November 09, 2016

**Monitoring and Reporting System for the Division of Community Health's
Cooperative Agreement Programs
(OMB no. 0920-1053, exp. Date 03/31/2018)**

Summary
CDC's Division of Community Health (DCH) receives semi-annual progress reports from awardees
through an electronic management information system, the DCH-Performance Monitoring Database
(DCH-PMD), (in the original OMB request the DCH-DMD was also referred to as the DCH-Performance
Monitoring and Reporting System). This system collects information from awardees funded by DCH
through two cooperative agreements: Partnerships to Improve Community Health (PICH) and Racial
and Ethnic Approaches to Community Health (REACH). Awardees are 41 state, local and tribal
governmental agencies, and 52 non-governmental organizations.

CDC DCH is proposing a minor Change, effective immediately, to facilitate awardees reporting critical
information in a consistent manner.   Specifically, CDC DCH Requests to replace one Screen and its
accompanying user guidance in the DCH-PMD with a new Screen and accompanying guidance. The new
screen will allow awardees to more thoroughly and reliably report evaluation outcomes. There are no
requested changes to the number of respondents, the overall purpose of the information collection, nor
the estimated burden per response.

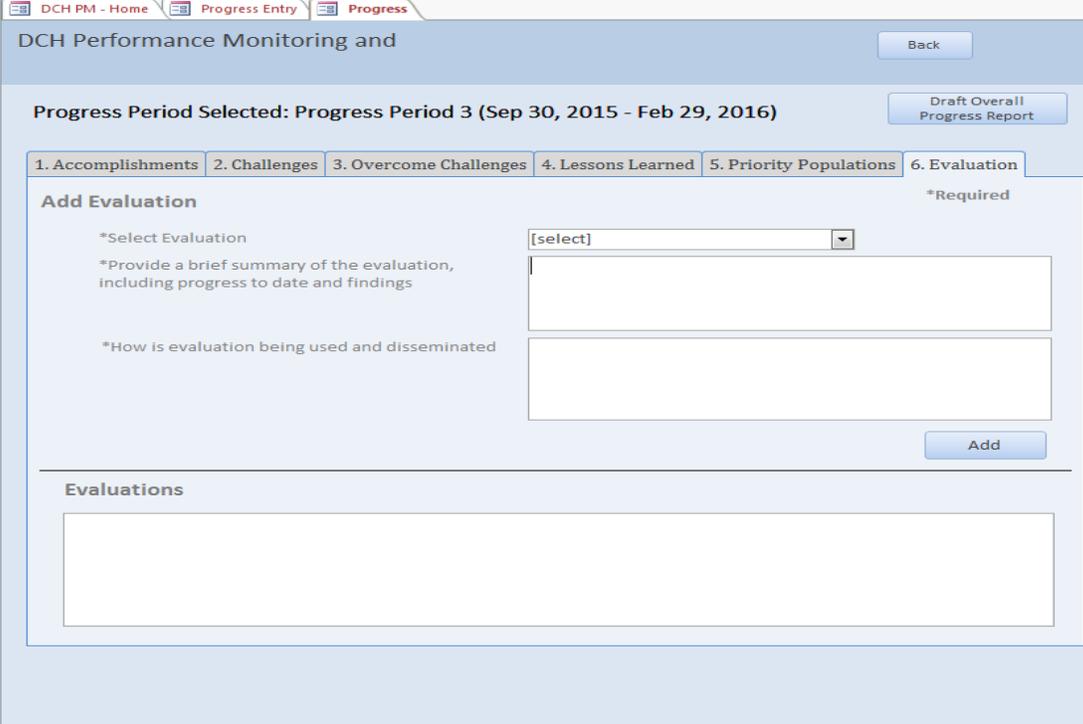**Information Collection Instrument Affected by Change**
This Change Request will delete one Screen in the DCH-PMD that says "Evaluation". This Screen and
accompanying user guidance states: "Provide a brief summary of the evaluation including progress to
date and plans for dissemination". Currently, awardees provide this information in open-ended text
boxes. The deleted Screen will be replaced with a new Screen that provides more structured responses
options (a table) for awardees to report detailed and uniform Evaluation data. The accompanying User
Guidance will provide a standardized way of reporting data using the new screen.

No other changes are requested.

Justification for Change Request:
The requirements for both PICH and REACH stipulate that awardees must conduct at least one local
evaluation that measures short-term outcomes and actual use of a healthier environment. In keeping
with these requirements, CDC intends that DCH-PMD include a format that will result in consistent and
critical awardee information to report short-term outcomes and actual use of a healthier environments.

Awardees have requested this change to report their evaluation data and results. An improvement to
the DCH-PMD and accompanying User Guide s the most convenient, user-friendly, and least
burdensome method of reporting the required information to CDC. The modification is consistent with
the stated information collection objectives for program monitoring and reporting.

Type of Change	Crosswalk of non-substantive changes to 2016 DCH-PMD_ (Delete Screen and Add New Screen)
DELETE SCREEN (Pg. 45 of Att3b_DCH-PMD_User Guide_03-10-2016.)	**DCH PM - Home** **Progress Entry** **Progress** DCH Performance Monitoring and Back Progress Period Selected: Progress Period 3 (Sep 30, 2015 - Feb 29, 2016) Draft Overall Progress Report 1. Accomplishments 2. Challenges 3. Overcome Challenges 4. Lessons Learned 5. Priority Populations 6. Evaluation **Add Evaluation** *Required *Select Evaluation [select] ▼ *Provide a brief summary of the evaluation, including progress to date and findings *How is evaluation being used and disseminated Add **Evaluations**
DELETE USER GUIDANCE	When the "Evaluation" tab is selected, the user (*from a pre-formatted drop-down list*) is direct the following: • "Select Evaluation" • "Provide a brief summary of the evaluation including progress to date and findings" (*te* • "How is evaluation being used and disseminated?" (*text*)

Type of Change	Crosswalk of non-substantive changes to 2016 DCH-PMD_ (Delete Screen and Add New Screen)
ADD NEW SCREEN (Page 46 in ATT 3b_DCH-PMD User Guide_10 07 2016.	

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ADD NEW GUIDANCE Guidance for awardees to report evaluation data in 'Evaluation' tab. This can be found on pages 46-49 of the ATT 3b_ DCH-PMD_User Guide_10 07 2016.	1) Select the "Evaluation" tab at the top of the screen (See Figure 61).
	2) Next, you must select the Evaluation Plan for which you wish to enter information. How yo[...] Evaluation Plan depends on whether the evaluation plan was entered into the Evaluation P[...] and if you previously entered data for the evaluation plan in this screen for the progress pe[...]
	   a. First, check to see if your evaluation plan title is in the "Select Evaluation" drop dov[...] so, highlight the evaluation plan name, click the ADD button near the middle right [...] and proceed to Step 3. By clicking ADD, your Evaluation Plan will now appear in the[...] "Evaluations" Box in the middle of the screen. Select the plan name in the Evaluatio[...] plan does not appear in the drop down list, proceed to Step b.
	   b. Refer to the "Evaluations" box in the middle of the screen. If your evaluation plan i[...] please select the evaluation plan and proceed to Step 3. If your evaluation plan is n[...] here, proceed to Step c.
	   c. Type the Evaluation Plan name in the "Select Evaluation" field. Next, click the ADD [...] the middle right of the screen. By clicking ADD, your Evaluation Plan will now appe[...] "Evaluations" Box at the bottom of the screen. Select the plan name in the Evaluati[...] Proceed to Step 3.
	3) In the "Provide a brief summary of the evaluation…" box, provide a brief summary of the se[...] evaluation, including progress to date and findings.
	4) In the "How is evaluation being used…" box, provide a brief summary of how the evaluatio[...] or data are being used and disseminated.
	5) In the "Evaluation Methods" Field, please include a brief description of any changes to your[...] or methodology. If there were no changes to the sampling methodology in your approved [...] plan, please enter "NA".
	6) In the "Conclusions" field, you may provide an interpretation of findings based on results o[...] implementing the intervention, or conclusions drawn including contextual information. Thi[...] and should be no more than 250 words.
	7) Next, you will enter information about each evaluation question and related indicators ide[...] evaluation plan in the Evaluation Plan Results box at the bottom of the screen.
	   a. In the first box, enter the evaluation question. If there is more than one evaluation[...] the plan, add the first evaluation question here. Next, click on the "+" to open the [...]
	   b. Enter the indicator related to the evaluation question. If there is more than one ind[...] question, add the first indicator here. Next, click on the "+" to open the Data Colle[...] Instrument line.
	   c. In this line, enter the data collection instrument related to the indicator. If there is [...] one instrument for this indicator, add the first instrument here. Provide the baselir[...] and denominator for the data collection instrument related to the indicator for all [...] follow-up periods. If the indicator is a percent or proportion please provide the nur[...] denominator as requested, and do not calculate the "percent" or "proportion". If t[...] is simply a number and based on a sample (as in a survey), still provide both the nu[...]

Impact on Estimated Annualized Burden

Minimal. Awardees are asked to provide specific information in a more uniform manner and will not be asked to collect new information to report evaluation results. Awardees collect this information regularly to document their program efforts and progress. Awardees have asked CDC to create a template to capture meaningful results in a standardized format rather than open-ended. In an effort to document all results, awardees often include unnecessary information to ensure that all data are entered into the system. Because this new table guides awardees to only enter specific data, CDC estimates that the time spent entering information will be less than the time spent using the previous version of the screen; however, user time reading the new guidance will be increased. CDC estimates that the time gained and lost will be approximately equal and thus there is no change in the current burden estimate.