE in the confirmation box.

Confirmation:

**OK** **Cancel**

4. Confirm the change by entering CHANGE in the Confirmation text box and click **OK**. The system saves the information and displays the newly selected national health objective in the work plan tree.

**Result:**



---

If you change a national health objective, you are responsible for ensuring that the information below the health objective is still pertinent. If the information is no longer pertinent, you must go back and modify the incorrect items. Be sure to correct all items affected by the health objective change, if necessary.

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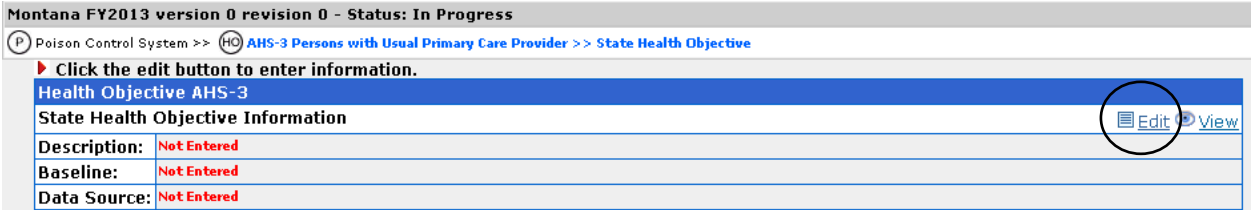


## Adding a state health objective

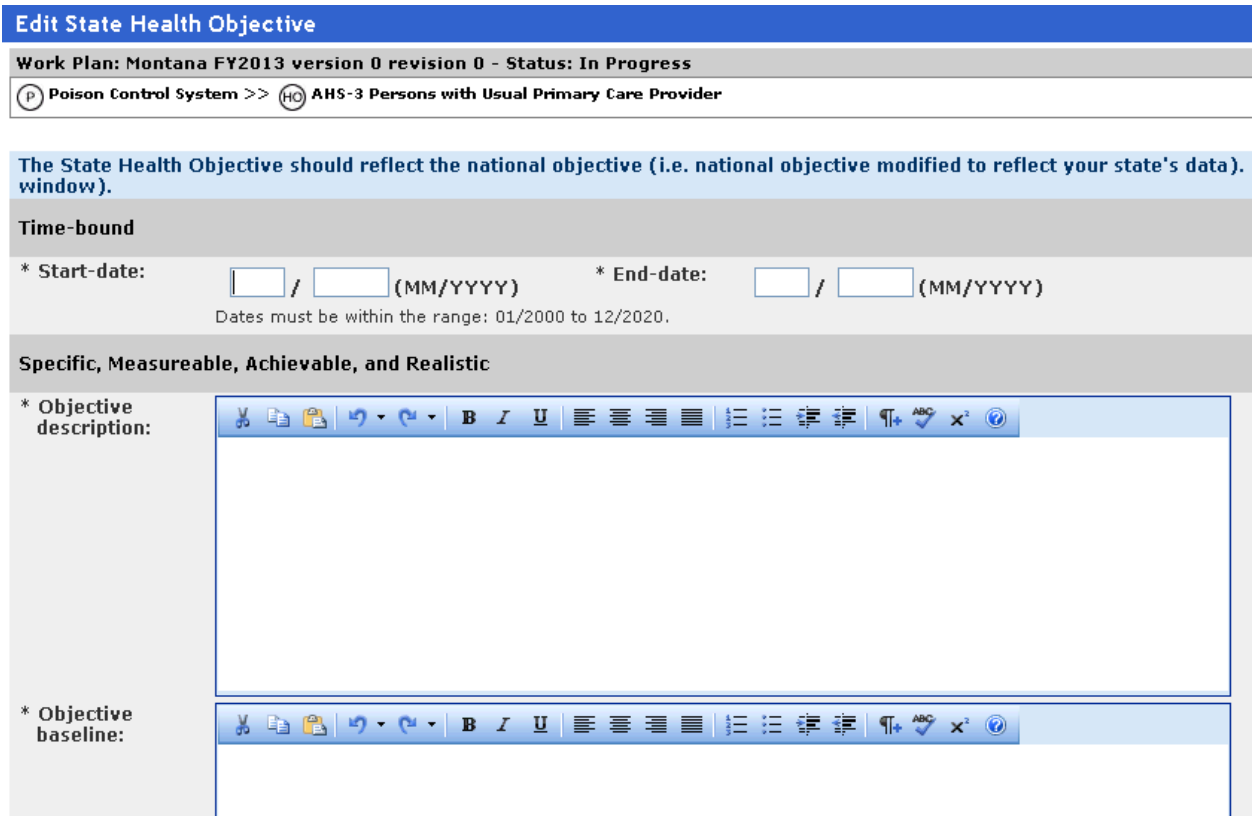


The state health objective should mirror the national health objective.

1. Click the **State Health Objective** link under the Health Objective.  
**Result:** The system displays the selected health objective in the right display pane.



2. Click the **Edit** link.  
**Result:** The system displays the Edit State Health Objective page.

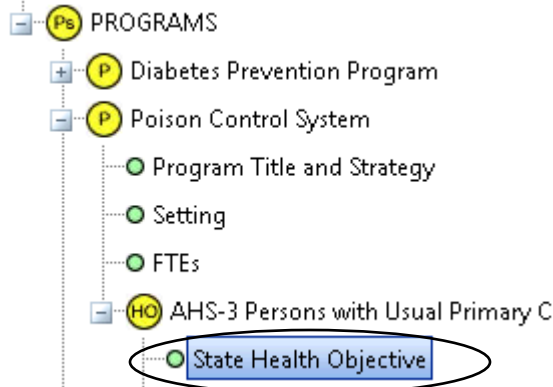


3. Complete the fields as follows:  
**Start Date:** 1/2013  
**End Date:** 06/2013  
**Objective Description:** Reduce the diabetes death rate to 82.5 per 100,000 people (age adjusted rate per 100,000 persons of all ages).  
**Objective Baseline:** 83.5 deaths from diabetes in 2004 (age adjusted rate per 100,000 persons of all ages).  
**Data Source:** BRFSS
4. Click **OK**.  
**Result:** The system displays the Health Objective summary.

Montana FY2013 version 0 revision 0 - Status: In Progress	
<a href="#">P</a> Poison Control System >> <a href="#">HC</a> AHS-3 Persons with Usual Primary Care Provider >> <a href="#">State Health Objective</a>	
▶ Click the edit button to enter information.	
<b>Health Objective AHS-3</b>	
<b>State Health Objective Information</b> <span style="float: right;"><a href="#">Edit</a> <a href="#">View</a></span>	
<b>Description:</b>	Between 01/2013 and 06/2013: Reduce the diabetes death rate to 82.5 per 100,000 people (age adjusted rate per 100,000 persons of ...
<b>Baseline:</b>	83.5 deaths from diabetes in 2004 (age adjusted rate per 100,000 persons of all ages).
<b>Data Source:</b>	BRFSS



The circle next to the State Health Objective option in the work plan tree turns green to indicate that the section has been completed.



## Adding the state health problem

1. Click the **State Health Problem** link under the Health Objective.  
**Result:** The system displays the Health Problem Information page in the right display pane.

Montana FY2013 version 0 revision 0 - Status: In Progress

P Poison Control System >> HO AHS-3 Persons with Usual Primary Care Provider >> State Health Problem

Click the edit button to enter information.

National Health Objective AHS-3

Health Problem Information Edit View

<b>Health Burden:</b>	Not Entered			
<b>Target Population:</b>	Number:	Not Entered	Low Income:	Not Entered
	Ethnicity:	Not Entered		
	Race:	Not Entered		
	Ages:	Not Entered		
	Gender:	Not Entered	Geography:	Not Entered
<b>Population with Disparate Need:</b>	Number:	Not Entered	Low Income:	Not Entered
	Ethnicity:	Not Entered		
	Race:	Not Entered		
	Ages:	Not Entered		
	Gender:	Not Entered	Geography:	Not Entered
<b>Data Sources:</b>	Not Entered			

2. Click the **Edit** link.  
**Result:** The system displays the Edit State Health Problem page.

Edit State Health Problem

Work Plan: Montana FY2013 version 0 revision 0 - Status: In Progress

P Poison Control System >> HO AHS-3 Persons with Usual Primary Care Provider

\* Health Burden:

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, unlink, text color, background color, and font size.

**Target Population**

\* Number:

\* Ethnicity:  Hispanic  Non-Hispanic  Both

\* Race:

<input type="checkbox"/> African American or Black	<input type="checkbox"/> Native Hawaiian/Pacific Is
<input type="checkbox"/> Amer Indian/Alaskan Native	<input type="checkbox"/> White
<input type="checkbox"/> Asian	<input type="checkbox"/> Other (describe in Health Burden)

\* Age:

<input type="checkbox"/> Under 1 year (infants)	<input type="checkbox"/> 25-34 years (adults)
<input type="checkbox"/> 1-3 years (toddlers)	<input type="checkbox"/> 35-49 years (adults)

In the *Health Burden* field, enter: In 2006, the most recent year data was available, an estimated 764,000 adults (18+) or 8% of adults in the Commonwealth reported that they had ever been told that they had diabetes (Pennsylvania BRFSS 2006).

3. Complete the fields in the Target Population section as follows:  
**Number:** 264,000  
**Ethnicity:** Non Hispanic  
**Race:** African American or Black, Amer Indian or Alaskan Native, Asian, Native Hawaiian or Other Pacific Islander, White  
**Age:** 20 - 24 years, 25 - 34 years, 35 - 49 years, 50 - 64 years, 65 years and older  
**Gender:** Both  
**Geography:** Both  
**Primarily Low Income:** No
  
4. Complete the fields in the **Population with Disparate Need** section as follows:  
**Number:** 264,000  
**Ethnicity:** Non Hispanic  
**Race:** African American or Black, American Indian or Alaskan Native, Asian, Native Hawaiian or Other Pacific Islander, White  
**Age:** 20 - 24 years, 25 - 34 years, 35 - 49 years, 50 - 64 years, 65 years and older  
**Gender:** Female and Male  
**Geography:** Rural and Urban  
**Primarily Low Income:** No  
**Location:** Statewide
  
5. In the *Data Sources* field, enter. BRFSS 2006
6. Click **OK**.  
**Result:** The system displays the Health Problem Information summary.

Montana FY2013 version 0 revision 0 - Status: In Progress

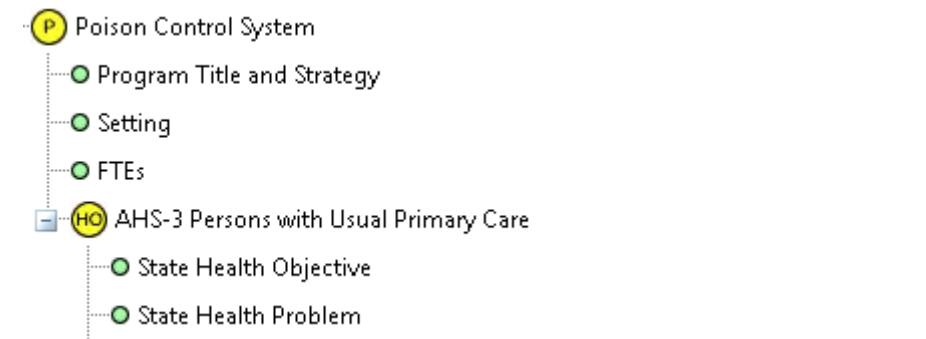
P Poison Control System >> HO AHS-3 Persons with Usual Primary Care Provider >> State Health Problem

Click the edit button to enter information.

National Health Objective AHS-3			
Health Problem Information <span style="float: right;">Edit View</span>			
<b>Health Burden:</b>	In 2006, the most recent year data was available, an estimated 764,000 adults (18+) or 8% of adults ...		
<b>Target Population:</b>	Number:	264,000	Low Income: No
	Ethnicity:	Non Hispanic or Latino	
	Race:	African American or Black, American Indian or Alaskan Native, Asian, Native Hawaiian or Other Pacifi...	
	Ages:	20 - 24 years, 25 - 34 years, 35 - 49 years, 50 - 64 years, 65 years and older	
	Gender:	Female and Male	Geography: Rural and Urban
<b>Population with Disparate Need:</b>	Number:	264,000	Low Income: No
	Ethnicity:	Non Hispanic or Latino	
	Race:	African American or Black, American Indian or Alaskan Native, Asian, Native Hawaiian or Other Pacifi...	
	Ages:	20 - 24 years, 25 - 34 years, 35 - 49 years, 50 - 64 years, 65 years and older	
	Gender:	Female and Male	Geography: Rural and Urban
<b>Data Sources:</b>	BRFSS 2005		

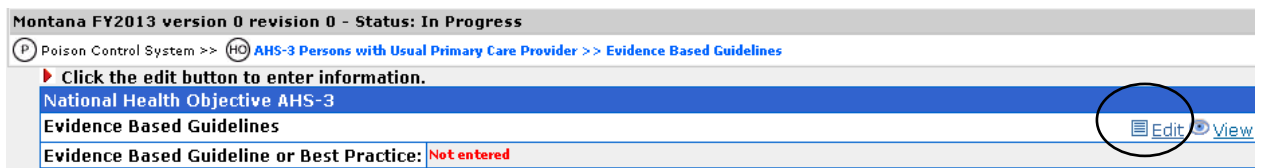


The circle next to the State Health Problem option in the work plan tree turns green to indicate that the section has been completed.



## Adding Evidence Based Guidelines

1. Click the **Evidence Based Guidelines** link under the Health Objective.  
**Result:** The system displays the Evidence Based Guidelines summary page in the right display pane.



2. Click the **Edit** link.  
**Result:** The system displays the Edit Evidence Based Guidelines/Best Practices page.



### Note

If no evidence based guidelines exist for your program, select the No Evidence Based Guideline/Best Practice is available option. However, for this exercise, you will select and enter information for Evidence Based Guidelines.

**Edit Evidence Based Guidelines/Best Practices**

**Work Plan: Montana FY2013 version 0 revision 0 - Status: In Progress**

(P) Poison Control System >> (HO) AHS-3 Persons with Usual Primary Care Provider

---

**Evidence Based Guidelines/Best Practices**

\* Use of guidelines/practices:

The interventions for this health objective follow one or more Evidence Based Guidelines/Best Practices (below)

No Evidence Based Guideline/Best Practice is available

**Available Guidelines/Practices**

Other (describe)

Best Practice Initiative (U.S. Department of Health and Human Service)  
 Guide to Clinical Preventive Services (U.S. Preventive Services Task Force)  
 Guide to Community Preventive Services (Task Force on Community Preventive Services)  
 MMWR Recommendations and Reports (Centers for Disease Control and Prevention)  
 Model Practices Database (National Association of County and City Health Officials)  
 National Guideline Clearinghouse (Agency for Healthcare Research and Quality)  
 Promising Practices Network (RAND Corporation)

Add Remove

**Selected Guidelines/Practices**

If "Other", please describe:

OK Cancel

3. In the Available Guidelines/Practices box, select Best Practice Initiative (U.S. Department of Health and Human Service).
4. Click **Add**.  
**Result:** The system moves the selected option to the Selected Guidelines/Practices box.
5. Click **OK**.  
**Result:** The system displays the Evidence Based Guideline summary page.

Montana FY2013 version 0 revision 0 - Status: In Progress

P Poison Control System >> HO AHS-3 Persons with Usual Primary Care Provider >> Evidence Based Guidelines

▶ Click the edit button to enter information.

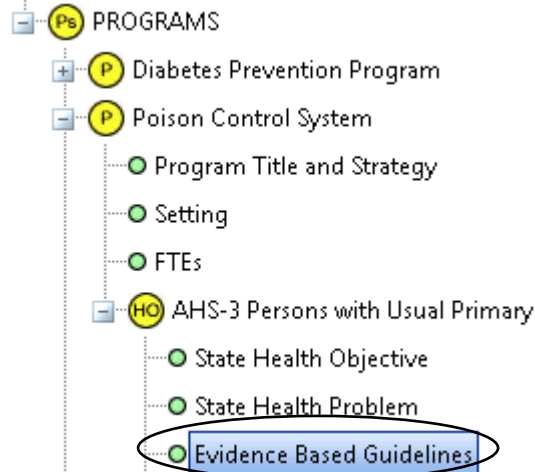
National Health Objective AHS-3

Evidence Based Guidelines Edit View

Evidence Based Guideline or Best Practice: Best Practice Initiative (U.S. Department of Health and Human Service)



The circle next to the Evidence Based Guidelines option in the work plan tree turns green to indicate that the section has been completed.



## Adding Block Grant Role and Funds Information

- Click the **Block Grant Role and Funds** link under the Health Objective.  
**Result:** The system displays the Block Grant Role and Funds summary page in the right display pane.

Montana FY2013 version 0 revision 0 - Status: In Progress

P Poison Control System >> HO AHS-3 Persons with Usual Primary Care Provider >> Block Grant Role and Funds

▶ Click the edit button to enter information.

Health Objective AHS-3:

Block Grant Role and Funds: Edit View

Role: **Not Entered**

Funds:

Category	Budgeted	Available	Allocated to this HO
1. Annual basic current year	\$419,591	\$291,701	<b>Not Entered</b>
2. Sex-offense current year HO IVP-40	\$22,123	\$0	<b>Not Entered</b>
3. Total current year	\$441,714	\$291,701	\$0
4. Current year funds allocated to disparate population			<b>Not Entered</b>
5. Current year funds to local entities for this health objective			<b>Not Entered</b>
6. Block \$'s vs. other state health department \$'s for this health objective	<b>Not Entered</b>		

2. Click the **Edit** link.

**Result:** The system displays the Edit Block Grant Role/Funds page.

**Block Grant Role**

\* Role:

Description (optional):

---

**Funds**

Category	Budgeted	Available	Allocated to this HO
* 1. Annual basic current year:	\$419,591	\$291,701	\$ <input type="text" value="0"/>
2. Sex offense current year HO IVP-40:	\$22,123	\$0	\$ <input type="text" value="0"/>
3. Total current year:	\$441,714	\$291,701	\$0
* 4. Annual basic prior year:	\$0	\$0	\$ <input type="text" value="0"/>
5. Sex offense prior year HO IVP-40:	\$0	\$0	\$ <input type="text" value="0"/>
6. Total prior year:	\$0	\$0	\$0
7. Total current + prior year:	\$441,714	\$291,701	\$0
<input type="button" value="Compute"/>			
* 8. Current year funds allocated to disparate population:			\$ <input type="text" value="0"/>
* 9. Current year funds to local entities for this health objective:			\$ <input type="text" value="0"/>
* 10. Block \$'s vs. other state health department \$'s for this health objective:			<input type="text" value="Select"/>

3. In the Role drop-down list, select Supplemental Funding.

4. Complete the fields as follows:

**Annual basic current year:** Enter the same amount displayed in the Budgeted column for this category.

**Annual basic prior year:** Enter the same amount displayed in the Budgeted column for this category.

**Block \$'s vs. other state health department \$'s for this health objective:** 10-49% - Partial source of funding



5. Click **OK**.

**Result:** The system displays the Block Grants Role and Funds summary page.

Montana FY2013 version 0 revision 0 - Status: In Progress

P Poison Control System >> HO AHS-3 Persons with Usual Primary Care Provider >> Block Grant Role and Funds

Click the edit button to enter information.

Health Objective AHS-3:  
Block Grant Role and Funds: Edit View

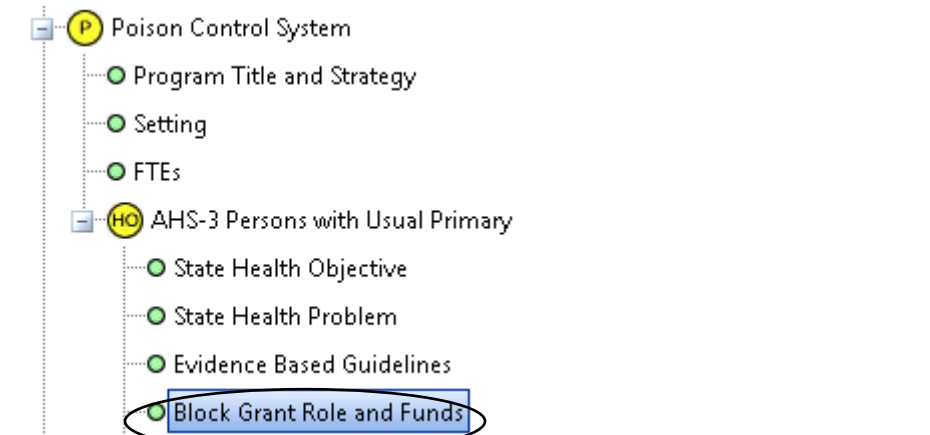
Role: Supplemental Funding

Funds:

Category	Budgeted	Available	Allocated to this HO
1. Annual basic current year	\$419,591	\$0	\$291,701
2. Sex-offense current year HO IVP-40	\$22,123	\$0	\$0
3. Total current year	\$441,714	\$0	\$291,701
4. Current year funds allocated to disparate population			\$0
5. Current year funds to local entities for this health objective			\$0
6. Block \$'s vs. other state health department \$'s for this health objective	10-49% - Partial source of funding		



The circle next to the Block Grant Role and Funds option in the work plan tree turns green to indicate that the section has been completed.



## Adding Impact Objective Information



- Starting in FY 2013, Essential Services will no longer be available in the Work Plan.
- Impact Objectives appear alphabetically under each Health Objective.
- Activities are listed sequentially (in order of how they were entered) under each IO.

1. Click the **Enter Impact Objective** link under the Health Objective.

**Result:** The system displays the Add Impact/Process Objective page in the right display pane.

Add Impact/Process Objective

Work Plan: Montana FY2013 version 0 revision 0 - Status: In Progress

P Poison Control System >> 
 HO AHS-3 Persons with Usual Primary Care Provider >> 
 IO New Impact Objective

\* Title (Enter short Impact/Process Objective title):

**SMART objective**

Time-bound: \* Est. start-date  /  (MM/YYYY) \* Est. end-date  /  (MM/YYYY)  
Dates must be within the State Health Objective dates: 01/2013 to 06/2013  
REMINDER: You can use your tab key to move between fields.

**Specific:**

\* Who will do the work

**Measurable, Achievable, Realistic:**

will  the   
\* action \* unit of measurement

\* what will be measured?

from  to

2. Complete the fields as follows:

**Title:** Educating District Staff

**Time-bound:** 01/2013 – 03/2013

**Who will do the work:** Medical Consultants

**will:** conduct

**number of:** 2

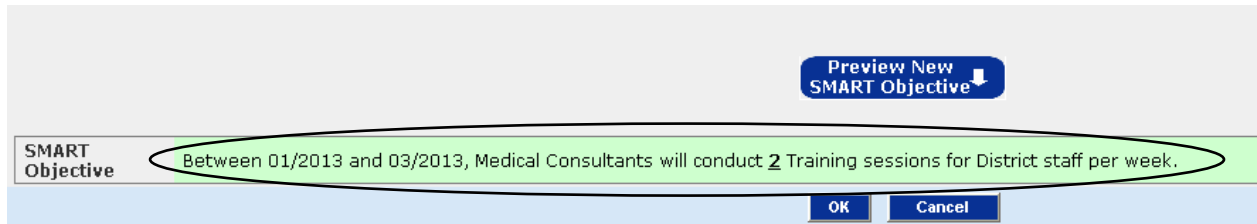
**what will be measured:** Training sessions for District staff per week.



Impact objectives are limited to a total of 12 months. A portion of the time frame must correspond with the fiscal year.

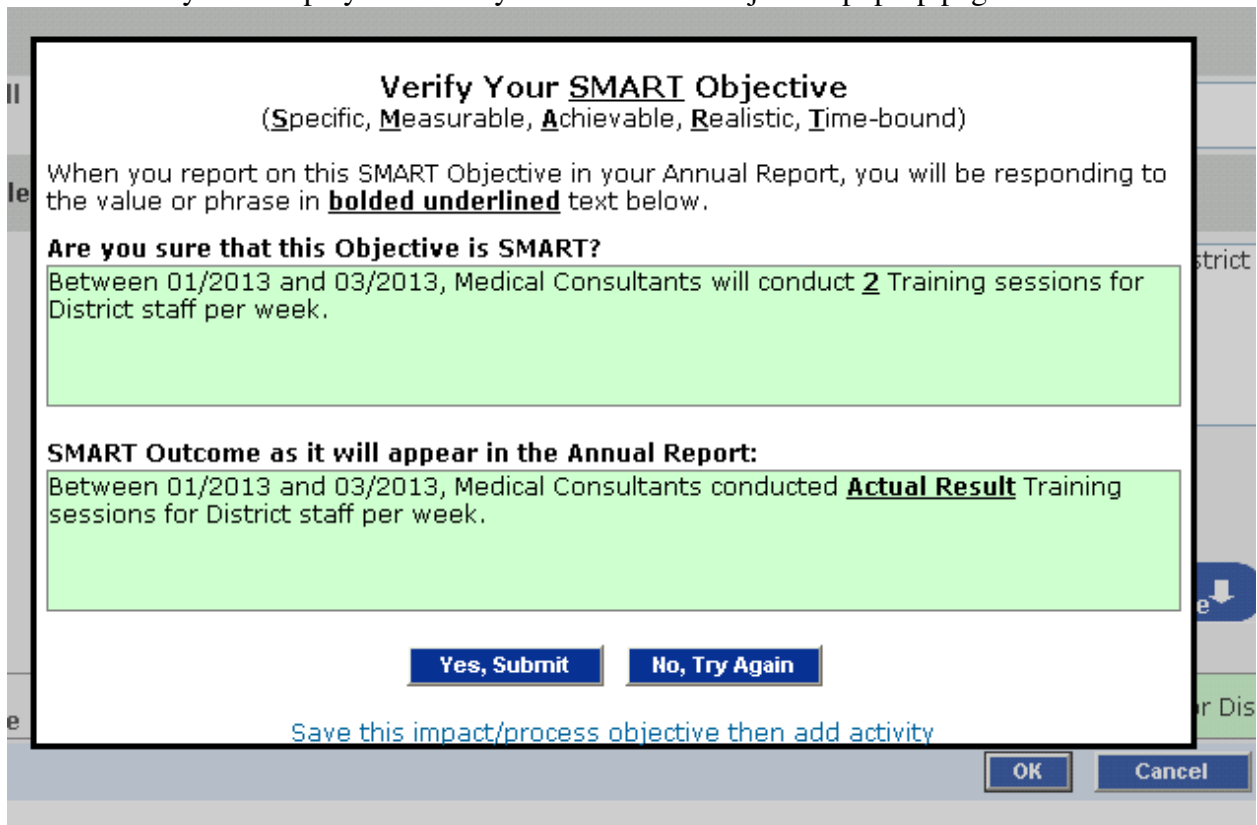
3. Click **Preview SMART Objective**.

**Result:** The system displays the SMART Objective at the bottom of the page.



4. Click **OK**.

**Result:** The system displays the Verify Your SMART Objective pop-up page.



5. Review your SMART objective and click the **Save impact/process objective then add activity** link at the bottom of the page.

**Result:** The system displays the Add Activity page.

**Add Activity**


Work Plan: Montana FY2013 version 0 revision 0 - Status: In Progress

(P) Poison Control System >> (HC) AHS-3 Persons with Usual Primary Care Provider >> (IO) Educating District Staff >> (A) New Activity

**Impact/Process Objective: Educating District Staff**  
Between 01/2013 and 03/2013, Medical Consultants will conduct 2 Training sessions for District staff per week.

\* Activity Title:

\* Start Date:  /  (mm/yyyy) \* End Date:  /  (mm/yyyy)  
Dates must be within the Impact/Process Objective dates: 01/2013 to 03/2013  
REMINDER: You can use your tab key to move between fields.

\* Description: 

[Save then add another activity](#)

OK Cancel

6. Complete the fields on the page as follows:
  - Activity Title:** Plan Annual Meetings
  - Start Date:** 01/2013
  - End Date:** 02/2013
  - Description:** Organize annual meeting with district staff to update them on trends and give them current materials and resources.
7. Click the **Save then add another activity** link.
  - Result:** The system displays the Add Activity page.
8. Complete the fields as follows:
  - Activity Title:** Provide TA and Resources
  - Start Date:** 02/2013
  - End Date:** 03/2013
  - Description:** Upon request, provide technical assistance and resources to outside agencies and organizations.
9. Click **OK**.
  - Result:** The system displays the Activity page.

Montana FY2013 version 0 revision 0 - Status: In Progress

P Poison Control System >> 
 HO AHS-3 Persons with Usual Primary Care Provider >> 
 IO 1. Educating District Staff >> 
 A 2. Provide TA and Resources

▶ Click the edit button to enter information.

**Activity**

**2. Provide TA and Resources** Edit View

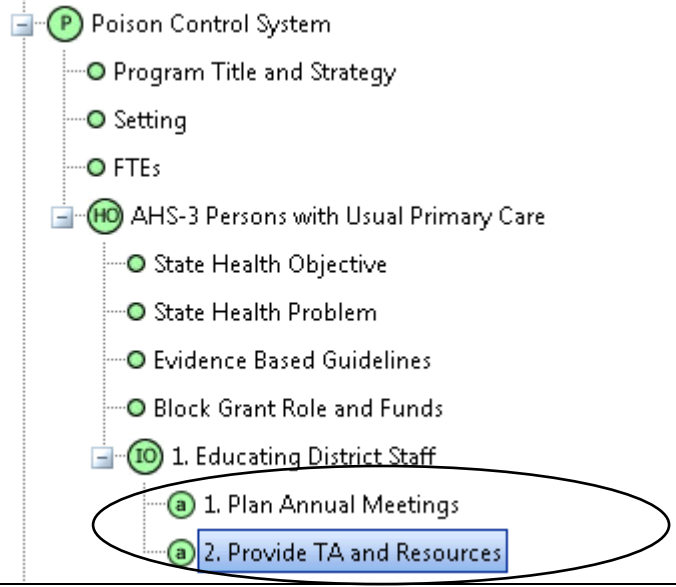
Between 02/2013 and 03/2013: Upon request, provide technical assistance and resources to outside agencies and organizations

▶ Click links below to perform other tasks.

[add an activity](#)  
[delete this activity](#)  
[add an impact/process objective](#)  
[add a new national health objective \(to the program: Poison Control System\)](#)  
[add a new program to the Work Plan](#)



All the circles for the entered program in the work plan tree turn green to indicate that the program information has been completed.



## Adding a second national objective

1. Click the **Add a new national health objective (to the program: Poison Control System)** link under the program.

**Result:** The system displays the Select the Healthy People 2020 national objective to add to this program page.

Select the Healthy People 2020 national objective to add to this program

Work Plan: Montana FY2013 version 0 revision 0 - Status: In Progress

P Poison Control System >> HQ New Health Objective

\* Health Objective: Select National Healthy People 2020 Objective

Full Title:

HP2020 website: To view detailed information about this national health objective, go to the Healthy People 2020 website: [HP2020 website \(opens a new window\)](#)

Healthy People 2010/2020 Matrix: To view a matrix/crosswalk created by CDC from Healthy People 2010 Objectives to corresponding Healthy People 2020 Objective: [\(opens a new window\)](#)

OK Cancel

2. From the Health Objective drop-down list, select IVP – 40 Sexual Violence (Rape Prevention).

**Result:** The system populates the *Full Title* field with the title of the selected health objective.

Select the Healthy People 2020 national objective to add to this program

Work Plan: Montana FY2013 version 0 revision 0 - Status: In Progress

P Poison Control System >> HQ New Health Objective

\* Health Objective: IVP-40 Sexual Violence (Rape Prevention)

Full Title: (Developmental) Reduce sexual violence

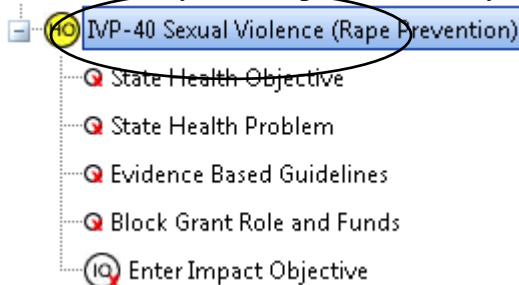
HP2020 website: To view detailed information about this national health objective, go to the Healthy People 2020 website: [HP2020 website \(opens a new window\)](#)

Healthy People 2010/2020 Matrix: To view a matrix/crosswalk created by CDC from Healthy People 2010 Objectives to corresponding Healthy People 2020 Objective: [\(opens a new window\)](#)

OK Cancel

3. Click **OK**.

**Result:** The system displays the newly added health objective in the work plan tree.



4. Add the State Health Objective as described in *Adding a state health objective* on page 29.
5. Add the State Health Problem as described in *Adding the state health problem* on page 31.
6. Add the Evidence Based Guidelines as described in *Adding Evidence Based Guidelines* on page 33.
7. Add the Block Grant Role and Funds information as described in *Adding Block Grant Role and Funds Information* on page 35.

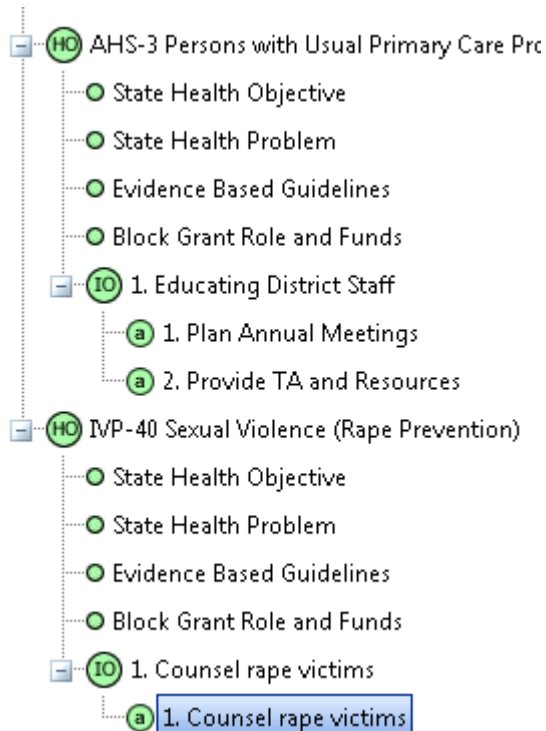
**Note**


---

For the Block Grant Role and Funds, enter the same amount that appears in the Available amount column for Sex offense current year HO 15-35 in the Allocated to this HO field.

---

**Result:** The system turns all the circles in the work plan tree to green.



# Chapter 7: Submitting your Work Plan

After successfully entering the sample data for all the sections in the work plan tree, you are now ready to submit your work plan for the purpose of this training.

## Learning Objectives

Upon the completion of this chapter, you will be able to:

- Update the page count
- Verify your work plan
- Submit your work plan
- View the allocation table

## Submit work plan practice exercise

1. Click the Work Plan Summary option in the work plan tree.

**Result:** The system displays the Work Plan summary page in the right display pane.

ntana FY2013 version 0 revision 0 - Status: In Progress

### WORK PLAN SUMMARY

Funding by Health Program Areas

CATEGORY	AMOUNT
Access to Health Care	\$291,701
Chronic Diseases	\$127,890
<b>TOTAL</b>	<b>\$419,591</b>

Page Count (is not current due to work plan changes) [update](#)

Maximum pages	50
Actual pages	21

Work Plan Completion Status

Page Limit	Cover Page	Statutory Information	Budget	Programs
!	!	!	✓	!

▶ Click links below to perform other tasks.

[generate reports](#)

[verify this Work Plan](#)


[verify then submit this Work Plan to CDC](#)

[show current allocation table](#)



2. Click the **Verify then submit work plan to CDC** or **verify this work plan** link at the top right corner or the bottom of the page.

**Result:** The system displays the Verify Work Plan page.

Verify and Submit Work Plan	
Work Plan: Montana FY2013 version 0 revision 0 - Status: In Progress	
 <b>Note:</b> 12 items failed. Click the Cancel button to return to the work plan tree to navigate to the appropriate area to make corrections.	
Verification Item	Status
1. Submission Deadline	OK
Note: The initial (version 0 revision 0) Work Plan for FY2013 must be submitted between October 1, 2012 and July 1, 2013. (The submission deadline is midnight eastern time July 1, 2013.)	
2. Page Count	OK
a. Actual page count (21) does not exceed maximum page count (50)	Failed
b. Page count information is NOT current. <a href="#">Generate the Work Plan Report</a> to update the page count.	Failed
3. Cover Page	OK
a. Administrative information entered	Failed
b. Grantee contact information has been confirmed	OK
c. Executive summary and funding rationale entered	OK
4. Statutory Information	Failed
a. Advisory committee member representation entered	Failed
b. Two advisory committee meetings entered	Failed
c. Public hearing entered	Failed
d. Certifications and Certification/Assurances forms were signed and attached	Failed
5. Total Budget	OK
a. Annual Basic matches current Allocation Table	OK
b. Sex Offense matches current Allocation Table	OK
c. Direct Assistance information entered	OK
6. Programs	OK
a. At least one Program was entered	Failed
b. All information items (including Health Objectives, Impact Objectives and Activities) entered	Failed

3. Check to ensure that the Status column displays **OK** for all the verification items.



**Note**

All the items must display a status of OK before the work plan can be submitted.

4. Correct HP 2010 objectives errors by mapping them to the correct HP 2020 objectives.



**Important**

Beginning in **FY 2013**, Work Plans will be based on Healthy People 2020 Objectives. If you based the new Work Plan on an existing approved one and want to continue with the same programs you had in FY 2012, you must map the Healthy People 2010 Objectives used in your FY 2012 Work Plan to Healthy People 2020 Objectives. A matrix is available to help you in mapping Healthy People 2010 Objectives to Healthy People 2020 Objectives.

5. Click the **Generate the work plan report** link.

**Result:** The system displays the View Reports page.

**Reports**

Program: All Programs

Report: Work Plan

**Description of Selected Report:**  
Work Plan - This report prints the entire Budget and Program/HO information, as selecting a range of page numbers to p

OK Cancel

- Click **OK** to run the Work Plan report.

**Result:** The system generates the report.

**Reports**

Program: All Programs

Report: Work Plan

**Description of Selected Report:**  
Work Plan - This report prints the entire Bloc Budget and Program/HO information, and Pr selecting a range of page numbers to print.

OK Cancel

100%: Report complete. Page count is 13

Download the report file in the desired file format:

[Download Report for Word](#)

[Download Report as PDF](#)



**Note**


You can download the report in Word or PDF format.

- Click **Cancel**.



**Result:** The system displays the Verify Work Plan page and displays “OK” for all the items under the Status column.

**Verify and Submit Work Plan**

**Work Plan: Montana FY2013 version 0 revision 0 - Status: In Progress**


**Confirmation:**  
 All items verified OK. Click the Submit button to submit your work plan to CDC.

Verification Item	Status
1. Submission Deadline Note: The initial (version 0 revision 0) Work Plan for FY2013 must be submitted between October 1, 2012 and July 1, 2013. (The submission deadline is midnight eastern time July 1, 2013.)	OK
2. Page Count	
a. Actual page count (13) does not exceed maximum page count (50)	OK
b. Page count information is current	OK
3. Cover Page	
a. Administrative information entered	OK
b. Grantee contact information has been confirmed	OK
c. Executive summary and funding rationale entered	OK
4. Statutory Information	
a. Advisory committee member representation entered	OK
b. Two advisory committee meetings entered	OK
c. Public hearing entered	OK
d. Certifications and Certification/Assurances forms were signed and attached	OK
5. Total Budget	
a. Annual Basic matches current Allocation Table	OK
b. Sex Offense matches current Allocation Table	OK
c. Direct Assistance information entered	OK
6. Programs	
a. At least one Program was entered	OK
b. All information items (including Health Objectives, Impact Objectives and Activities) entered	OK
7. Health Objectives are selected from Healthy People 2020	OK
8. Health Objective Allocations (view the <a href="#">Program/HO/Funds List</a> to troubleshoot any failed items in this section)	
a. Annual basic allocations match budget amount	OK
b. Sex offense allocations match budget amount	OK
c. Annual basic prior year allocations match budget amount	OK
d. Sex offense prior year allocations match budget amount	OK
9. Start and End Dates compatible with Work Plan fiscal year	
a. State Health Objectives	OK
b. Impact Objectives	OK
c. Activities	OK
10. Date range compatible with higher level Objective	
a. Impact Objectives compatible with State Health Objective	OK
b. Activities compatible with Impact Objective	OK
11. Impact Objective date range is within the 12 month limit	OK

8. Click **Submit**.

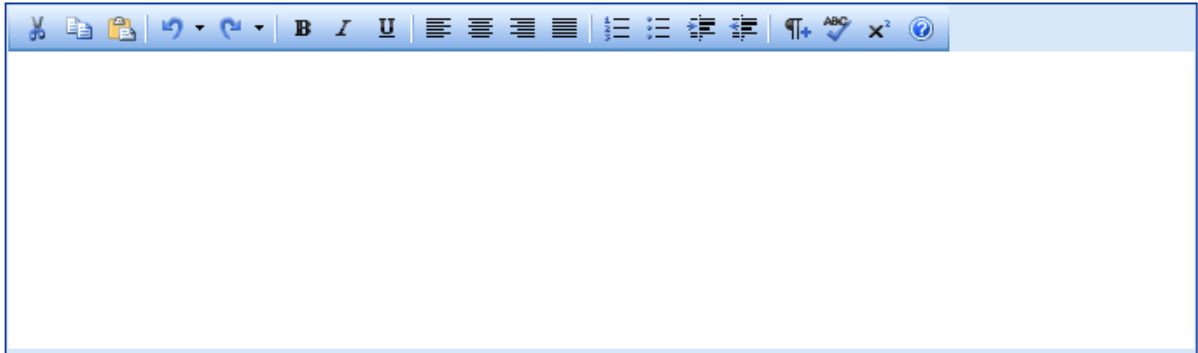
**Result:** The system displays the Submit Verified Work Plan to CDC page.

**Submit Verified Work Plan to CDC****Work Plan: Montana FY2013 version 0 revision 0 - Status: In Progress**

Submit the current Work Plan to CDC for review:

**Montana FY2013 version 0 revision 0 - Status: In Progress**

\* Enter Comments to CDC Reviewer:

A rich text editor interface with a toolbar at the top containing icons for undo, redo, bold, italic, underline, bulleted list, numbered list, decrease indent, increase indent, link, unlink, and a search icon. Below the toolbar is a large, empty text area for entering comments.

Are you sure you wish to submit this Work Plan to CDC? No additional changes will be allowed post-submission;

\* Confirmation:  

9. Complete the fields as follows:

**Enter Comments to CDC Reviewer:** This work plan is complete.**Confirmation:** SUBMIT10. Click **OK**.**Result:** The system displays a confirmation page.**Work Plan Submission Successful****Work Plan: Montana FY2013 version 0 revision 0 - Status: Submitted to CDC**


An email has been sent to CDC to notify them of your submission. You will receive an email confirmation at the address listed in your user profile.




11. Click **OK**.**Result:** The system displays the Work Plan Summary page

Montana FY2013 version 0 revision 0 - Status: Submitted to CDC

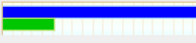
**WORK PLAN SUMMARY**



**Funding by Health Program Areas**








CATEGORY		AMOUNT
	Access to Health Care	\$291,701
	Chronic Diseases	\$127,890
	Sex Offense	\$22,123
TOTAL		\$441,714

Page Count (is current) [update](#)



	Maximum pages	50
	Actual pages	13

**Work Plan Completion Status**

Page Limit	Cover Page	Statutory Information	Budget	Programs
				

Click links below to perform other tasks.

[generate reports](#)  
[verify this Work Plan](#)  
[view Work Plan submission/review comments](#)  
[show current allocation table](#)



**Note**

The work plan now has a status of “Submitted to CDC”. At this point you can no longer edit this work plan.

## Viewing the Allocation Table


1. Click the Work Plan Summary option in the work plan tree.

**Result:** The system displays the Work Plan summary page in the right display pane.

Montana FY2013 version 0 revision 0 - Status: In Progress

### WORK PLAN SUMMARY

**Funding by Health Program Areas**



CATEGORY	AMOUNT
Access to Health Care	\$291,701
Chronic Diseases	\$127,890
<b>TOTAL</b>	<b>\$419,591</b>

Page Count (is not current due to work plan changes) [update](#)

Maximum pages	50
Actual pages	13

**Work Plan Completion Status**

Page Limit	Cover Page	Statutory Information	Budget	Programs
!	✓	✓	✓	!

▶ Click links below to perform other tasks.

[generate reports](#)  
[verify this Work Plan](#)  
[verify then submit this Work Plan to CDC](#)  
[show current allocation table](#)

2. Click the **show current allocation table** link at the bottom of the page.

**Result:** The system displays the Allocation Table Report.



To view the allocation report for other years, select the desired year from the Fiscal Year drop-down list and click **Go**.

3. Click **OK** to return to the Work Plan Summary page.

## Chapter 8: Reports

BGMIS allows you to run two types of reports: standard reports and program reports. A standard report pulls data from all the programs in the work plan while a program report generates a report for a specific program in the work plan.

The following standard reports are available in BGMIS:

- **Work Plan Report:** Generates the complete Block Grant Work Plan, including the Executive Summary, Statutory, Budget and Program/HO information, and Program/HO Profiles. Sections of the report can be printed by selecting a range of page numbers to print.
- **Budget Report:** Generates the Executive Summary, Statutory, and Budget sections of the Block Grant Work Plan.
- **Program/HO Report:** Lists the Programs and HOs in the Work Plan with budget and FTE figures. The report (with additional fields) can be exported to Excel.
- **Profile Report:** Generates all of the Program/HO Profiles for the Work Plan
- **Impact Objective Summary:** Prints the Impact Objective Description and the Impact Objective Outcome Template for the Annual Report



**Note**

- 
- For more information on how to run reports in BGMIS, refer to the Reports section in the BGMIS Help.
-