

## **B. Data Collection Procedures**

PAF grantees will report the annual performance data for required and optional measures using the web-based *PAF Performance Data System* (PDS). The PDS will be dedicated solely to the collection and management of PAF performance data. An OAH contractor designed and built draft code for the PDS website according to industry and Department of Health and Human Services (HHS) best practices and standards for security (e.g., privacy and access controls, data transmission, and data storage and backup), accessibility, and look-and-feel. The OAH contractor will ensure that the website interface will be user-friendly, intuitive, and easily understood.

### **1. Reporting Period and Submission Deadline**

The 12-month reporting period for the annual report is **August 1 to July 31**, and the due date for submitting PAF performance data is **October 30**.

### **2. Data Security and Access**

The OAH contractor will ensure that the system's security features are appropriate for the system's security categorization (i.e., Federal Information Processing Standard [FIPS] 199). The PDS is likely to be classified as negligible risk system because PAF grantees will report only aggregate data that excludes personal identifiers and personal health information.

Users of the PDS website must be registered and authorized ("enabled") by OAH to access the private (secure) pages of the website. A user's role in submitting and managing PAF performance data will determine their website access privileges. The website will accommodate two roles: End User (grantee) and Administrator (OAH staff). The user's role determines the website pages, features, and performance reports that are available for viewing or other actions. Each OAH staff and grantee user will be assigned a unique username and password (8 or more characters long and comprised of letters and numerals only); the username and password will be associated with the users' authorized role in the system. The PDS will accept multiple users from a single grantee. Multiple users from a single grantee will be able to view the data entered by other users from their agency. However, grantees will not be able to view the performance data of other grantees. Role-specific views and features include:

- End User (Grantee):
  - *Data Submission*: Upload aggregate performance data into the online system for each required and optional measure.
  - *Data Review*: View/edit performance data, as required.
- Administrator (OAH staff):
  - *User account administration*: Create new or disable existing user accounts (grantee and OAH staff accounts) and reset passwords.

- *Grantee creation*: Add or edit the list of grantees that are required to submit performance data.
- *Edit performance measures*: Edit performance measures, as appropriate.
- *Report review*: View performance measure data across grantees for individual performance measures and for all performance measures.
- *Data export*: Export performance data in CSV format for further analysis in Excel or other software. Data can be exported by grantee, by type of PAF implementation category, or for all grantees.

Electronic data submission will occur via a secure Internet connection. All transmissions will be encrypted with 128-bit encryption through secure socket layers (SSL) and verified by a VeriSign®, the leading SSL Certificate authority.

### **3. Data Submission and Validation: Required, Optional, and Grantee-Defined Measures**

Based on the grantees' login credentials (user name and password), the PDS website will display a list of the measures for which grantees are required to submit data. The PDS website will display the valid OMB control number and expiration date for the PAF performance measures, as well as the Paperwork Reduction Act (PRA) Public Burden Statement. Each required measure will include link that users can click on to enter data into a measure-specific reporting table. In addition to the required performance measures, grantees may **voluntarily** submit performance data for one or more of 38 optional performance measures. The PDS will allow the grantee to choose optional measures using radio buttons that, when selected, will add the measure and a link to the list of measures for which the grantee will submit data. In addition, the system will incorporate an "other specify" option under the optional measures feature that grantees may select if they want to define and track performance on measures that they define. The reporting tables for the required and optional measures will have auto-summing rows and columns, where appropriate, and the system will perform within and cross table validations during data entry to allow early detection and correction of reporting errors.

### **4. User Support**

To ease grantee reporting, OAH will provide user-friendly system documentation, training webinars, and e-mail and phone access to a helpdesk.

### **5. Software Environment**

The OAH contractor has built the draft PDS using .NET. The database will be SQL Server 2008.