**Attachment 4**

Information Collection Instrument,

Training and Continuing Education Online Proposal

|  |  |
| --- | --- |
| **TCEO Proposal** | 2015 |
|  | |

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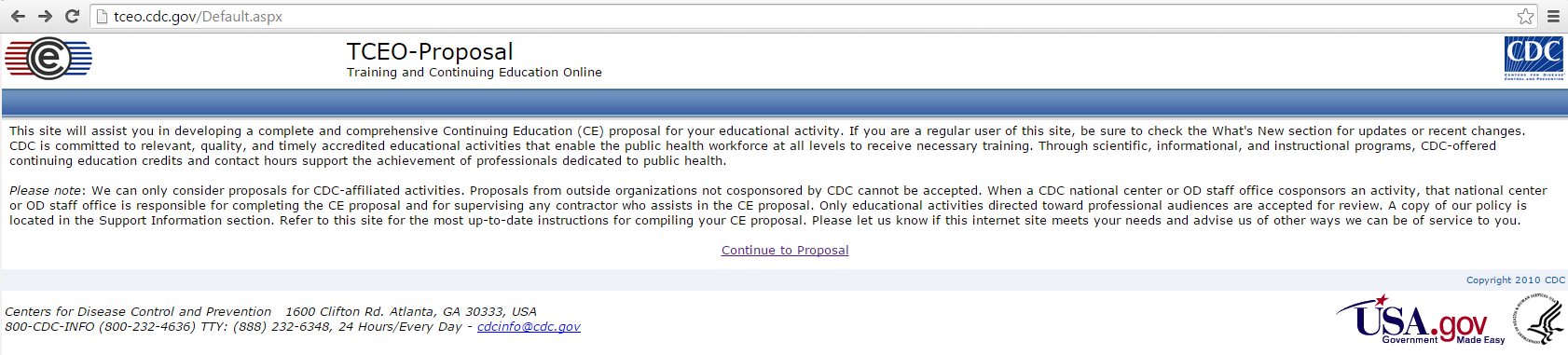
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# Introduction

The purpose of this document is to list the data elements collected online through the Training and Continuing Education Proposal module. The TCEO Proposal module is a mechanism for course developers and CE consultants of the Centers for Disease Control and Prevention (CDC) to request and submit their course application processes.

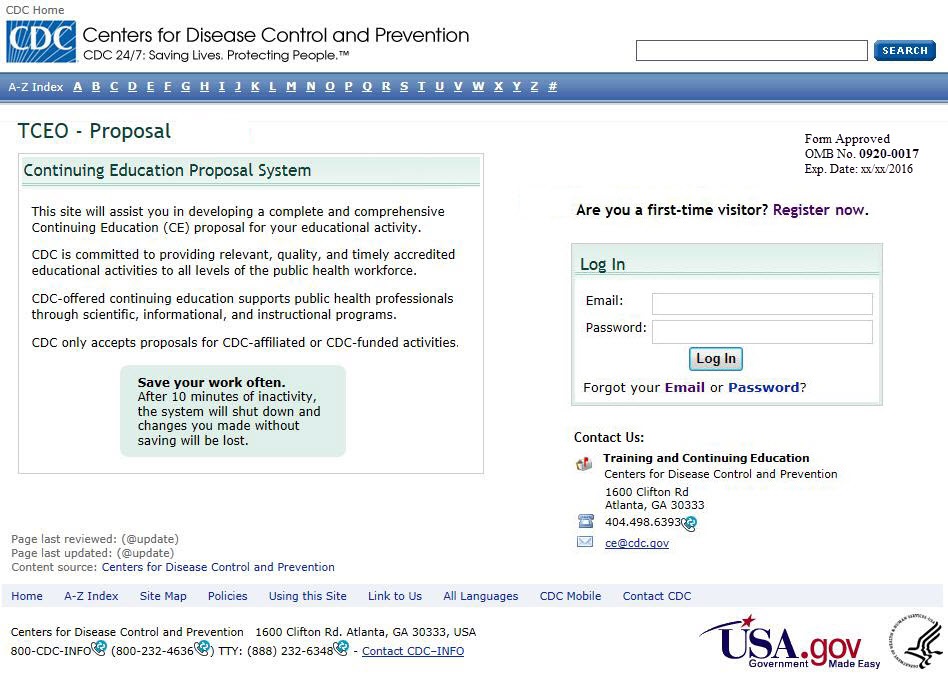
The major pages of the TCEO Proposal are detailed in this document. The main screenshots of the TCEO Proposal pages, sections, or subsections are from a live course with a single session and all credit types selected. Following the screenshots in each section is a table that shows the status of the collection of data elements. Figure 1 illustrates the Welcome page, which details brief instructions that the system respondents need to be aware of prior to starting a course application.



**Figure 1 – Welcome page**

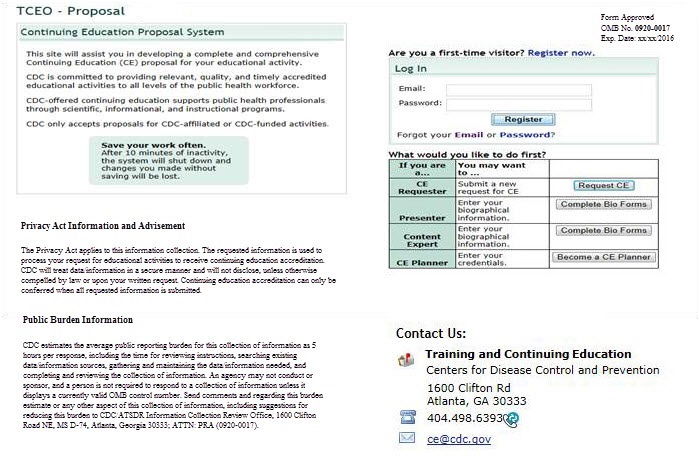
# Login Page

Participants enter the TCEO Proposal module by entering their email address and password on the Login page (Figure 2). Users accessing the TCEO Proposal module for the first time must register using the “Register now” link displayed on this page.



**Figure 2a –Login page**

Users also have access to the legal privacy act information and advisement, as well as the public burden information statements by clicking the applicable buttons located near the bottom of the Login page.



**Figure 2b – Login page with legal statements**

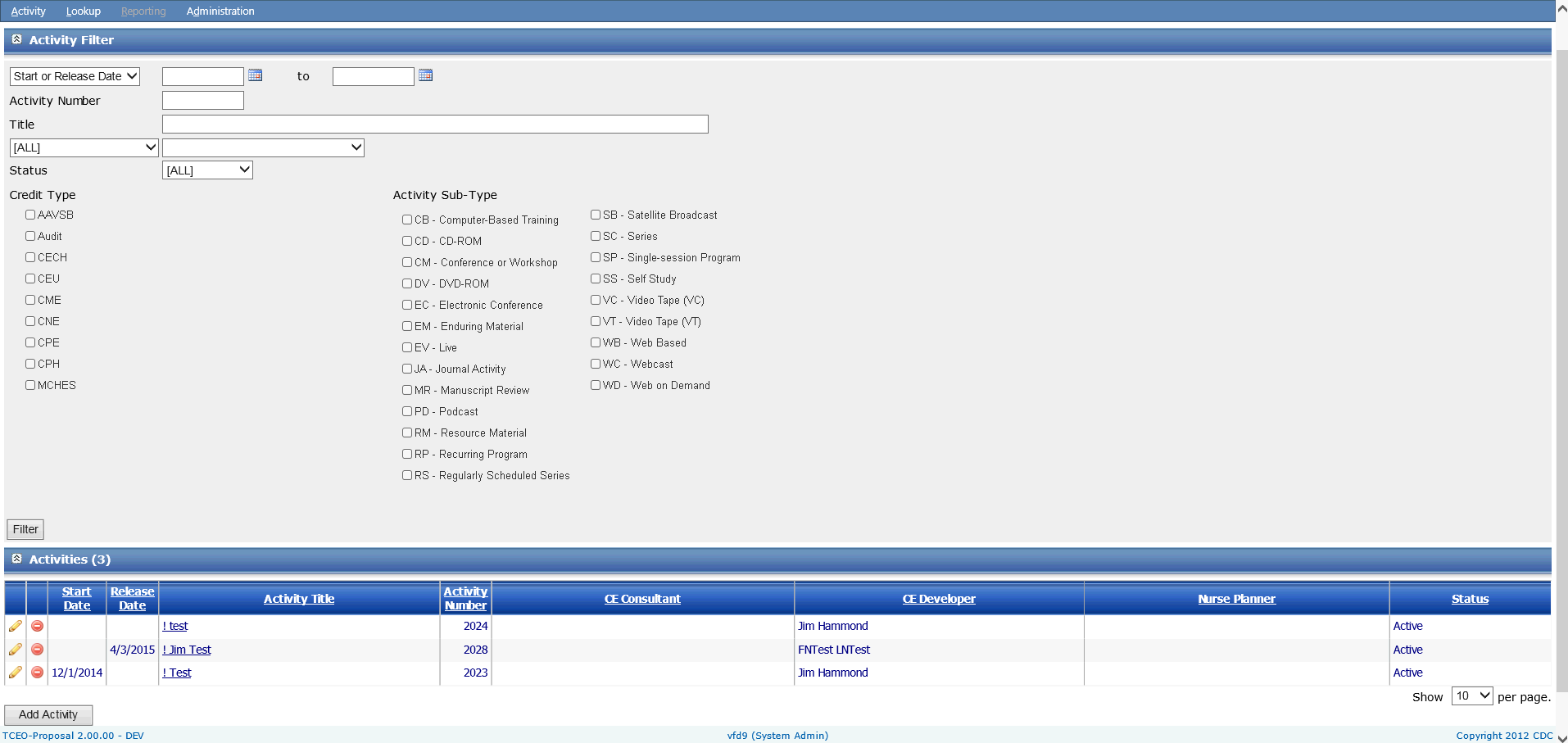
**Table 1 – Privacy Act and Public Burden Statements**

|  |  |
| --- | --- |
| **Privacy Act Information and Advisement** | **Public Burden Information** |
| The Privacy Act applies to this information collection. The requested information is used to process your request for educational activities to receive continuing education accreditation. CDC will treat data/information in a secure manner and will not disclose, unless otherwise compelled by law or upon your written request. Continuing education accreditation can only be conferred when all requested information is submitted. | CDC estimates the average public reporting burden for this collection of information as **5** hours per response, including the time for reviewing instructions, searching existing data/information sources, gathering and maintaining the data/information needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments and regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Information Collection Review Office, 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333; ATTN: PRA (0920-0017). |

**Table 2 – Login Page Data Elements**

| **Column Label** | **Display property** | **Figure** |
| --- | --- | --- |
| Email | **Text** | 2 |
| Password | **Text** | 2 |
| What would you like to do first? |  | 2 |

# Activity Filter/Selection Page



**Figure 3 – Activity Filter/ Selection Page**

**Table 3- Activity Filter/ Selection Page Data Elements**

| **Column Label** | **Display property** | **Figure** |
| --- | --- | --- |
| Start Date | Numeric | 3 |
| Activity Number | Numeric | 3 |
| Title | Text | 3 |
| Role | [Role Drop Down](#_Title_/_Role) | 3 |
| User Name | Auto populate / Drop Down | 3 |
| Status | [Status Drop Down](#_Status) | 3 |
| Credit Type | [Multi Select- Credit Type](#_Credit_Type) | 3 |
| Activity Sub-Type | [Multi Select – Activity Subtype](#_Activity_Sub-Type) | 3 |

# Application Status Page

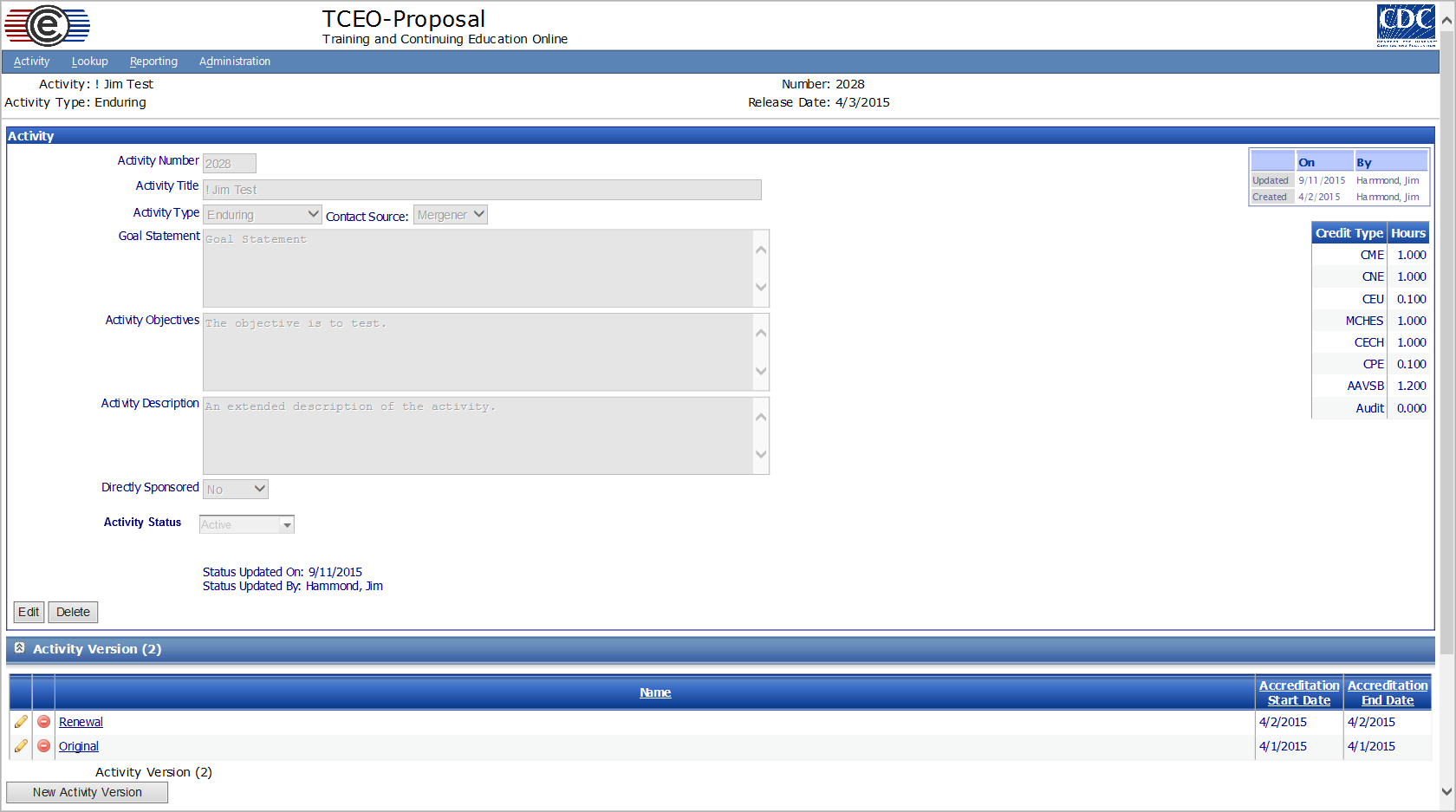


Figure 4a – Application Status Page: Activity

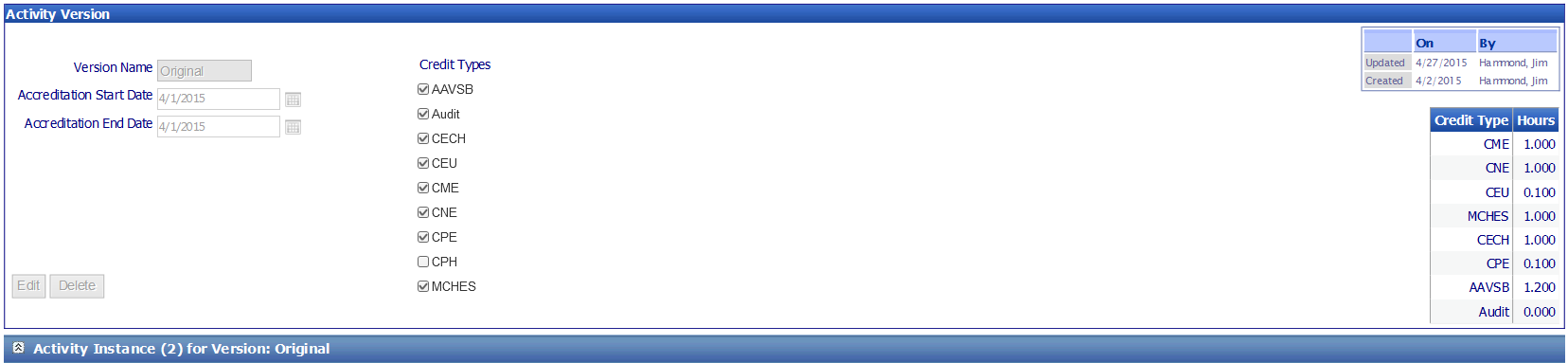
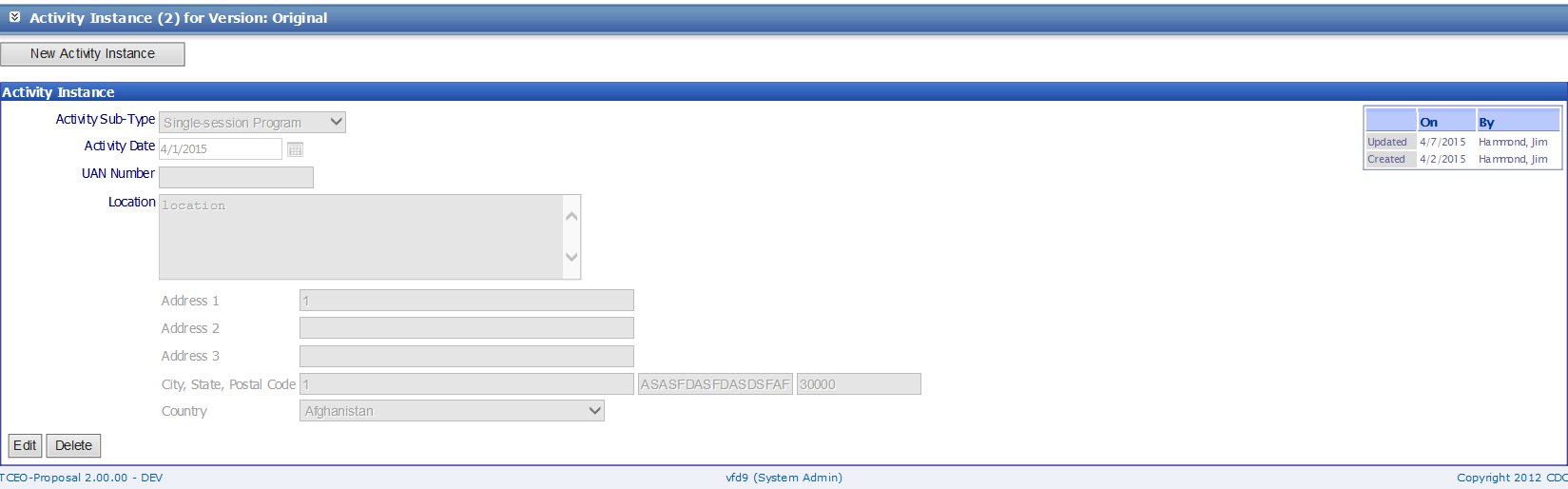


Figure 4b – Application Status Page: Activity Version



**Figure 4c – Application Status Page: Activity Instance**

**Table 4 – Application Status Page Data Elements**

| **Column Label** | **Display property** | **Figure** |
| --- | --- | --- |
| **Activity Number** | Numeric | 4a |
| **Activity Title** | Text | 4a |
| **Activity Type** | Drop Down – Activity Type | 4a |
| **Contact Source** | [Drop Down – Contact Source](#_Contact_Source) | 4a |
| **Goal Statement** | Text | 4a |
| **Activity Objectives** | Text | 4a |
| **Activity Description** | Text | 4a |
| **Directly Sponsored** | Yes/No | 4a |
| **Activity Status** | [Drop Down – Activity Status](#_Activity_Status) | 4a |
| **Version Name** | AutoPopulated | 4b |
| **Accreditation Start Date** | Date/Time | 4b |
| **Accreditation End Date** | Date/Time | 4b |
| **Credit Types** | [Multi-Select- Credit Types](#_Credit_Type) | 4b |
| **Activity Sub-Type** | [Drop Down – Activity SubType](#_Activity_Sub-Type) | 4c |
| **Activity Date** | Date/Time | 4c |
| **UAN Number** | Text | 4c |
| **Location** | Text | 4c |
| **Address 1** | Text | 4c |
| **Address 2** | Text | 4c |
| **Address 3** | Text | 4c |
| **City** | Text | 4c |
| **State** | Text or [Drop Down State](#_State) | 4c |
| **Postal Code** | Text | 4c |
| **Country** | [Drop Down - Country](#_Country) | 4c |

# Practice Gap Page

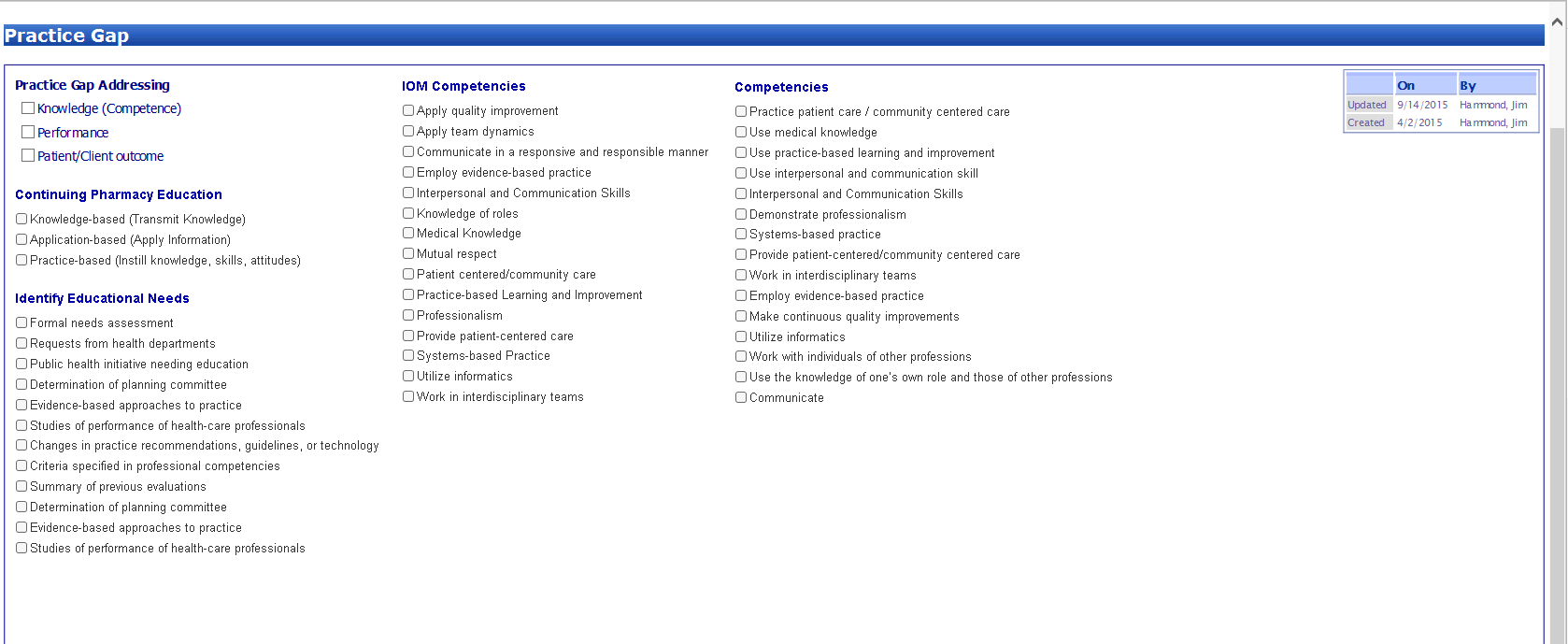


Figure 5 – Practice Gap

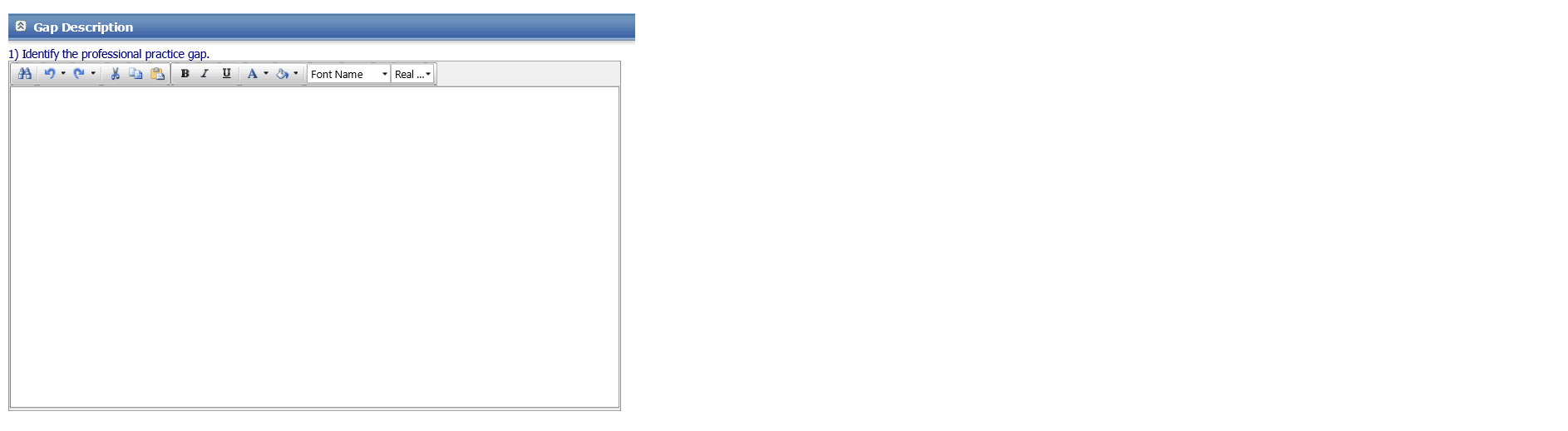


Figure 5a – Gap Description



Figure 5b – Performance Impact & Supporting Documentation

**Table 5 – Practice Gap Page Data Elements**

| **Column Label** | **Display property** | **Figure** |
| --- | --- | --- |
| **Practice Gap Address** | [Multi Select – Practice Gap](#_Practice_Gap_Addressing) | 5 |
| **Continuing Pharmacy Education** | Multi Select – [Continuing Pharmacy Education](#_Continuing_Pharmacy_Education) | 5 |
| **Identify Education Needs** | Multi Select - [Identify Education Needs](#_Identify_underlying_needs) | 5 |
| **IOM Competencies** | Multi Select – [IOM Competencies](#_IOM_Competencies_(LU_PhysicianAttri) | 5 |
| **Competencies** | Multi Select - [Competencies](#_Competencies_(?)) | 5 |
| **Gap Description** | Text Box | 5a |
| **Performance Impact** | Text Box | 5b |
| **Supporting Documents** | Document Upload | 5b |

# Target Audience Page

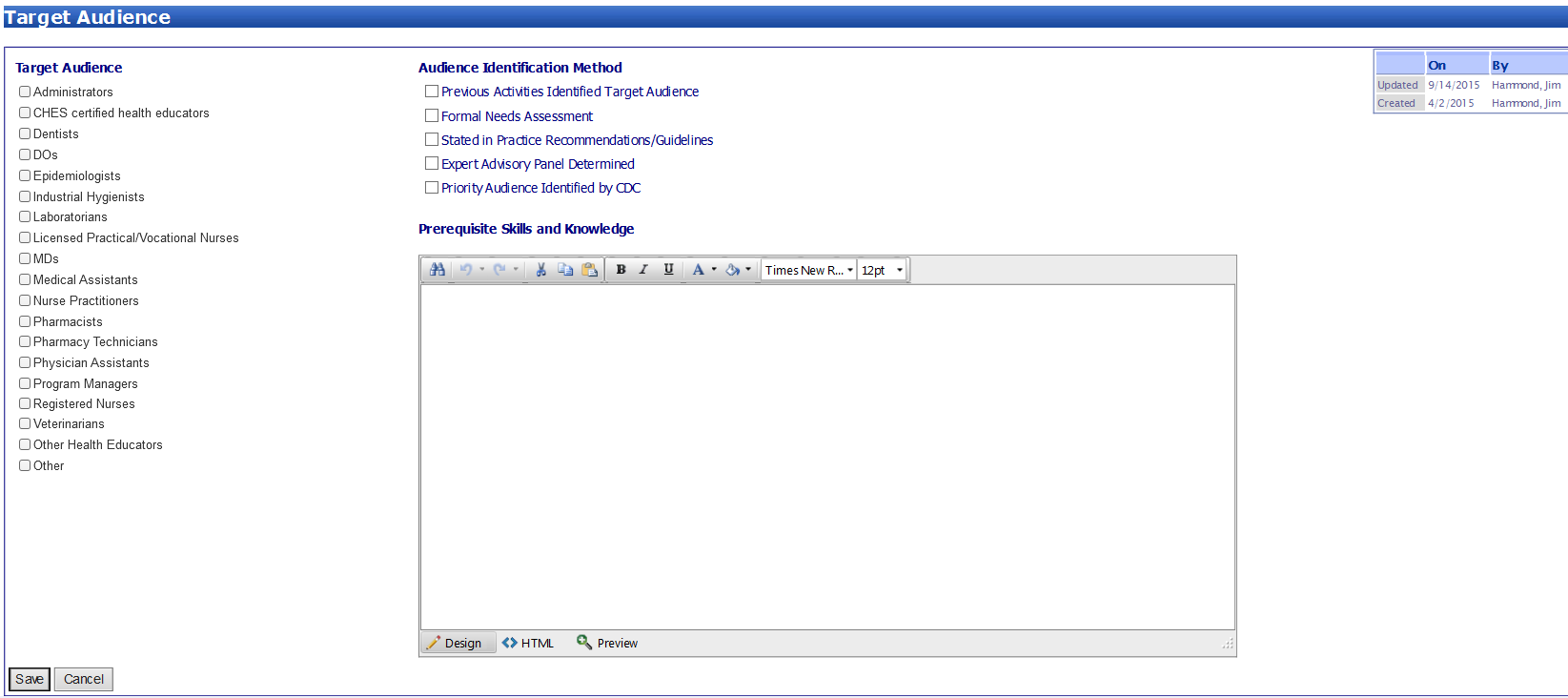
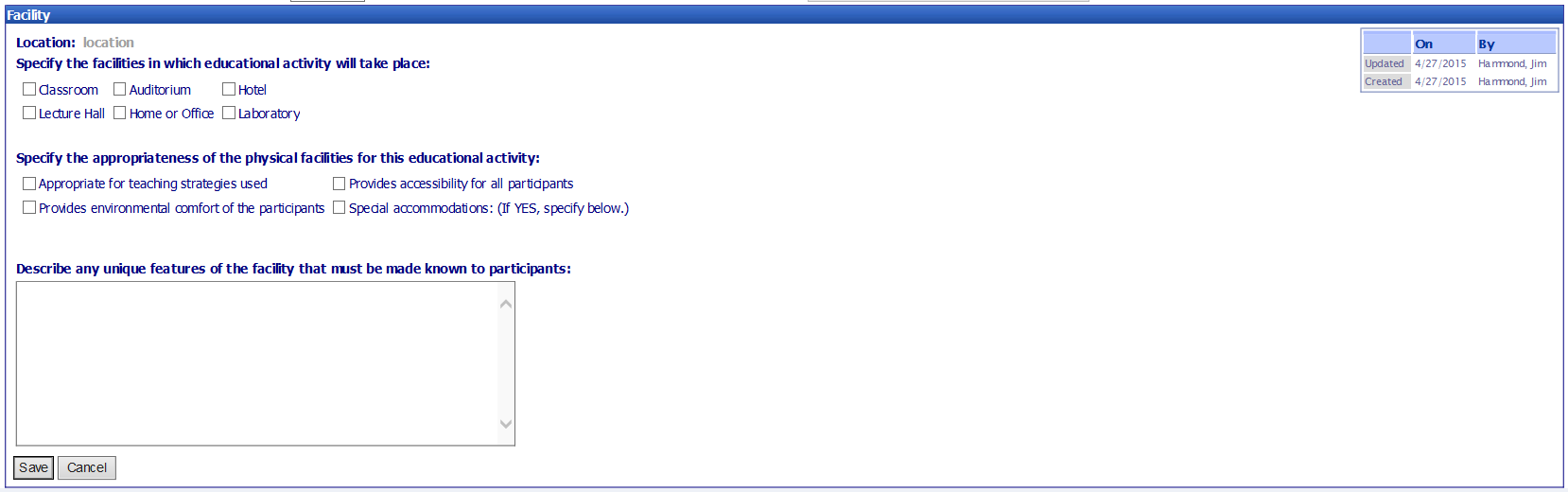


Figure 6 – Target Audience Page

**Table 6 – Target Audience Page Data Elements**

| **Column Label** | **Display property** | **Figure** |
| --- | --- | --- |
| Target Audience | Multi Select - [Target Audience](#_Target_Audience_(LU_TargetAudience)) | 6 |
| Audience Identification Method | Multi Select – [Audience Identification Method](#_Audience_Identification_Method) | 6 |
| Prerequisite Skills and Knowledge | Text Box | 6 |

# Facility Page

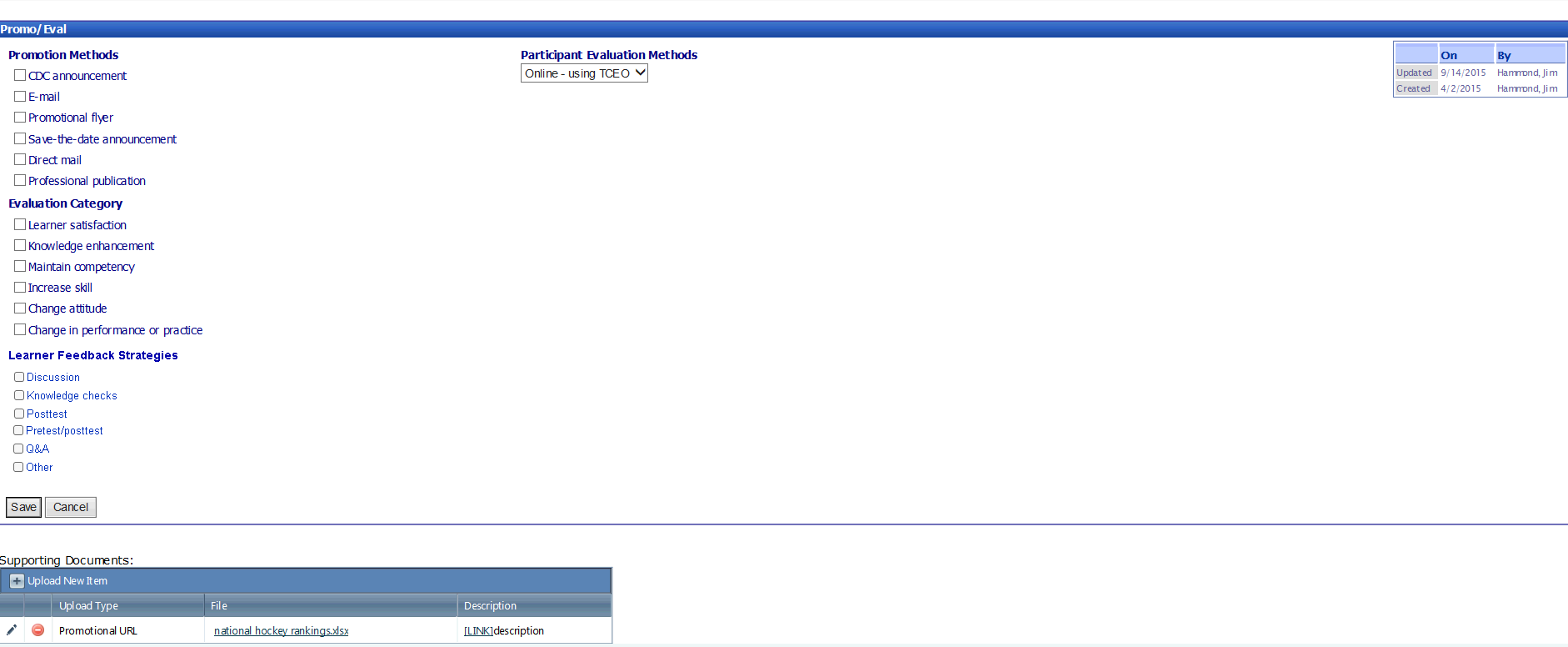


**Figure 7 – Facility Page**

**Table 7 – Facility Page Data Elements**

| **Column Label** | **Display property** | **Figure** |
| --- | --- | --- |
| Facility in which the education takes place | Multi Select [Facility in which the education takes place](#_Facility_in_which) | 7 |
| Appropriateness of Physical facilitates | Multi Select –[Appropriateness of physical facilities](#_Appropriateness_of_the) | 7 |
| Prerequisite Skills and Knowledge | Text Box | 7 |

# Promo/Eval Page

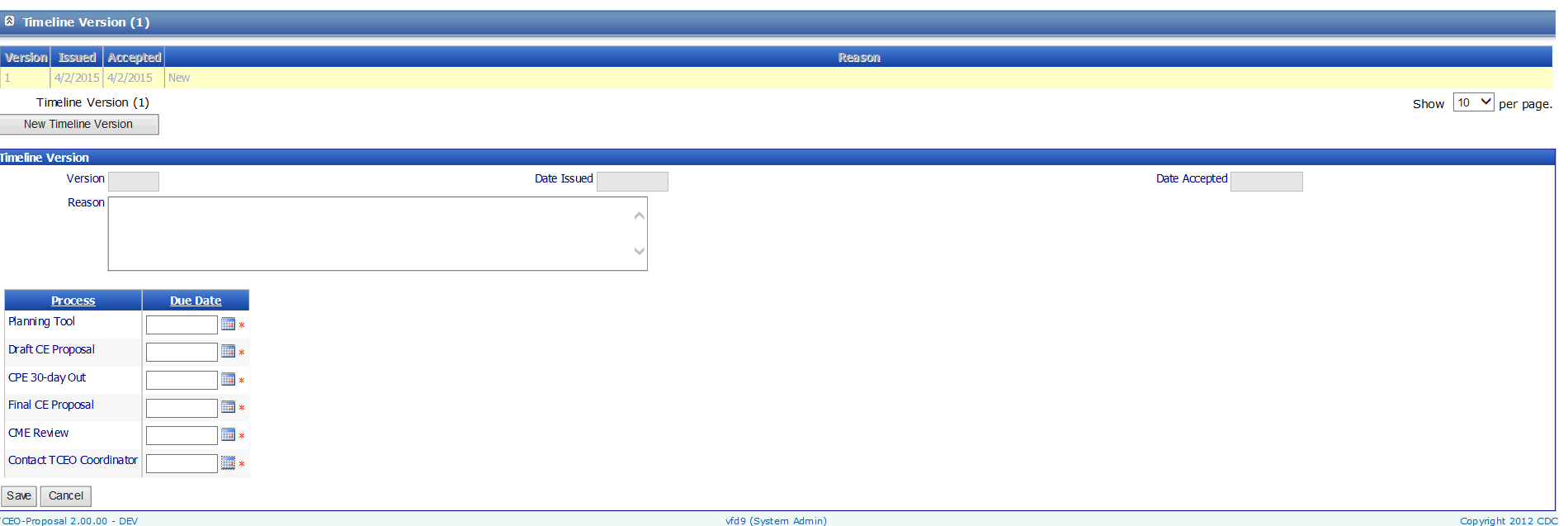


**Figure 8 – Promo / Eval Page**

**Table 8 - Promo / Eval Page Data Elements**

| **Column Label** | **Display property** | **Figure** |
| --- | --- | --- |
| Promotion Methods | Multi Select – [Promotion Methods](#_Promotion_Methods_(LU_PromoMethod)) | 8 |
| Evaluation Categories | Multi Select –[Evaluation Categories](#_Evaluation_Category_(LU_EvalCategor) | 8 |
| Learner Feedback Strategies | Multi Select – [Learner Feedback Strategies](#_Learner_Feedback_Strategies) | 8 |
| Participant Evaluation Methods | Drop Down-[Participant Evaluation Methods](#_Participant_Evaluation_Methods) | 8 |

# Timeline Page

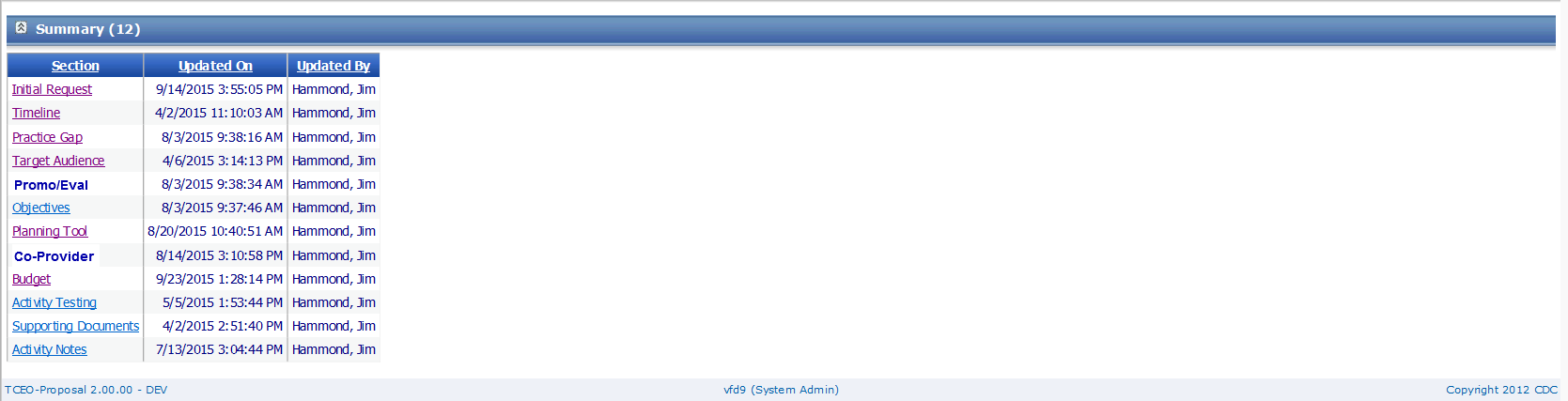


**Figure 9 – Timeline Page**

**Table 9 – Timeline Page Data Elements**

| **Column Label** | **Display property** | **Figure** |
| --- | --- | --- |
| Version | Read only | 9 |
| Date Issued | Read only | 9 |
| Date Accepted | Read only | 9 |
| Reason | Text Box | 9 |
| Planning Tool | Date Field | 9 |
| Draft CE Proposal | Date Field | 9 |
| Final CE Proposal | Date Field | 9 |
| CME Review | Date Field | 9 |
| Contact TCEO Coordinator | Date Field | 9 |

# Summary Page



**Figure 10 – Summary Page**

**Table 10 – Summary Page Data Elements**

| **Column Label** | **Display property** | **Figure** |
| --- | --- | --- |
| Section | Read only | 10 |
| Updated on | Read only | 10 |
| Updated by | Read only | 10 |

# Objectives Page

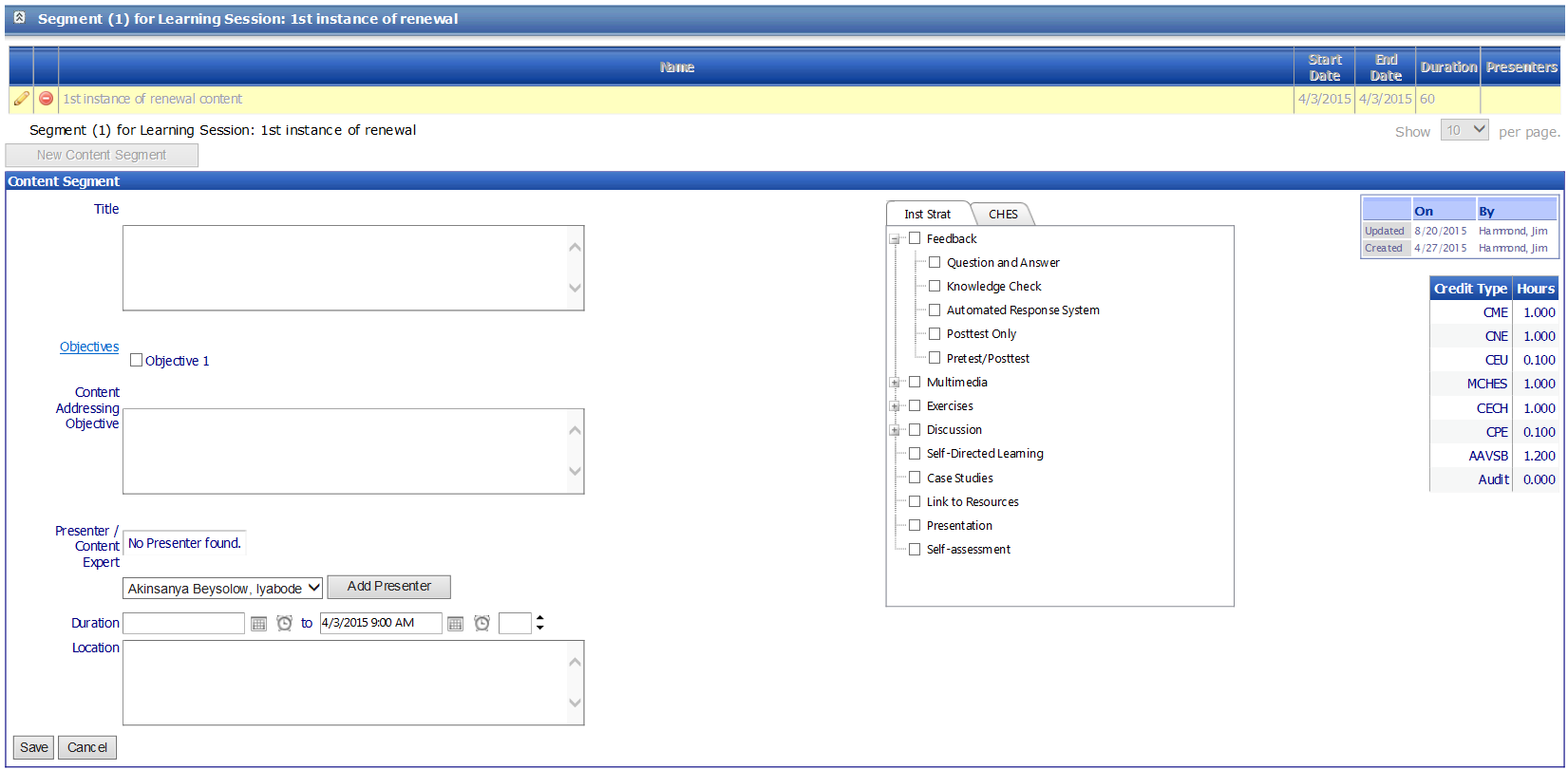
**Figure 11 – Objectives Page**

**Table 11 – Objectives Page Data Elements**

| **Column Label** | **Display property** | **Figure** |
| --- | --- | --- |
| Description | Text Field | 11 |
| List Order | Numeric | 11 |

# Planning Tool Page

**Figure 12 – Planning Tool Page**

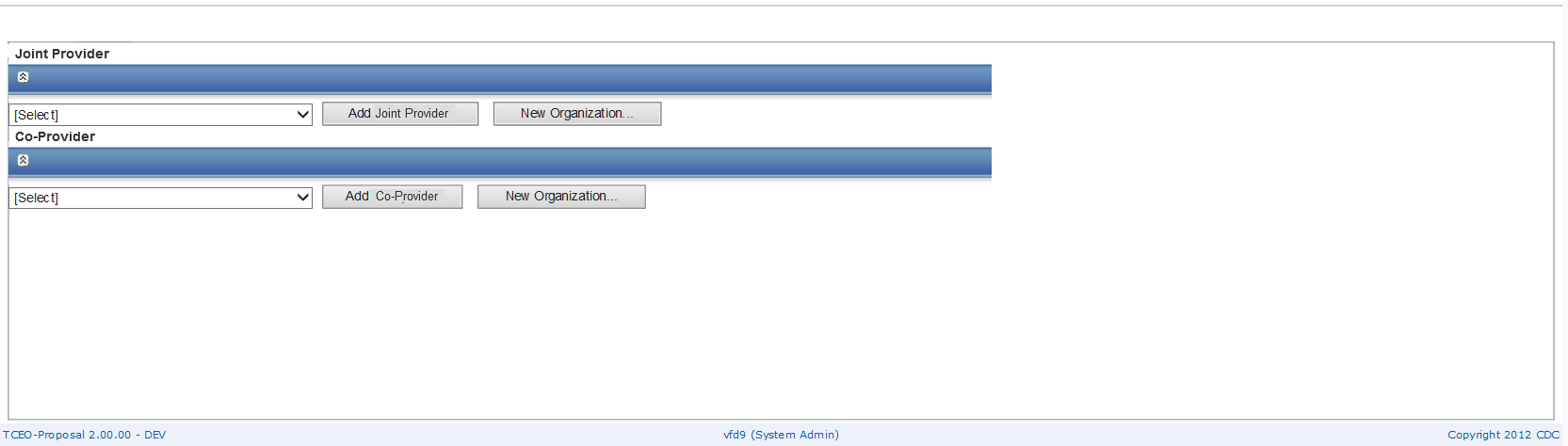


**Table 12 – Planning Tool Page Data Elements**

| **Column Label** | **Display property** | **Figure** |
| --- | --- | --- |
| Session Title | Text Field | 12 |
| Session Description | Text Field | 12 |
| Segment Title | Text | 12 |
| Objectives | Multi Select (list is generated from Objective screen) | 12 |
| Content Addressing Objective | Text Field | 12 |
| Presenter/Content Expert | Drop Down – List is generated from Personnel screen | 12 |
| Duration Start | Time and Date | 12 |
| Duration End | Time and Date | 12 |
| Duration | Numeric | 12 |
| Location | Text | 12 |
| Instructional Strategies | Multi Select –[Instructional strategies](#_Instructional_strategies_(LU_Learni) | 12 |
| CHES | Multi Select – [CHES Competencies](#_CHES_Responsibility_(LU_CHESRespons) | 12 |

# Credit Provider Page

**Figure 13 – Credit Provider Page**

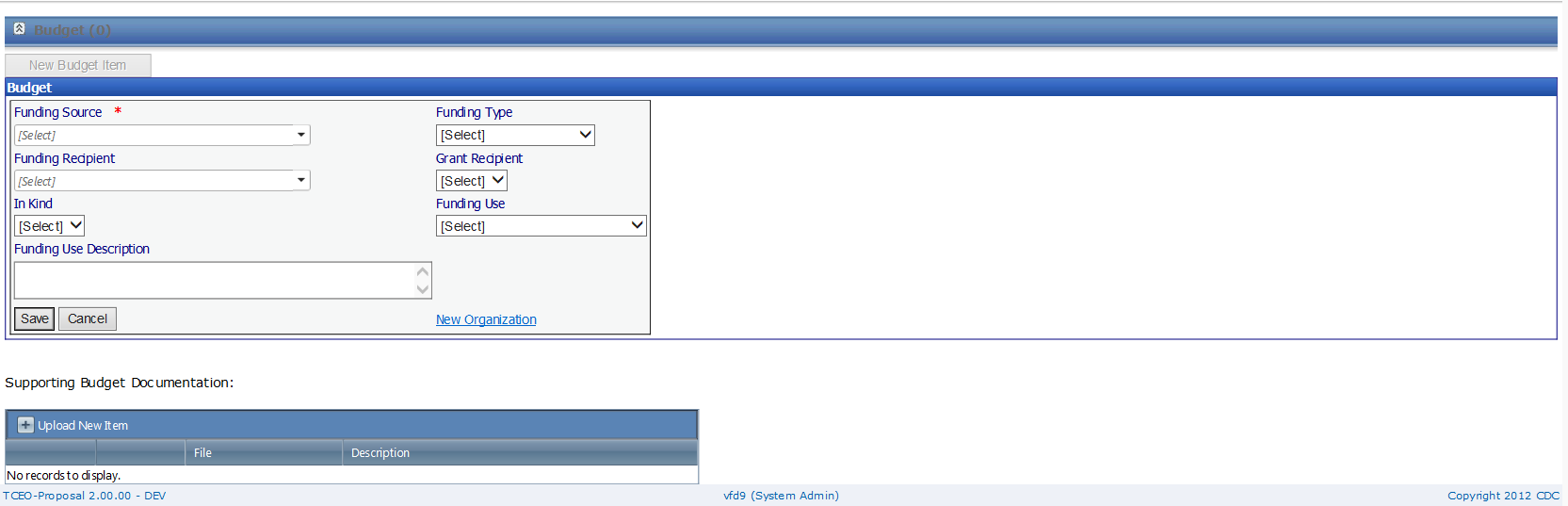


**Table 13 – Credit Provider Page Data Elements**

| **Column Label** | **Display property** | **Figure** |
| --- | --- | --- |
| Joint Provider | Drop Down – List of Organizations that have been added TCEO application | 13 |
| Co-Provider | Drop Down – List of Organizations that have been added TCEO application | 13 |

# Budget Page

**Figure 14 – Budget Page**

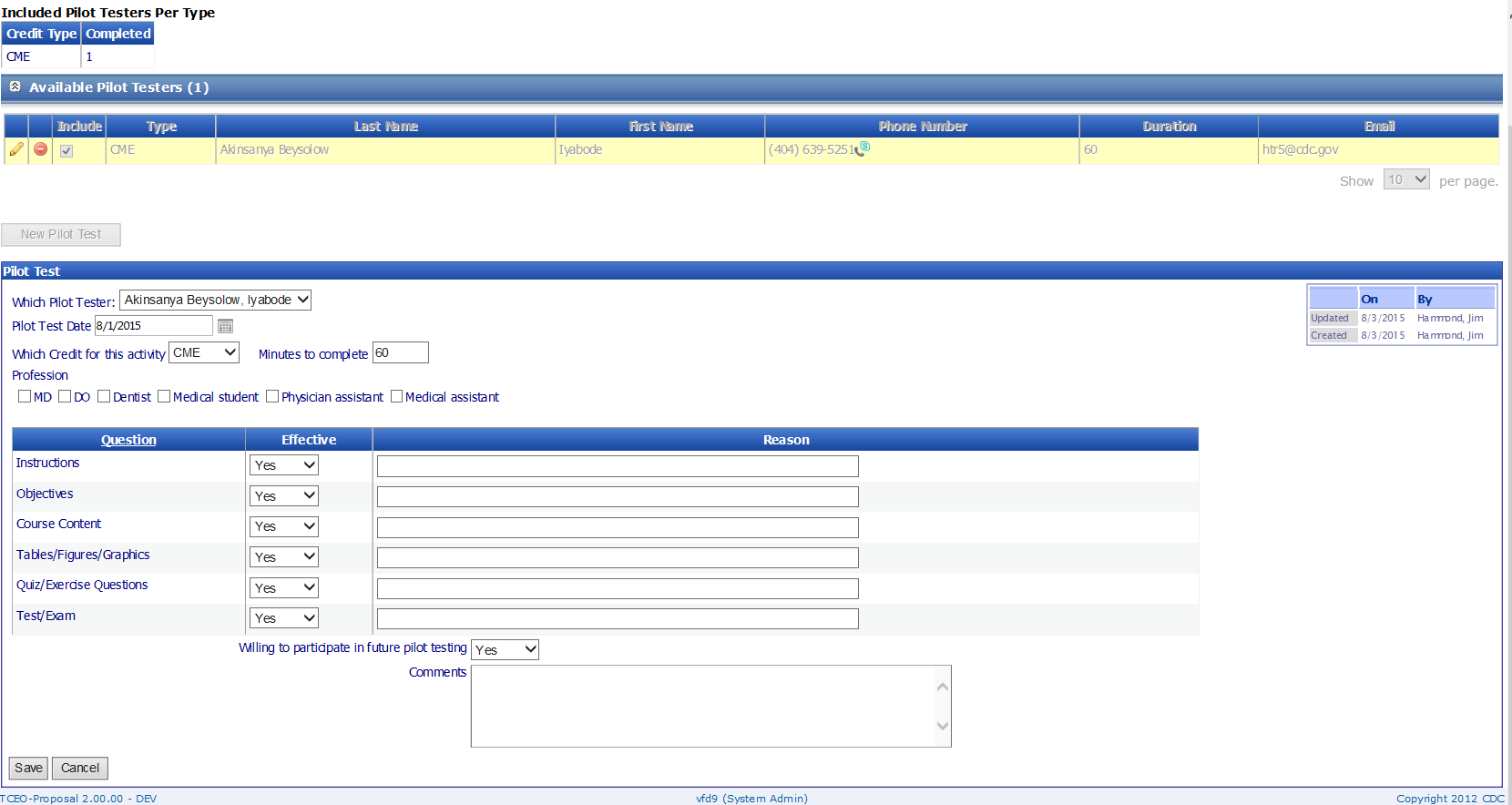
****

**Table 14 – Budget Page Data Elements**

| **Column Label** | **Display property** | **Figure** |
| --- | --- | --- |
| Funding Source | Drop Down – List of Organizations that have been added TCEO application | 14 |
| Funding Recipient | Drop Down – List of Organizations that have been added TCEO application | 14 |
| In Kind | Drop Down – Yes/No | 14 |
| Funding User Description | Text Box | 14 |
| Funding Type | Drop Down –[Funding Types](#_Funding_Type_(LU_FundingType)) | 14 |
| Grant Recipient | Drop Down – Yes / No | 14 |
| Funding User | Drop Down – [Funding Use](#_Funding_Use_(LU_FundingUse)) | 14 |
| New Organization | Hyperlink | 14 |
| Upload New Item | Button | 14 |
| File | Browse and Select File | 14 |
| Description | Text Box | 14 |

# Pilot Test List Page

**Figure 15 – Pilot Test List Page**

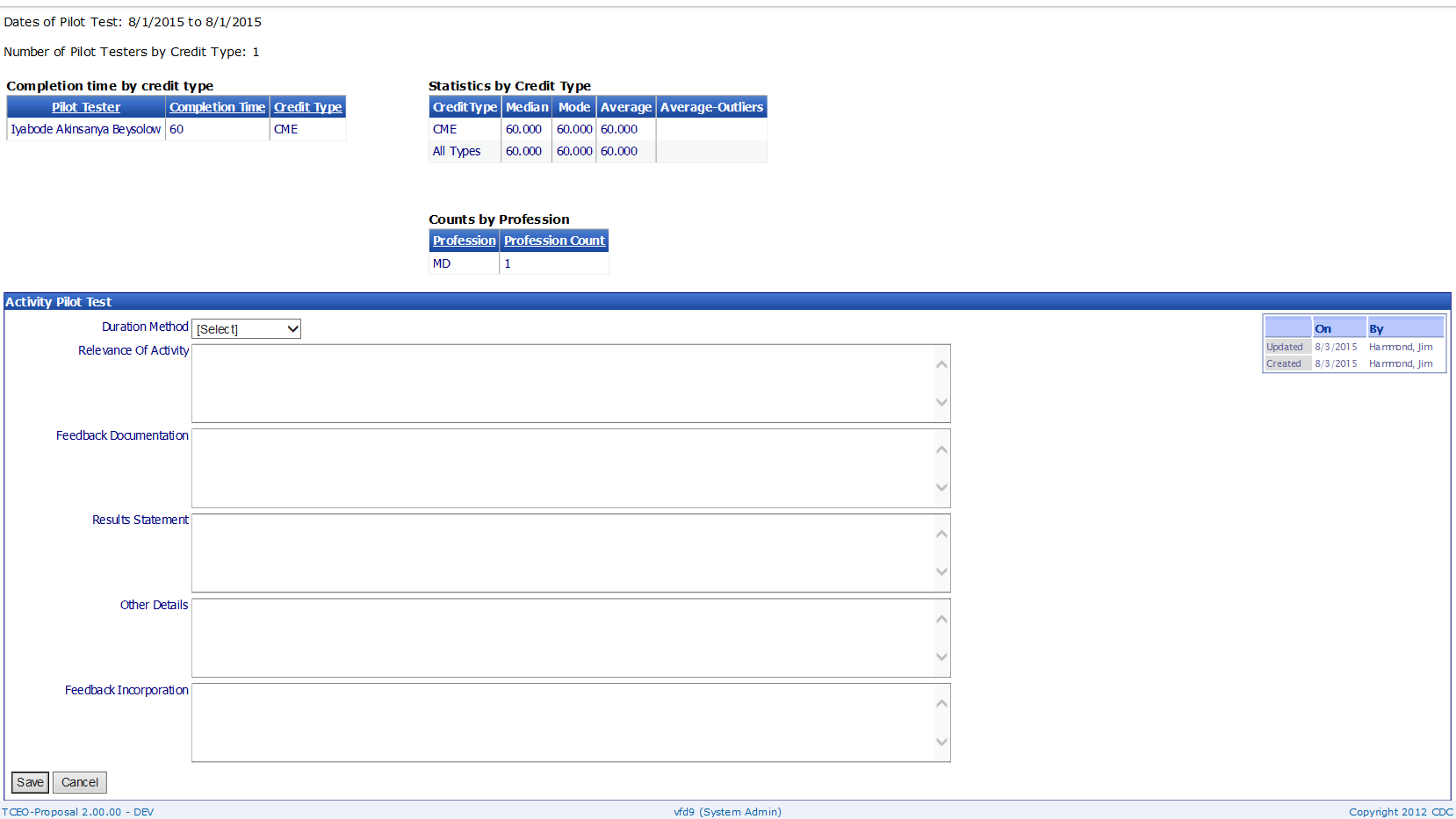


**Table 15 – Pilot Test List Page Data Elements**

| **Column Label** | **Display property** | **Figure** |
| --- | --- | --- |
| Include | Checkbox | 15 |
| Which Pilot Tester | Drop Down – List of Pilot Testers that have been added TCEO application | 15 |
| Pilot Test Date | Date Field | 15 |
| Which Credit for this activity | Drop Down – [Available Credit Types](#_Credit_Type) | 15 |
| Minutes to complete | Numeric | 15 |
| Profession | Multi Select – [Profession specific to selected Credit Type](#_Profession_(LU_Profession)) | 15 |
| Instructions Effective | Drop Down – Yes/No | 15 |
| Objectives – Effective | Drop Down – Yes/No | 15 |
| Course Content – Effective | Drop Down – Yes/No | 15 |
| Tables/Figures/Graphics – Effective | Drop Down – Yes/No | 15 |
| Quiz/Exercise Questions – Effective | Drop Down – Yes/No | 15 |
| Text/Exam | Drop Down – Yes/No | 15 |
| Instructions – Reason | Text Box | 15 |
| Objectives – Reason | Text Box | 15 |
| Course Content – Reason | Text Box | 15 |
| Tables/Figures/Graphics – Reason | Text Box | 15 |
| Quiz/Exercise Questions – Reason | Text Box | 15 |
| Text/Exam – Reason | Text Box | 15 |
| Willing to participate in future pilot testing | Drop Down – Yes/No | 15 |
| Comments | Text Box | 15 |

# Pilot Test Summary Page

**Figure 16 – Pilot Test Summary Page**

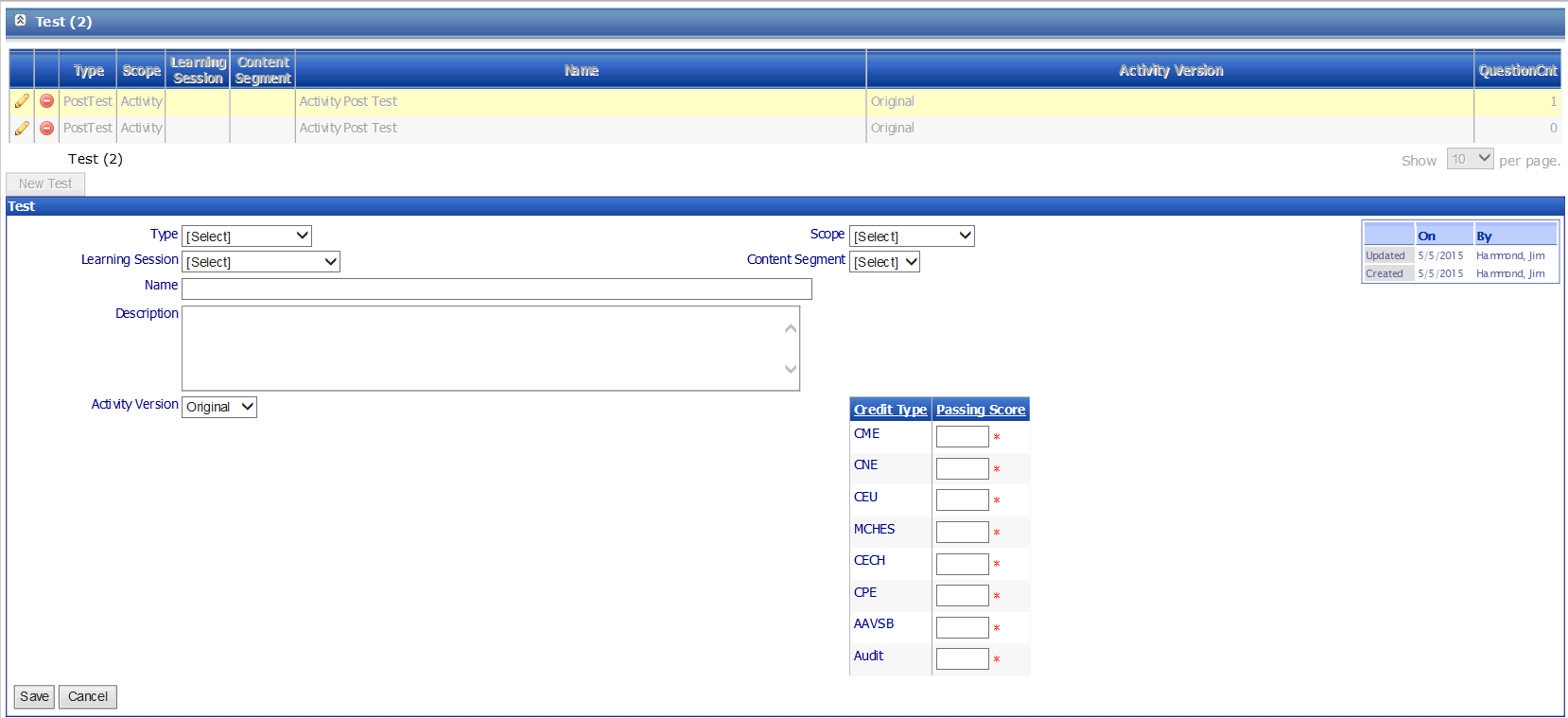


**Table 16 – Pilot Test Summary Page Data Elements**

| **Column Label** | **Display property** | **Figure** |
| --- | --- | --- |
| Duration Method | Drop Down List – [Duration Method](#_Duration_Method_(LU_DurationMethod)) | 16 |
| Relevance of Activity | Text Box | 16 |
| Feedback Documentation | Text Box | 16 |
| Results Statement | Text Box | 16 |
| Other Details | Text Box | 16 |
| Feedback Incorporation | Text Box | 16 |

# Activity Testing Page

**Figure 17 – Activity Testing Page**

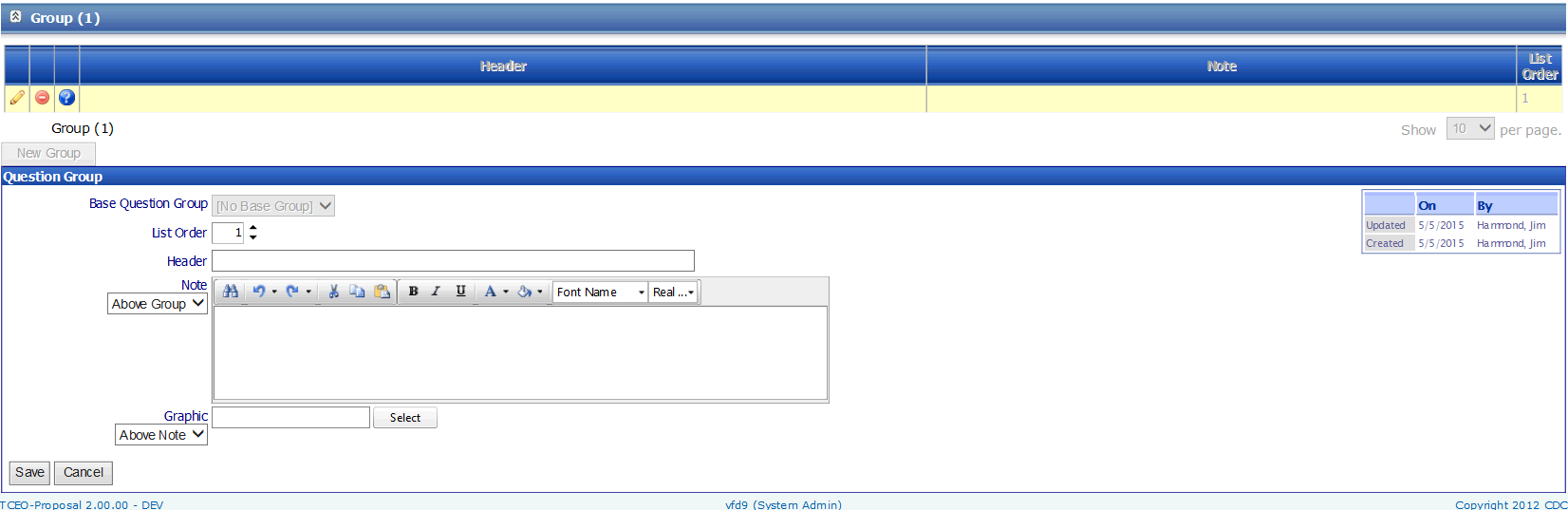


**Table 17 – Activity Testing Page Data Elements**

| **Column Label** | **Display property** | **Figure** |
| --- | --- | --- |
| Type | Drop Down List –  [Test Type](#_Test_Type_(LU_Testtype)) | 17 |
| Scope | Drop Down List – [Scope](#_Scope_(LU_Scope)) | 17 |
| Learning Session | Drop Down List – Activity’s Sessions | 17 |
| Content Segment | Drop Down List – Activity’s Segments | 17 |
| Name | Text Box | 17 |
| Activity Version | Drop Down List – Activity’s Versions | 17 |
| Passing Score | Numeric Field for each selected Credit Type | 17 |

# Activity Testing Group Page

**Figure 18 – Activity Testing Group Page**

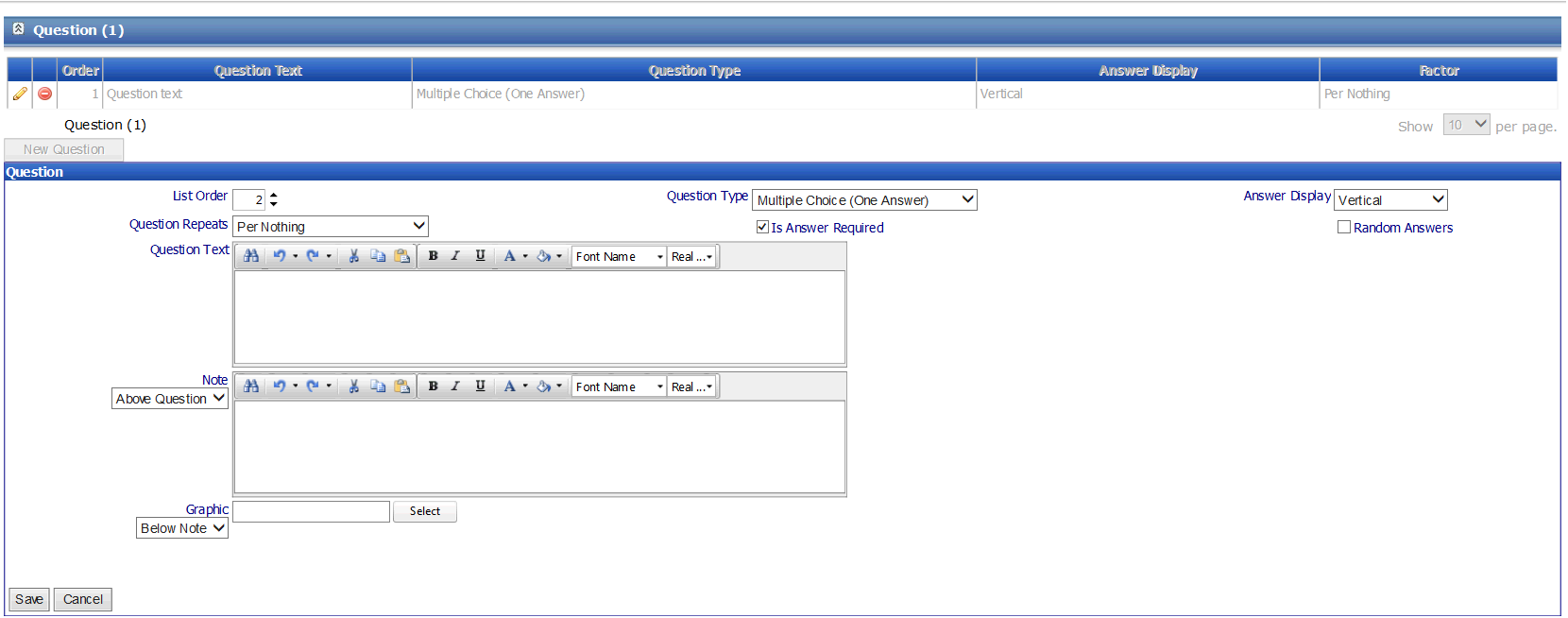


**Table 18 – Activity Testing Group Page Data Elements**

| **Column Label** | **Display property** | **Figure** |
| --- | --- | --- |
| List Order | Numeric | 18 |
| Header | Text Box | 18 |
| Note | Text Box | 18 |
| Note Position | Drop Down – Above/Below | 18 |
| Select Graphic | Button / Browse | 18 |
| Graphic Position | Drop Down List – Above / Below | 18 |

# Activity Testing Question Page

**Figure 19 – Activity Testing Question Page**

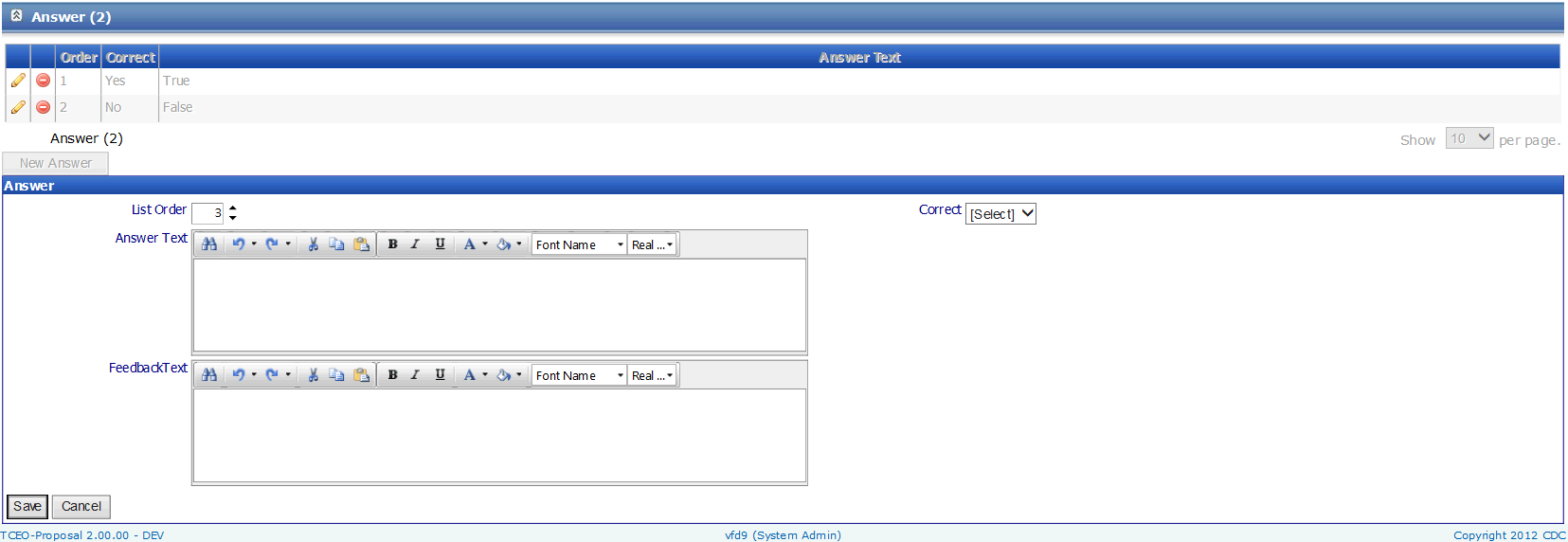


**Table 19 – Activity Testing Question Page Data Elements**

| **Column Label** | **Display property** | **Figure** |
| --- | --- | --- |
| List Order | Numeric | 19 |
| Question Type | Drop Down – [Question Type](#_Scope_(LU_QuestionType)) | 19 |
| Question Display | Drop Down- Vertical / Horizontal / Drop Down List | 19 |
| Random Answers | Checkbox | 19 |
| Question Repeats | Drop Down List –Per Nothing /Per Objective / Per Presenter | 19 |
| Answer Required | Checkbox | 19 |
| Question Text | Text Box | 19 |
| Note | Text Box | 19 |
| Note Position | Drop Down – Above / Below | 19 |
| Graphic Select | Button / Browse | 19 |
| Graphic Position | Drop Down – Above / Below | 19 |

# Activity Testing Answers Page

**Figure 20 – Activity Testing Answers Page**

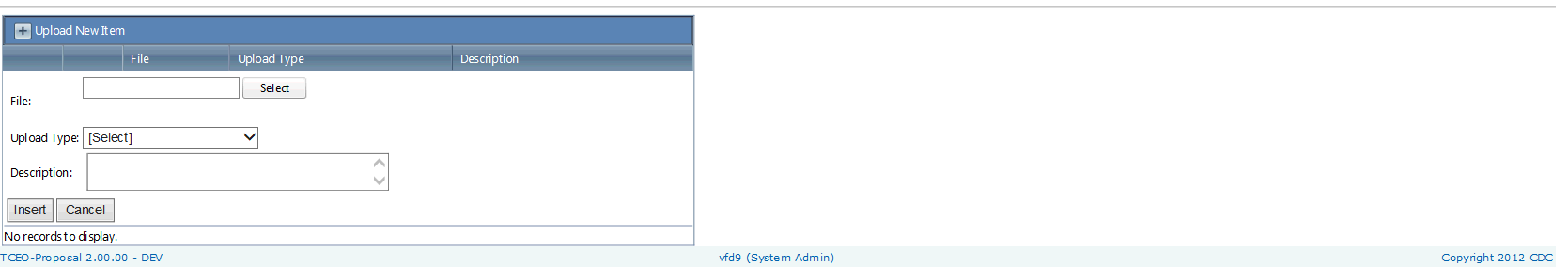


**Table 20 – Activity Testing Answers Page Data Elements**

| **Column Label** | **Display property** | **Figure** |
| --- | --- | --- |
| List Order | Numeric | 20 |
| Correct | Drop Down –Yes/No | 20 |
| Answer Text | Text Box | 20 |
| Feedback Text | Text Box | 20 |

# Supporting Documents Page

**Figure 21 – Supporting Documents Page**

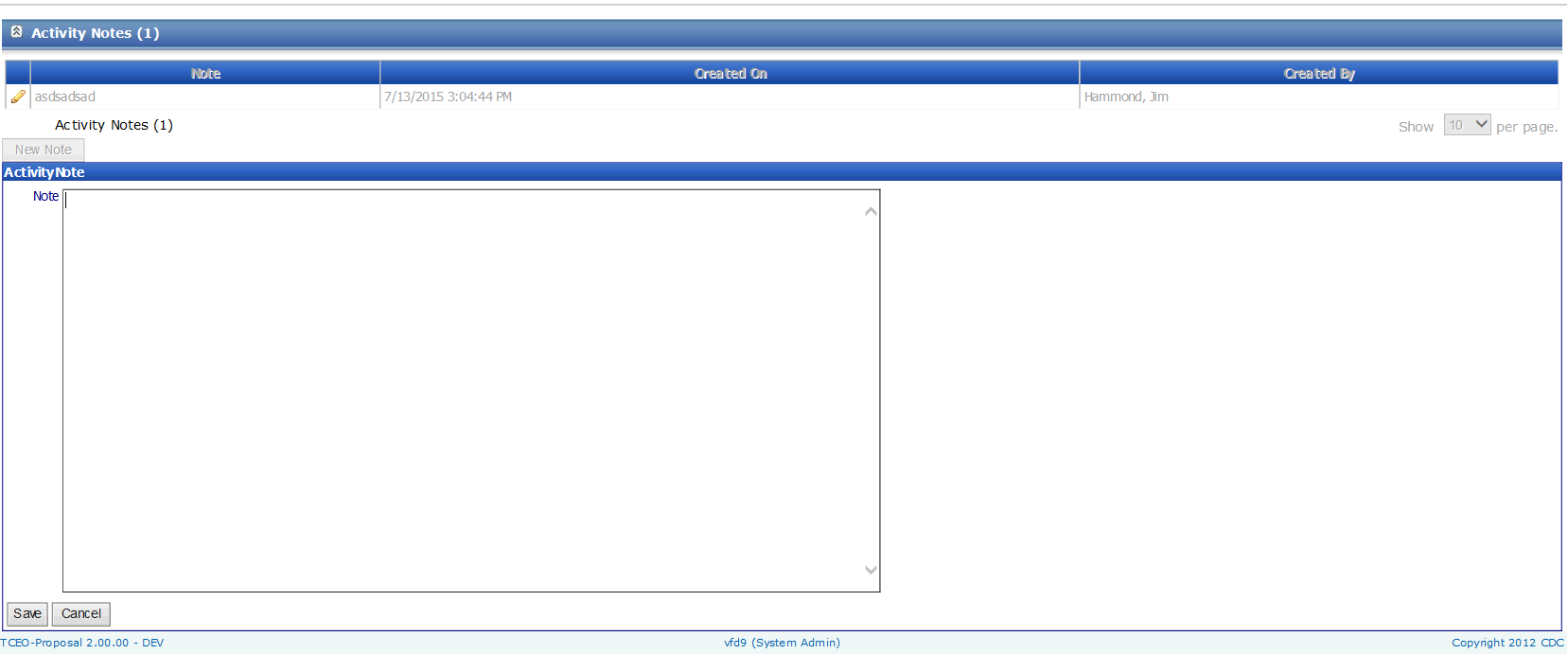


**Table 21 – Supporting Documents Page Data Elements**

| **Column Label** | **Display property** | **Figure** |
| --- | --- | --- |
| Select File | Button / Select | 21 |
| Upload Type | Drop Down List – [Document Type](#_Supporting_Document_Type) | 21 |
| Description | Text | 21 |

# Activity Notes Page

**Figure 22 – Activity Notes Page**

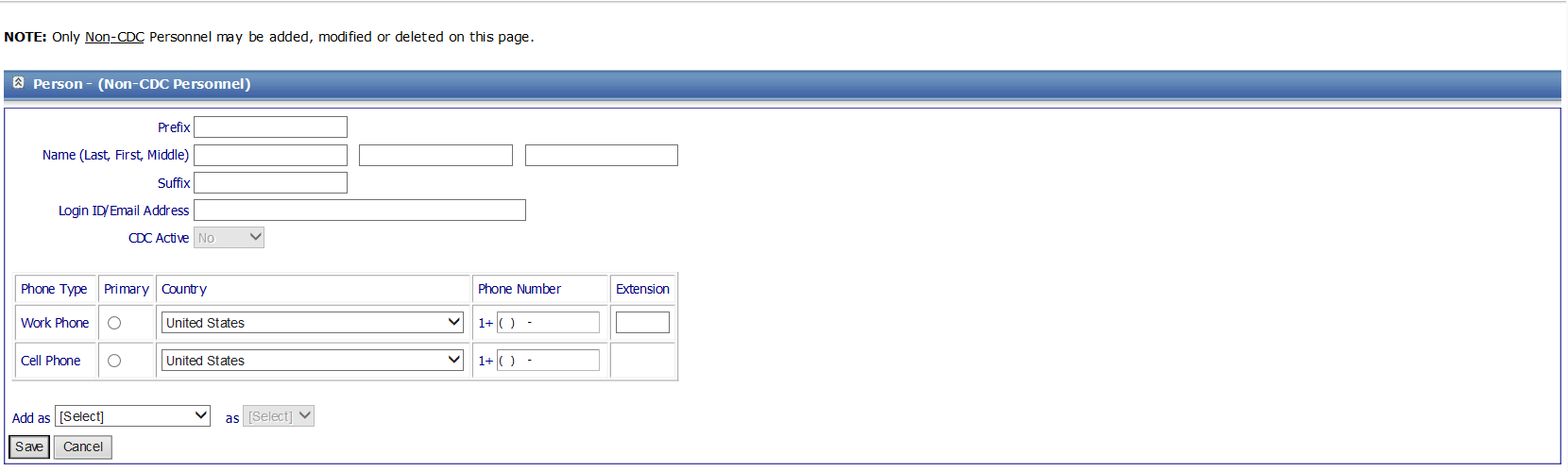


**Table 22 – Activity Notes Page Data Elements**

| **Column Label** | **Display property** | **Figure** |
| --- | --- | --- |
| Notes | Text Box | 22 |

# Non-CDC User Page

**Figure 23 – Non-CDC User Page**

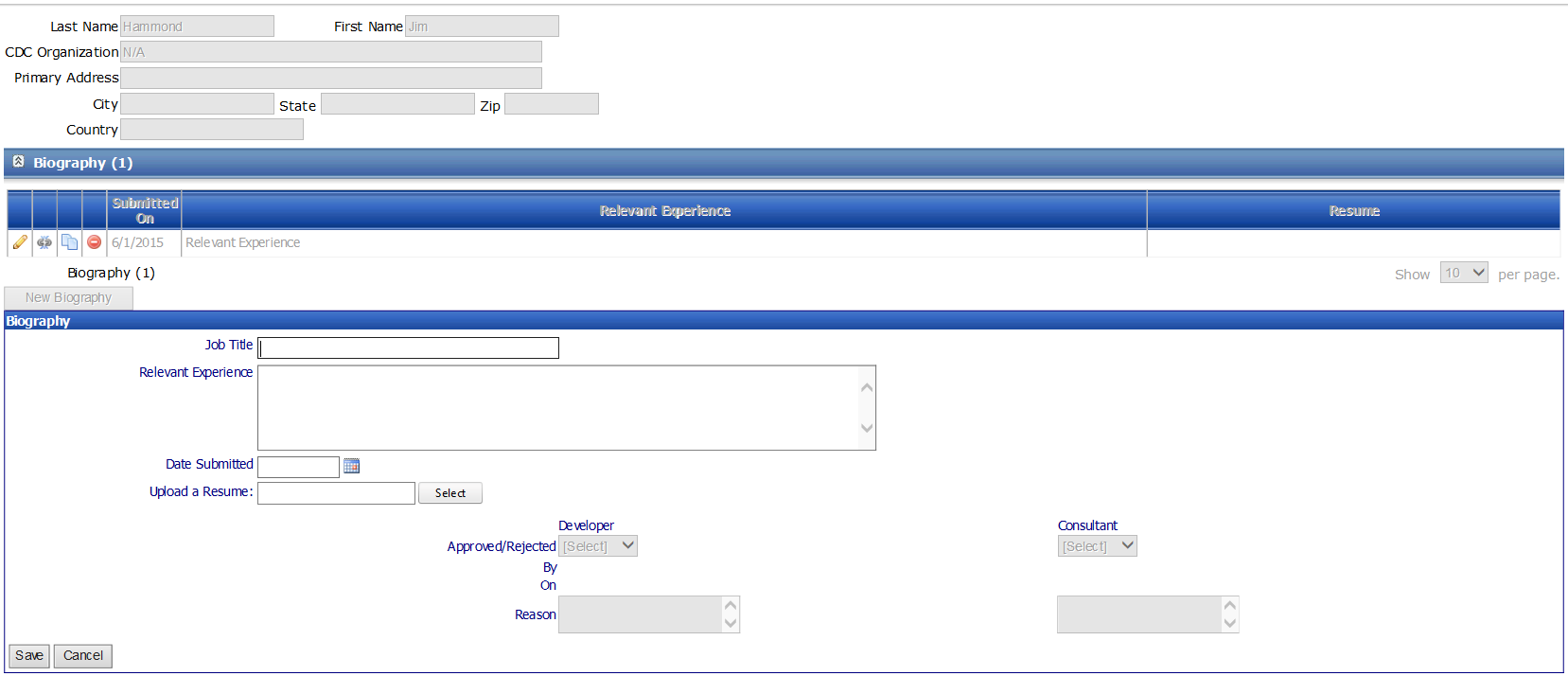


**Table** **23 – Non-CDC User Page Data Elements**

| **Column Label** | **Display property** | **Figure** |
| --- | --- | --- |
| Prefix | Text Box | 23 |
| Last Name | Text Box | 23 |
| First Name | Text Box | 23 |
| Middle Name | Text Box | 23 |
| Suffix | Text Box | 23 |
| Login id / email Address | Text Box | 23 |
| Primary Work Phone | Radio Button | 23 |
| Work Phone Country | Drop Down - [Country](#_Country) | 23 |
| Work Phone – Phone Number | Numeric | 23 |
| Work Phone – Phone Number Extension | Numeric | 23 |
| Cell Phone – Primary | Radio Button | 23 |
| Cell Phone – Country | Drop Down - [Country](#_Country) | 23 |
| Add as Role | Drop Down – Activity Role / System Role | 23 |
| Role | Drop Down –  [Role](#_Title_/_Role) | 23 |

# Biography Page

**Figure 24 – Biography Page**

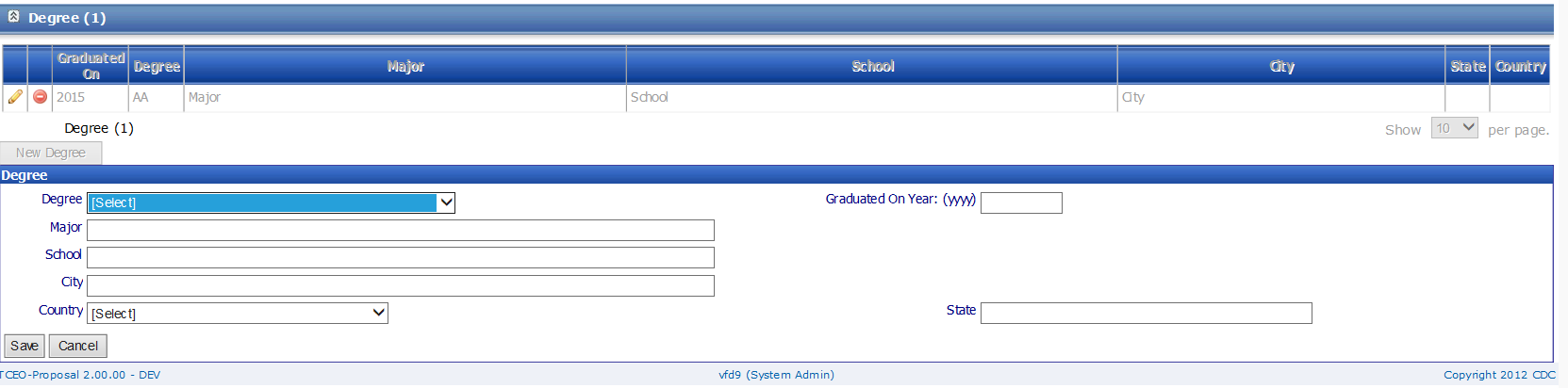


**Table 24 – Biography Page Data Elements**

| **Column Label** | **Display property** | **Figure** |
| --- | --- | --- |
| Job Title | Text Box | 24 |
| Relevant Experience | Text Box | 24 |
| Date Submitted | Date field | 24 |
| Resume Select | Button / Browse | 24 |
| Approved/Rejected | Drop Down – Approved / Rejected | 24 |
| Reason | Text Box | 24 |

# Biography Degree Page

**Figure 25 – Biography Degree Page**

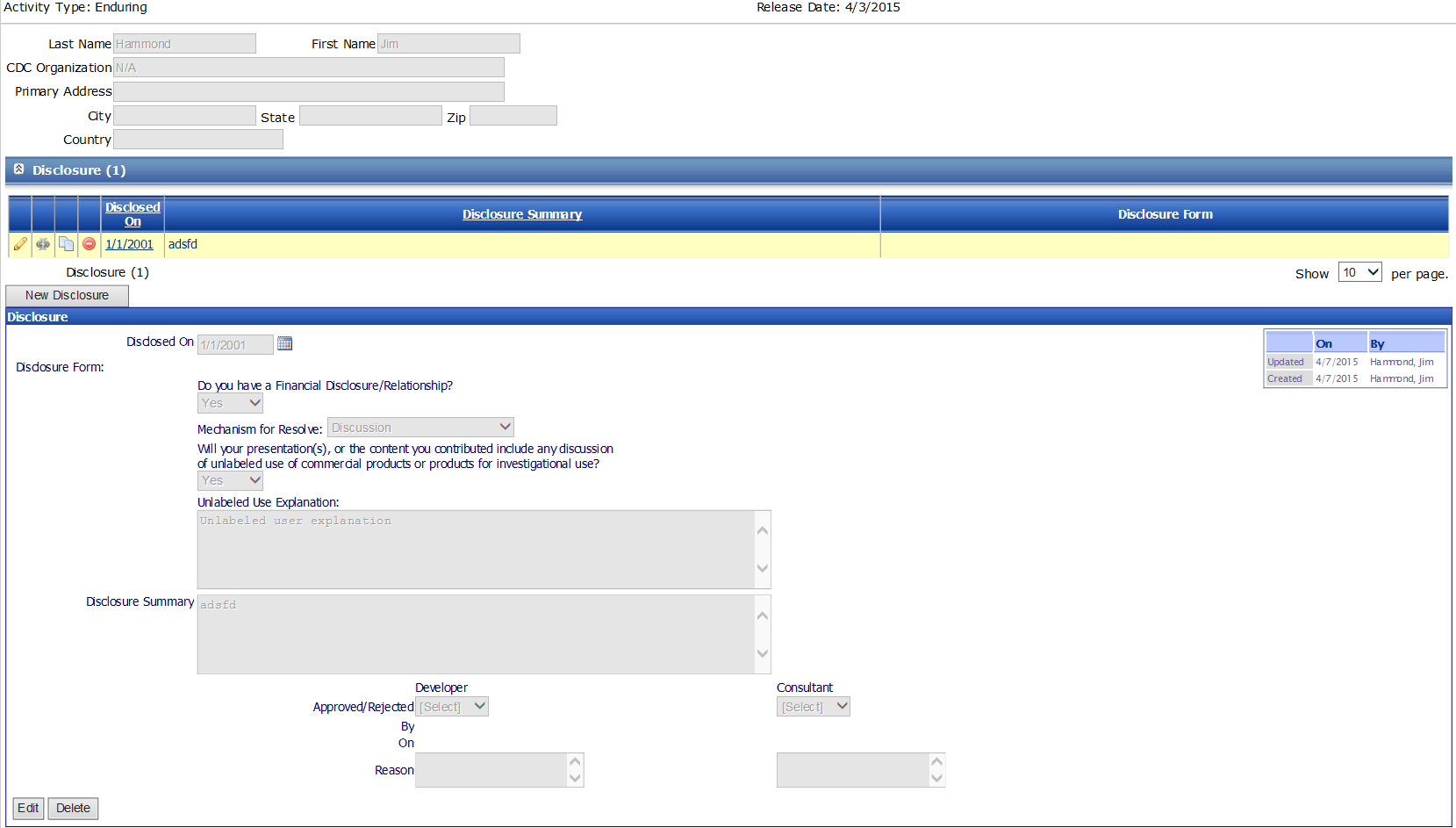


**Table** **25 – Biography Degree Page Data Elements**

| **Column Label** | **Display property** | **Figure** |
| --- | --- | --- |
| Degree | Drop Down - [Degree](#_Degree_(LU_DegreeType)) | 25 |
| Major | Text Box | 25 |
| School | Text Box | 25 |
| City | Button / Browse | 25 |
| Country | Drop Down – [Country](#_Country) | 25 |
| State | Drop Down - [State](#_State) | 25 |
| Graduation Year | Date Field | 25 |

# Disclosure Page

**Figure 26 – Disclosure Page**

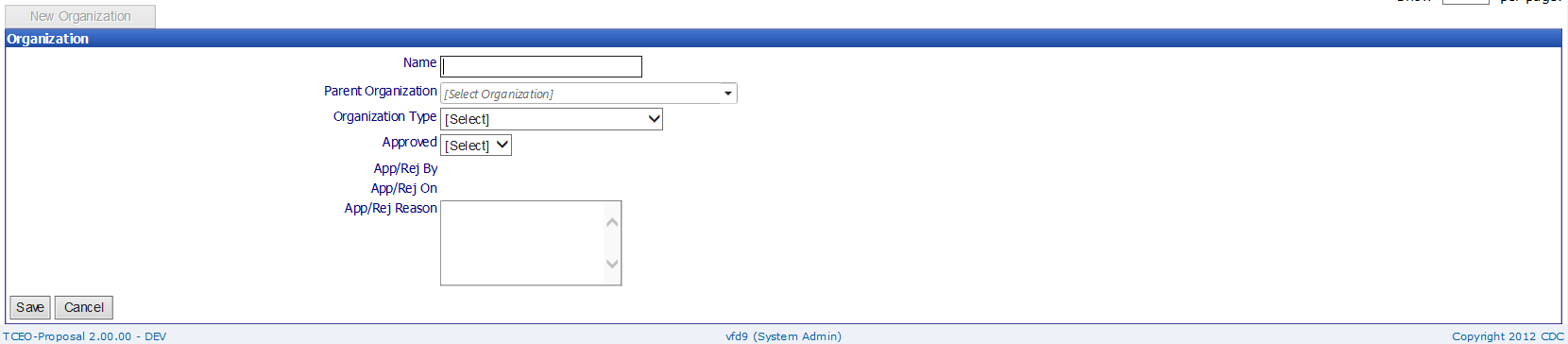


**Table 26 – Disclosure Page Data Elements**

| **Column Label** | **Display property** | **Figure** |
| --- | --- | --- |
| Disclosed on | Date Field | 26 |
| Financial Relationship | Drop Down – Yes/No | 26 |
| Mechanism to Resolve | Drop Down – Discussion / Review /Planning Committee Review | 26 |
| Unlabeled Use | Drop Down – Yes/ No | 26 |
| Disclosure | Button / Browse | 26 |
| Disclosure Summary | Text Box | 26 |
| Approved/Rejected | Drop Down – Approved / Rejected | 26 |
| Reason | Text Box | 26 |

# Organization Page

**Figure 27 – Organization Page**



**Table 27 – Organization Page Data Elements**

| **Column Label** | **Display property** | **Figure** |
| --- | --- | --- |
| Name | Text Box | 27 |
| Parent Organization | Drop Down – Organizations previously entered | 27 |
| Organization Type | Drop Down – [Organization Types](#_Organization_Type_(LU_BudgetOrganiz) | 27 |
| Approved | Drop Down – Yes/ No | 27 |
| Reason | Text Box | 27 |