# DCH Performance Monitoring Database User Guide



Transforming Communities To make healthy living easier

November 3, 2016

Version 4.0

Public reporting burden of this collection of information varies from 3 to 15 hours with an average of 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data 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 regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer; 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333; ATTN: PRA (0920--1053)

### Version 4.0 Modified 11/3/2016

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#### A. Purpose of the DCH Performance Monitoring Database (DPMD)

The DCH Performance Monitoring Database (DPMD) was developed by ICF to complement the Policy, Environmental, Programmatic, and Infrastructure Database (PEPID). It works in parallel with PEPID to assist PICH, REACH and National Organization awardees with developing their Community Action Plan (CAP), and it will allow them to track progress, process measures, outcome measures, and estimate the impact of their efforts to meet the requirements of the FOA.

#### B. Obtaining and Installing the DPMD

The DPMD will be sent as an email attachment (3 Microsoft Access files) from DCHPMinfo@icfi.com to the contact person for each awardee. Please install the DPMD on only one computer.<sup>1</sup> After receiving the email, please complete the following steps:

- 1. Before downloading the files, create a new folder in your My Documents Folder entitled, DCH PM Database:
- 2. Download all three files and save them to the DCH PM Database Folder in My Documents. All three files must be saved in the same folder in order for the database to function correctly.

Multiple users may access the DPMD, however, only one user may access the database at a time. If multiple users access the DPMD at the same time, the database may become corrupt and a loss of data could occur.

To open the DPMD, double click on the Microsoft Access file that you have saved in the DCH PM Database Folder entitled PEP\_AI.

#### C. Logging into the DPMD

After double clicking on the PEP\_AI file in the DCH PM Database Folder, the DPMD will open to the login screen.

The first time the DPMD is opened, users will have to "Enable the Content" as seen in figure 1 below.

- 1. Click the "X" that appears in the DPMD login screen
- 2. Click on "Enable Content"

#### Figure 1: DPMD Security Warning Screen

U Security Warning Some active content has been disa	abled. Click for more details. Enable Content 🥠 💋	
All Access Objects 💿 «	I PEPID	
Search P		

After you complete steps "1" and "2" you will be taken to the DPMD Log-in screen. If you are a new user, enter your email address and click "Add New User" as seen in Figure 2. After the initial log-in process, each time you open the DPMD, you will enter the same Email address and select "GO" to enter the DPMD. If you click Cancel, you will close the DPMD.

<sup>&</sup>lt;sup>1</sup> One computer per FOA. If your Organization is a PICH and REACH awardee, you will receive a database for each FOA.

Form Approved OMB No. 0920- 1053 Exp. Date 3/31/2018

### Figure 2: DPMD Log-in Screen

Please Login or Add New User         Select User	DCH Performance Monitoring Database
Add New User         Edit User         GO       Cancel         Division of Community Health Funding Opportunity Announcement         Form Approved         OMB No. 0920-1053         Expiration Date: 3/31/2018         Public reporting burden of this collection of information varies from 3 to 15 hours with an average of 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data 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 regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer; 1600 Clifton Road NE, MS D-74, Atlanta,	Please Login or Add New User
Edit User         GO       Cancel         Division of Community Health Funding Opportunity Announcement         Form Approved         OMB No. 0920-1053         Expiration Date: 3/31/2018         Public reporting burden of this collection of information varies from 3 to 15 hours with an average of 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data 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 regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer; 1600 Clifton Road NE, MS D-74, Atlanta,	Select User
GO       Cancel         Division of Community Health Funding Opportunity Announcement         Form Approved         OMB No. 0920-1053         Expiration Date: 3/31/2018         Public reporting burden of this collection of information varies from 3 to 15 hours with an average of 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data 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 regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer; 1600 Clifton Road NE, MS D-74, Atlanta,	Add New User
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The first time a user logs in to the DPMD, they will have to select the appropriate FOA and awardee information. To do so you will need to conduct the following steps:

- 1. Select your Funding Opportunity Announcement (FOA).
- 2. Select your organization in the awardee name menu.

3. Click the "Set Awardee" button to go to the DPMD Home Screen.

Please note that you will only have to complete the Awardee selection the first time someone logs into the DPMD. Your FOA information will already be set the next time a user logs into the DPMD and the user will be taken directly to the DPMD Home Screen.

F	igure 3: FOA/Awardee Selection Screen	
DCH Performance Monitoring	g and Reporting System	Exit
Please identify your O	rganization by selecting from the lists below.	
FOA		• <b>-</b> 1
Awardee		· 🗕 2
	Set Awardee	

#### D. DPMD Home Screen

The DPMD Home Screen contains the following menu options: Program Overview, Resources, Community Action Plan (CAP), Progress, Budget, Supporting Documents, Reports, and Sub-Recipients<sup>2</sup>. When selected, each menu option will take you to a different area of the DPMD. If your organization is both a PICH and REACH awardee, you will have to choose the correct FOA from the drop down menu prior to accessing any of the menu screens. Figure 4 shows an example of the DPMD Home page for a PICH awardee.

Figure 4: DPMD Home Page
B DCH PM - Home
DCH Performance Monitoring and Reporting System
Choose FOA PICH
Program Overview
Resources
Community Action Plan (CAP)
Progress
Budget
Supporting Documents
Reports

<sup>&</sup>lt;sup>2</sup> The Sub-Recipient Menu is only included for National Organization Category A Awardees.

#### 1. Program Overview Section

The Program Overview Section is where you will provide information about the FOA, this section is divided into three tabs; Phone-Address, Executive Summary and Geographic Area.

#### Navigating the Program Overview Section

#### Phone-Address Tab

The Phone-Address tab, (See Figure 5 below) is the initial tab displayed when the Program Overview button is selected on the PMDR Home Screen. The Phone-Address tab is where you will enter the primary contact information for your organization.

-8	DCH PM - Home Pro	igram Overview
[	DCH Performance	Monitoring and Reporting System
(	Phone - Address Exect	utive Summary Geographic Area
	Enter the contact inform	mation for your organization.
	Phone	
	Fax	
	Website	
	Address 1	
	Address 2	
	City	
	State	
	Zip	

#### Figure 5: Phone-Address Tab

#### **Executive Summary Tab**

The Executive Summary tab (see Figure 6 below) is where you will describe your involvement with the program and the goals of your organization.

Figure 6: Executive Summary Tab				
DCH PM - Home Brogram Overview				
DCH Performance Monitoring and Reporting System	Back			
Phone - Address Executive Summary Geographic Area				
Enter an Executive Summary that describes your involvement with the program and what the goals of your organiz Executive Summary	ation are.			

#### Geographic Area Tab

The Geographic Area tab (see figure 7 below) is where you will provide information about the geographic areas in which you will be working.

To enter your Geographic information, conduct the following steps:

- 1. Select "Type of Geography" from the dropdown list.
- 2. Enter the detailed geography data in "List of Geographies" text box, separated by commas.

Figure 7: Geographic Area Tab	
CH PM - Home Program Overview	
DCH Performance Monitoring and Reporting System	Back
Phone - Address Executive Summary Geographic Area	
Enter information that describes the areas in which you will be working. If you will be working in an area smaller may enter either census tracts, zip codes or a list of counties. Census tracts are preferrable. Type of Geography	than the entire
List of Geographies	
Step 2: List the geographies	

To go back to the DPMD home screen, click on the "back" button at the top of the screen.

The Resources section is where you will provide information about the Personnel, Partners, and Contractors/Consultants involved in the program (See figure 8).

	Figure 8: Resour	ces Section
	OCH PM - Home 😑 Resources	
D	CH Performance Monitoring and Reporting Sy	ystem Back
	Personnel	
	Partners	
	Contractors / Consultants	
	Contractors / Consultants	

#### Navigating the Resources Section

#### Personnel Tab

The Personnel tab (see figure 9 below) is used to maintain information for key personnel members who perform essential program functions. Program personnel includes full time, part time, or contracted individuals, either funded by the cooperative agreement or in-kind. Any number of staff members can be entered and maintained on this page.

To add Personnel information:

- 1. Type in the personnel information into the fields;
- 2. Click "add".

Once you click "add" the information you entered will be populated in the dropdown/sort list at the bottom of the tab. To edit information that has already been added to the sort list, click on the line in the sort list that you wish to edit. You may edit directly in the sort list or in the fields above. Clicking on the Back button will return you to the Resources Section.

Please note, if you check that a position should be included as a budget item, a new field will appear that will ask you to enter the Position name. This Position will then appear as a line item in the budget screen. (For more details, please see the Budget section.

			•••••••••				
DCH PM - Home	Resources = Pe	ersonnel					
	DCH Performance Monitoring and Reporting System DCH Performance Monitoring and Reporting System						
First Last Address Line 1 Address Line 2 City State Zip			Fax Website Email Start Date End Date Vacant ? Budget Item		ystem		
Position	• Phone	- Fax -	Website •	Address Line	Address Line 👻	Add City -	State -
<enter position=""></enter>	· FIOIE		Websile .	Address Line •	Audress Line •	City .	State .

#### **Figure 9: Personnel Tab**

#### Partners Tab

The Partners tab (see figure 10 below) is used to maintain information about organizations or persons that collaborate with the FOA recipient to accomplish program goals.

To add Partner information, type in the required information into the fields. To add "status" and "funded" information select from the dropdown list for each field. Once you have completed all of the partner information, click the "add" button. The dropdown/sort list at the bottom of the tab will then be populated with the information you have entered. To edit information that has already been added to the sort list, click on the line in the sort list that you wish to edit. You may edit directly in the sort list or in the fields above. Click on the Back button to return to the Resources Section.

🗉 DCH PM - Home 🔳 Resources 📑 Partners					
DCH Performance Monit		ting System		Back	
Partner Name <enter name=""> Partner Type Partner Sector Status Funded</enter>	<b>v</b>		ĺ	Add	
Partner Name 👻	Partner Type 👻	Partner Sector 👻	Status	- Funded	•

#### Figure 10: Partners Tab

#### Contractors/Consultants

The contractors/consultants tab (see figure 11 below) is used to maintain information about the contractors and consultants for your program. Contractors and consultants are individuals or organizations that receive funds in exchange for program-specific work; they are not "state outsourced contractors".

To add Contractors/Consultants information, type in the required information into the fields and click "add". The dropdown/sort list at the bottom of the tab will then be populated with the information you have entered. To edit information that has already been added to the sort list, click on the line in the sort list that you wish to edit. You may edit directly in the sort list or in the fields above. Click on the Back button to return to the Resources Section.

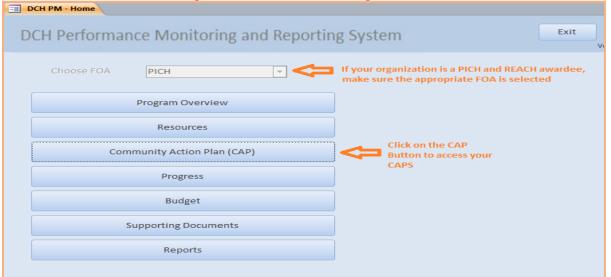
🗐 DCH PM - Home 🔳 Res	ources E Contractors / Consultants				
DCH Performance	Monitoring and Report	ing System		Back	
County Of Santa Clara	Public Health Department			DdCK	
Contractor /Consultant	Contractor	Method of Selection			
Organization	<enter organization=""></enter>	Period of Performance			
Amount Funded		Role			
PGO Approved					
Awarded					
Budget Item		Sector			
				Add	
				Add	
Z Contractor /Consultan	t - Organization	- Amount F	unded 👻 PGO Approve	- Awarded - B	udget Item 👻 Method of Se
Contractor	Enter Organization>				

#### 3. Community Action Plan (Cap) Section

The Community Action Plan (CAP) section of the DPMD is where you will enter and edit information in your CAPs. It will contain information about your Project Period Objectives (PPOs), Annual Objectives (AOs) and Activities for each year of the award. PICH and REACH awardees that entered their Year One CAPs in the Excel CAP template and returned it to their Project Officer by the date indicated will have some or all of their Year One CAP pre-loaded into the DPMD. If your CAP is already in the DPMD, you should review the entries to ensure that they are correct and complete. You may need to edit or enter additional information. Once you have entered/confirmed the information contained in this section, you will be able to create a report that displays your complete Year One CAP.

#### Navigating the CAP Section

To access the Community Action Plan section of the DPMD, click on the Community Action Plan button on the DPMD Home Page.



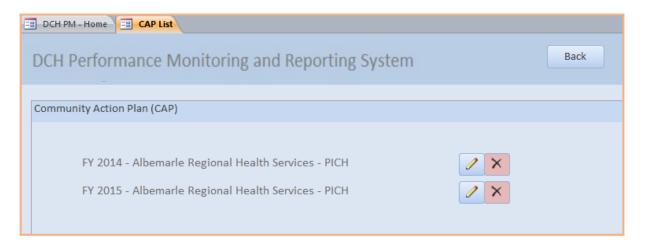
#### Figure 12: DPMD Home Page

Once you click on the Community Action Plan button, you will arrive to the Community Action Plan (CAP) menu screen. This screen will list your CAPs by Fiscal year, followed by the Awardee name and FOA. You are able to

clear ALL of the data in your CAP by clicking on the X icon to the right of the Pencil Icon but you will lose all data that has been entered into your CAP, including data that was pre-loaded from your CAP template. You are also able to delete individual AOs and Activities once you enter the CAP Screen.

Access your CAP by clicking on the appropriate Pencil Icon.

#### Figure 13: Community Action Plan (CAP) menu screen.



This will open the CAP Overview tab in the CAP Details screen.

Figure 14: CAP Details Screen					
CAP List CAP Details					
DCH Performance Monitoring and Reporting System	Back				
Overview PPO 01 - TB PPO 02 - NT PPO 03 - PA PPO 04 - CL PPO 05 - ME					

The Overview tab will provide an overview of the PPOs and AOs that have been added to your CAP. In the example above, no data has been added to the CAP, so this tab is blank. Tabs for all of the PPOs associated with the FOA follow the Overview tab. Your CAP may not contain AOs under every PPO, but every PPO tab will be displayed. The example above is for a PICH awardee; REACH awardees will have the same Tabs. National Organization awardees will have a different display – see table 1 below for the PPOs associated with each FOA.

Table 1: PPOs Associated with each FOA

FOA	Tab Name	PPO Name
PICH, REACH, National Orgs Category A	PPO 01 – TB	PPO 01: Smoke Free/Tobacco Free
PICH, REACH, National Orgs Category A	PPO 02 - NT	PPO 02: Healthy Foods and Beverages
PICH, REACH, National Orgs Category A	PPO 03 - PA	PPO 03: Physical Activity
PICH, REACH, National Orgs Category A	PPO 04 - CL	PPO 04: Clinical Community Linkages
PICH, REACH	PPO 05 - ME	PPO 05: Public/Partner Education Messages
National Orgs Category A, B	PPO 06 – TB-T	PPO 06: Smoke Free/Tobacco Free Training, Technical Assistance, and Tools and Resources
National Orgs Category A, B	PPO 07- NT-T	PPO 07: Healthy Foods and Beverages Training, Technical Assistance, and Tools and Resources
National Orgs Category A, B	PPO 08 – PA-T	PPO 08: Physical Activity Training, Technical Assistance, and Tools and Resources
National Orgs Category A, B	PPO 09 - CL-T	PPO 09: Clinical Community Linkages Training, Technical Assistance, and Tools and Resources
National Orgs Category A, B	PPO 10 - MD	PPO 10: Public, Partner, Subrecipient Education Messages

#### Entering and Confirming PPOs, AOs, and Activities in your CAP: Step by Step

The following steps describe how to enter and confirm PPOs, AOs, and Activities into your CAP for each FOA. If you utilized the CAP template for your Year One CAP (PICH and REACH awardees), some fields may already be pre-populated. If you used the CAP Template, please follow the steps to confirm that each field is correct and make edits if necessary. Definitions of terms that are in **bold** text can be found in Appendix A and are organized by screen/tab. Specific examples of entering PPOs, AOs, and Activities can be found in Appendices B-F.

#### **PICH Awardees**

The following steps demonstrate how to add or review PPOs, Annual Objectives (non-media and Media) and Activities for PICH awardees.

#### Steps to add/review Project Period Objectives (PPOs) 1-4: PICH Awardees

- 1. In the CAP Details screen, click on the tab of the **PPO** you wish to add/review. This will open the PPO Tab.
- Enter/Confirm the baseline number for the PPO and enter/confirm the target reach, or the estimated number of people to benefit from the PPO by the end of the project period. Note: for PPO 5, you must also enter the PPO Media Topic (not shown)<sup>3</sup>.
- 3. Enter/confirm the **PPO description.**
- 4. Review the PPO smart statement to ensure that the target and baseline numbers are correct.

<sup>&</sup>lt;sup>3</sup> The Media Topic for PPO 5 should be similar to "community needs and planned efforts and achievements."

#### Figure 15

CH Performan	on Plan (CAP)	and Reportin	g System	Back
Increase the num	B PPO 02 - NT PPO 03 - tep 1: Click on the tab of the aber of people with imp om <baseline> to <target< th=""><th>e PPO you wish to ad roved access to sm</th><th>d/confirm loke-free and/or tobac</th><th>eview the PPO SMART</th></target<></baseline>	e PPO you wish to ad roved access to sm	d/confirm loke-free and/or tobac	eview the PPO SMART
PPO Baseline PPO Description	PPO Target		2: Enter/confirm the Base	eline and Target numbers
Add AO	Add Medi	a AO		

5. Next, you can add/confirm other PPOs by repeating steps 1-4 or you can proceed by entering/confirming the AOs associated with this PPO. Clicking the Back button will return you to the Community Action Plan Menu Screen.

#### Steps to add/review Annual Objectives (AO) (non-Media) for PPOs 1-4: PICH Awardees

- 1. In the CAP Details Screen, click on/ensure that you are in the tab of the appropriate PPO.
- 2. To add a non-media Annual Objective (AO), click on "Add AO". To review a non-media AO that has already been added to the CAP, click on the pencil icon next to the AO you wish to review. This will open the Edit Annual Objective (AO) screen.

	01 - TB PP	0 02 - NT F	PO 03 - PA	PPO 04 - CL	PPO 05 - ME			
1	Step 1	: Click on the	Appropriat	e PPO Tab				
				ed access to ptember 201		nd/or tobacco-	free	
PPO Baseline	1,500	PPO Targe	et 325,000					
PPO Description	developmen housing, ind are still prin	nts have begun cluding rental marily allowin	to go smoked housing and a ng smoking. Th	free, yet they ten affordable hous	ind to be higher-in ing developed by interrelated con	ig developments. So come condominium community develo ponents: (a) Increa	pment corp	ulti-ur oratio
Add	d AO	A	dd Media A	0				
				-	institutional sn	noke-free policie	s 🧷 🕻	×

\*Note that all data shown in examples is just for illustrative purposes and is not an accurate reflection of an awardees' CAP or examples of what makes a "good AO".

- 3. In the Edit Annual Objective Screen, review the Parent PPO text to ensure that the AO is located under the correct PPO.
- 4. Next, in the Smart Statement tab, build/edit your AO smart statement by selecting from drop down menus and entering information into text boxes. As you enter the information, the AO Smart Statement at the top of the screen will update automatically. If the AO has been preloaded, please confirm that the fields are correct.
  - **Direction:** Select whether you plan to <u>increase</u> or <u>decrease</u> the number of units of a setting.
  - **Setting:** Select the setting where the intervention will occur from the drop down list. If the AO's setting is not included in this drop down list, select "other". A text box will appear entitled 'Setting if Other'. Enter the setting in this box. Please select only one setting for each AO.
  - Setting if Other: Use this field to enter a unique setting if needed.
  - **Preposition:** If needed, select the appropriate preposition to complete the AO SMART statement.
  - Preposition if Other: Use this field to add additional language to your Smart Statement.
  - Intervention: Enter the intervention to be implemented. Each AO should have only one type of intervention.
  - **Baseline:** Indicate the baseline figure for the number of units of the AO setting.
  - **Target:** Indicate the target number of units of the AO setting.
  - Data Source: Enter the data source.
  - Start Date: Select the month and the year that the annual objective will start.
  - End Date: Select the month and the year that the annual objective will end.
  - **Description**: Enter contextual information about the AO.
- 5. Review the AO SMART Statement in the top right of the screen to ensure it makes sense and accurately reflects the AO. If not, adjust the information provided in the dropdown menus and text boxes.

				Figure 17	•		
File Home	Create	External Data	Database To				
DCH PM - Home	CAR.	UN CARDe	OA E AD				
OCH Perfor	manc	e Monito	ring and	Reporting	System	Back	
PPO 01 - AO 0	05						]
Step 5: Re in Smart S Parent PPO - PPO	tatement	AO SMART state tab)	ement (SS wil	l automatically u	rom <baseline> to pdate when data is ent ess to smoke-free and view Parent PPO text</baseline>	tered/edited	
mart Statement	Populati	ion/Reach Act	ivities	nart Statement Ta			_
Direction		rease	-	Baseline			
	the	number of		Target			
Setting			-	Data Source			
Setting if Othe	er:						
Preposition			-				
Prepostion if (	Other			Start Date	Oct-14	<u> </u>	
Intervention				End Date	Sep-15	-	
Description							
							*
							-

- 6. Click on the Population/Reach Tab. Select from drop down menus and confirm/enter information into the following fields to complete the information about your AO:
  - **Projected Reach (Setting/Units):** Enter the estimated number of settings reached by this objective.
  - **Projected Reach (People):** Enter the estimated number of people reached by this objective.

- **Population Option:** Select the type of population on which the annual objective focuses: Population-wide or Priority Population. If you select Priority Population, a **Priority Populations** box will appear. Select one or more Priority Populations from this list.
- **Census Tracts:** In this field you will provide the location for your intervention. Census tracts generally have a population size between 1,200 and 8,000 people. Census tract information should be provided using the census tract 11 digit number(s), e.g., 13001950100. Separate census tracts with a comma.
- 7. Review the information in the Population/Reach tab.

#### Figure 18

crease the number of Multi-Unit Hous 50 by September 2015.	sing Units with smoke free policies from 250 to	
arent PPO - PPO 01 - Increase the number of peop nvironments from 1,500 to 325,000 by September	ole with improved access to smoke-free and/or tobacco-free 2017.	
nart Statement Population/Reach Activities		_
Projected Reach Setting Units Projected Reach People	Population Option Population Wide Priority Populations	-
Census Tracts	Steps 6 and 7: Click on Population/Reach Tab and enter/confirm information	

8. Next, you can add/confirm the Activities for the AO (see below for information on how to add Activities), or you can return to the PPO tab in the CAP details screen by clicking the Back button. You can return to the Activities at a later time by clicking on the pencil icon next to the AO in the PPO tab.

Steps to add/review Media Annual Objectives (AO) for PPOs 1-5: PICH Awardees

- 1. In the CAP details screen, click on/confirm that you are in the tab of the appropriate PPO.
- 2. To add a **Media Annual Objective** (**AO**), click on "Add Media AO". To review a Media AO that has already been added to the CAP, click on the *pencil icon* next to the AO you wish to review. This will open the Edit Annual Objective (AO) screen.

	Figure 19
DCH PM - Home	CAP List CAP Details
DCH Perform	mance Monitoring and Reporting System Back
Overview PPO	01 - TB PPO 02 - NT PPO 03 - PA PPO 04 - CL PPO 05 - ME
<b>1</b>	Step 1: Click on the appropriate PPO tab
	e number of people with improved access to smoke-free and/or tobacco-free nts from 1,500 to 325,000 by September 2017.
PPO Baseline	1,500 PPO Target 325,000
PPO Description	In 2011, the Boston Housing Authority banned smoking in public housing developments. Some private developments have begun to go smoke-free, yet they tend to be higher-income condominiums. Other multi-unit housing, including rental housing and affordable housing developed by community development corporations, are still primarily allowing smoking. This PPO has two interrelated components: (a) Increase supply of smoke-free rental units.
Add	Add Media AO
	ease the number of Multi-unit Housing Units that report their smoke-free housing s 🥜 🗙
	Step 2: Add a new Media AO or review/edit an existing Media AO

- 3. In the Edit Annual Objective Screen, review the Parent PPO text to ensure that the Media AO is under the correct PPO.
- 4. Next, in the Smart Statement/Description tab, build/edit your Media AO SMART Statement by selecting from drop down menus and entering information into text boxes. As you enter the information, the AO Smart Statement in the top of the screen will update automatically. If the Media AO has been pre-loaded, please confirm that the fields are correct.
  - **Topic:** Enter the topic of the Media/Communication objective.<sup>4</sup>
  - Audience Type: Select one or more target audiences for the AO: Public, Partner, or Stakeholder. If Public is selected, a drop down menu will appear:

**o** Audience if Public: Select the appropriate audience(s) from the drop down.

- Media Type: Select the type of media.
- Media Channel: Select the media channel(s).
- Baseline: Enter the baseline number of media messages.
- Target: Enter the target number of media messages.
- Data Source: Enter the data source.
- Start Date: Enter the start date of the AO.
- End Date: Enter the End Date of the AO.
- **Description**: Enter the AO description.
- 5. Review the AO SMART Statement in the top right of the screen to ensure it makes sense and accurately reflects the AO. If not, adjust the information provided in the dropdown menus and text boxes.

<sup>&</sup>lt;sup>4</sup> If the Media AO is located under PPO 05, the Topic may cut across all focus areas. Please provide a brief description of what the objective covers.

0 01 - AO 04		
rease the number of messages on	<pre><topic> from <baseline> to <target> b</target></baseline></topic></pre>	y.
	Statement (SS will automatically update when da	ta is
entered/edited in the SS/Description	n Tab)	
	people with improved access to smoke-free and/o	or tobacco-free
ronments from 1,500 to 325,000 by Septem	aber 2017. Step 3: Review Parent PPO	
art Statement / Description Population / I	Reach Activities	
Step 4: Enter/confirm inform Increase the number	nation in the Smart Statement/Description tab	
Step 4: Enter/confirm inform Increase the number Topic	nation in the Smart Statement/Description tab	
Step 4: Enter/confirm inform Increase the number Topic Audience Type	nation in the Smart Statement/Description tab of messages on	
Step 4: Enter/confirm inform Increase the number Topic	nation in the Smart Statement/Description tab of messages on Baseline	
Step 4: Enter/confirm inform Increase the number Topic Audience Type	ation in the Smart Statement/Description tab of messages on Baseline Target	
Step 4: Enter/confirm inform Increase the number Audience Type Public Audience	Aation in the Smart Statement/Description tab of messages on Baseline Target Data Source	
Step 4: Enter/confirm inform Increase the number Audience Type Public Audience Media Type	Aation in the Smart Statement/Description tab of messages on Baseline Target Data Source	t-14
Step 4: Enter/confirm inform Increase the number Audience Type Public Audience	Aation in the Smart Statement/Description tab of messages on Baseline Target Data Source	t-14 •

- 6. Click on the Population/Reach Tab. Selecting from drop down menus and enter information into the following fields to complete the information about your AO:
  - Estimated Media Impressions: Enter the estimated number of media impressions for the AO.
  - **Zip Codes:** Enter the zip codes where the AO will be implemented/distributed, separated by commas.
- 7. Review the information in the Population/Reach tab.

Figure 21
EB DCH PM - Home EB CAP List EB CAP Details EB AO
DCH Performance Monitoring and Reporting System Back Back
PPO 01 - AO 05
Increase the number of messages on Smoke Free Housing from 0 to 5 by September 2015.
Parent PPO - PPO 01 - Increase the number of people with improved access to smoke-free and/or tobacco-free environments from 1,500 to 325,000 by September 2017.
Smart Statement / Description Population / Reach Activities
Steps 6 and 7: Click on the Population/Reach tab, enter and review information
Estimated Media Impressions
Zip Codes

8. Next, you can add or review the Activities for the AO (see below for information on Activities), or you can close out of the AO to return to the PPO tab in the CAP details screen. You can return to the activities at a later time by clicking on the pencil icon next to the AO in the PPO tab.

Steps to add/review Activities under all Annual Objectives: PICH Awardees

Activities are added and reviewed in the same way for all Annual Objectives (non-Media and Media).

- 1. To add or review an **Activity**, after you have added/reviewed the corresponding AO, click on the **Activities** tab in the Edit Annual Objective (AO) screen.
- 2. Before adding or reviewing the activity, ensure that you are located under the correct PPO and AO by verifying the parent PPO Smart Statement and AO Smart Statement at the top of the screen.
- 3. Click on the Plus sign next to Activity Title to add a new Activity.

	Figure 22						
🗉 DCH PM - Home 🖽 CAP List	CAP Details E AO						
DCH Performance M	onitoring and Reporting S	ystem	Back				
PPO 01 - AO 01							
Increase the number of messages on smoke free housing from 0 to 5 by September 2015. Step 2: Verify the Parent PPO and the AO Smart Statement							
	Parent PPO - PPO 01 - Increase the number of people with improved access to smoke-free and/or tobacco-free environments from 1,500 to 325,000 by September 2017.						
Smart Statement / Description	Population / Reach Activities						
	👥 Step 1: C	lick on the Activities Tab					
+ Activity Title	Activity Description	Start Quarter	End Quarter Ou	tput / Measure			
Step 3: Click on the "+"	sign to add a new Activity						

4. You may enter information directly into this line, or if you prefer, click on the pencil icon to open a full screen for the activity. If Activities have already been pre-loaded, click on the pencil icon to review/edit each activity in a full screen.

Figure 23						
EB DCH PM - Home EB CAP List EB CAP Details EB AO						
DCH Performance Monitoring and Reporting System Back						
PPO 01 - AO 01	]					
Increase the number of messages on smoke free housing from 0 to 5 by September 2015.         Parent PPO - PPO 01 - Increase the number of people with improved access to smoke-free and/or tobacco-free environments from 1,500 to 325,000 by September 2017.						
Smart Statement / Description         Population / Reach         Activities						
Activity Title     Activity Description     Start Quarter     End Quarter     Out       Image:	put / Measure					
Step 4: Enter information directly into the line above or click on the pencil icon to open a new window						

- 5. In the appropriate fields enter, select, or review:
  - Activity Title: The title of the activity
  - Activity Description: A concise description of the activity.
  - **Start Quarter:** Select the activity start quarter.
  - End Quarter: Select the activity end quarter.
  - **Output Measure:** The product that will exist at the end of the activity.

6. Click the Back button to save the Activity and return to the Activities Tab

	Figure 24
😑 DCH PM - Home 🔳 CAP List	
DCH Performar	nce Monitoring and Reporting System
Step 5: Enter informa	tion into the Activity Screen
Title	
Description	
Start Quarter	FY 2014 Q1 (Oct-Dec 2014)
End Quarter	FY 2014 Q4 (Jul-Sep 2015)
Output / Measure	

7. You can continue to add Activities under this AO by clicking on the plus sign, or review other Activities already listed by clicking on the Pencil icon. You can return to the PPO tab by clicking the Back button at the top of the screen.

Figure 25
DCH PM - Home I CAP List I CAP Details AO
DCH Performance Monitoring and Reporting System
PPO 01 - AO 01
Increase the number of messages on smoke free housing from 0 to 5 by September 2015.
Parent PPO - PPO 01 - Increase the number of people with improved access to smoke-free and/or tobacco-free environments from 1,500 to 325,000 by September 2017.
Smart Statement / Description         Population / Reach         Activities
Activity Title Activity Description Start Quarter End Quarter Output / Measure
a-01 Planning meeting with Media C Meet with the Media consultant to disci FY 2014 Q1 FY 2014 Q2 Meeting agenda/m
Step 7: Continue to add or review more Activities or click the Back Button to return to the PPO Screen

#### REACH Awardees

The following steps demonstrate how to add or review PPOs, Annual Objectives (non-media and Media) and Activities for REACH awardees.

Steps to add/review Project Period Objectives 1-4 (PPOs): REACH Awardees

- 1. In the CAP Details screen, click on the tab of the **PPO** that you wish to add/review. This will open the PPO tab.
- 2. Enter/confirm the **baseline** number for the PPO and enter/confirm the **target** reach, or the estimated number of people to benefit from the PPO by the end of the project period. Note: for PPO 5, you must also enter the **PPO Media Topic** (not shown)<sup>5</sup>.
- 3. Enter/confirm the **PPO description.**
- 4. Review the PPO smart statement to ensure that the target and baseline numbers are correct.

		PA PPO 04 - CL PPO 05 - ME	
		e PPO you wish to add/confirm	station for
		roved access to smoke-free and/o t> by September 2017.	r tobacco-free tep 4: Review the PPO SMART
invironments iro	in subscinies to starge	s by september 2017.	tatement
PO Baseline	PPO Target	Step 2: Enter/confirm	the Baseline and Target number
PO			
Description			
Step	3: Enter/Confirm the PPO	Description	
Add AO	Add Medi	AO	

5. Next you can add/confirm other PPOs by repeating steps 1-4 or you can proceed by entering/confirming the AOs associated with this PPO. Clicking the Back button will return you to the Community Action Plan Menu Screen.

#### Steps to add/review Annual Objectives (AO) (non-Media) for PPOs 1-4: REACH Awardees

- 1. In the CAP Details Screen, click on/confirm that you are in the tab of the appropriate PPO.
- 2. To add a non-media **Annual Objective** (**AO**), click on "Add AO". To review a non-media AO that has already been added to the CAP, click on the *pencil icon* next to the AO you wish to review. This will open the Edit Annual Objective (AO) screen.

<sup>&</sup>lt;sup>5</sup> The Media Topic for PPO 5 should be similar to "community needs and planned efforts and achievements."

	-		PPO 03 - PA the Appropriat		PPO 05 - ME		
Increase th	e numb	er of people		ed access to	smoke-free and/ 17.	or tobacco-fre	e
PPO Baseline	1,500	PPO Ta	rget 325,000				
PPO Description					in public housing de d to be higher-incom		
Description	develop housing are still free rent	ments have beg , including rent primarily allow	un to go smoke- tal housing and wing smoking. Th crease demand f	free, yet they ter affordable hous his PPO has two for smoke-free re	d to be higher-incom ing developed by com interrelated component	e condominiums. munity developm	Other multi-un ent corporation
Description	develop housing are still free rent	ments have beg , including rent primarily allov tal units: (b) inc	un to go smoke- tal housing and wing smoking. Th crease demand f Add Media A	free, yet they ter affordable hous his PPO has two for smoke-free re	d to be higher-incom ing developed by com interrelated component	e condominiums. Imunity developm ents: (a) Increase	Other multi-un ent corporation

\*Note that all data shown in examples is just for illustrative purposes and is not an accurate reflection of an awardees' CAP or examples of what makes a "good AO".

- 3. In the Edit Annual Objective Screen, review the Parent PPO text to ensure that the AO is under the correct PPO.
- 4. Next, in the Smart Statement tab, build/edit your AO smart statement by selecting from drop down menus and entering information into text boxes. As you enter the information, the AO Smart Statement at the top of the screen will update automatically. If the AO has been preloaded, please confirm that the fields are correct.
  - **Direction:** Select whether you plan to <u>increase</u> or <u>decrease</u> the number of units of a setting.
  - **Setting:** Select the setting where the intervention will occur from the drop down list. If the AO's setting is not included in this drop down list, select "other". A text box will appear entitled 'Setting if Other'. Enter the setting in this box. Please select only one setting for each AO.
  - Setting if Other: Use this field to enter a unique setting if needed.
  - **Preposition:** If needed, select the appropriate preposition to complete the AO SMART statement.
  - Preposition if Other: Use this field to add additional language to your Smart Statement.
  - Intervention: Enter the intervention to be implemented. Each AO should have only one type of intervention.
  - **Baseline:** Indicate the baseline figure for the number of units of the AO setting.
  - **Target:** Indicate the target number of units of the AO setting.
  - Data Source: Enter the data source.
  - Start Date: Select the month and the year that the annual objective will start.
  - End Date: Select the month and the year that the annual objective will end.
  - **Description**: Enter contextual information about the AO.

5. Review the AO SMART Statement in the top right of the screen to ensure it makes sense and accurately reflects the AO. If not, adjust the information provided in the dropdown menus and text boxes.

File       Home       Create       External Data       Database Tools         DCH Performance Monitoring and Reporting System       Bac         PPO 01 - A0 05       Image: Comparison of the system       Bac         PPO 01 - A0 05       Step 5: Review the A0 SMART statement (SS will automatically update when data is entered/edited in Smart Statement tab)       Step 5: Review the A0 SMART statement (SS will automatically update when data is entered/edited in Smart Statement tab)         Parent PPO - PPO 01 - Increase the number of people with improved access to smoke-free and/or tobacco-free environments from 1,500 to 325,000 by September 2017. Step 3: Review Parent PPO text         Smart Statement       Population/Reach       Activities         Step 4: Enter/Confirm information in the Smart Statement Tab       Improved access to smoke-free and/or tobacco-free environments from 1,500 to 325,000 by September 2017. Step 3: Review Parent PPO text         Smart Statement       Population/Reach       Activities         Step 4: Enter/Confirm information in the Smart Statement Tab       Improved access to smoke-free and/or tobacco-free environments from 1,500 to 325,000 by September 2017. Start Date       Data Source         Setting f Other       Improved access to smoke-free and/or tobacco-free environments from 1,500 to 325,000 by September 2017. Start Date       Description         Intervention       Increase       Baseline       Improved access to smoke-free environ         Setting f Other       Improved acces	
DCH Performance Monitoring and Reporting System       Bac         PPO 01 - AO 05       The number of <setting> <preposition> <intervention> from <baseline> to <target> by .         Image: Step 5: Review the AO SMART statement (SS will automatically update when data is entered/edited in Smart Statement tab)       Step 5: Review the AO SMART statement (SS will automatically update when data is entered/edited in Smart Statement tab)         Parent PPO - PPO 01 - Increase the number of people with Improved access to smoke-free and/or tobacco-free environments from 1,500 to 325,000 by September 2017. If Step 3: Review Parent PPO text         Smart Statement       Population/Reach         Activities       Step 4: Enter/Confirm information in the Smart Statement Tab         Direction       Increase         Baseline       Target         Data Source       Start Date         Setting if Other       Start Date         Preposition if Other       Start Date         Preposition if Other       Start Date         Intervention       Start Date         Setting       Start Date         Setting       Start Date</target></baseline></intervention></preposition></setting>	
PPO 01 - AO 05         the number of <setting> <preposition> <intervention> from <baseline> to <target> by .         Image: Step 5: Review the AO SMART statement (SS will automatically update when data is entered/edited in smart statement tab)         Parent PPO - PPO 01 - Increase the number of people with improved access to smoke-free and/or tobacco-free environments from 1,500 to 325,000 by September 2017.         Step 3: Review Parent PPO text         Smart Statement         Population/Reach         Activities         Step 4: Enter/Confirm information in the Smart Statement Tab         Direction       Increase         the number of       Target         Setting       Data Source         Setting if Other       Start Date         Preposition if Other       Start Date         Preposition if Other       Start Date         Intervention       Start Date</target></baseline></intervention></preposition></setting>	
the number of <setting> <preposition> <intervention> from  step 5: Review the AO SMART statement (\$5 will automatically update when data is entered/edited in Smart Statement tab)         Parent PPO - PPO 01 - Increase the number of people with Improved access to smoke-free and/or tobacco-free environments from 1,500 to 325,000 by September 2017.         Smart Statement       Population/Reach         Activities         Step 4: Enter/Confirm information in the Smart Statement Tab         Direction       Increase the number of         Setting Setting Setting Setting if Other Preposition Preposition if Other Intervention       Start Date         Oct-14       Image: End Date</intervention></preposition></setting>	¢ .
Step 5: Review the AO SMART statement (SS will automatically update when data is entered/edited in Smart Statement tab) Parent PPO - PPO 01 - Increase the number of people with Improved access to smoke-free and/or tobacco-free and/or tobacco-free step 3: Review Parent PPO text Increase to step 4: Enter/Confim Information in the Smart Statement Tab Direction Increase Baseline Target Data Source Setting if Other Preposition if Other Preposition if Other Preposition if Other Increase Start Date Oct-14 End Date Sep-15	
Step 4: Enter/Confirm information in the Smart Statement Tab         Direction       Increase       Baseline         the number of       Target         Setting       Oata Source         Setting if Other       Data Source         Preposition       Start Date         Oct-14       Image: Sep-15	
Intervention     Target       Setting     Image: Data Source       Setting if Other     Data Source       Preposition     Image: Data Source       Preposition     Image: Data Source       Intervention     Image: Data Source	
Setting Setting if Other Preposition Preposition if Other Intervention Start Date End Date Start Date Start Date	
Setting if Other Preposition Preposition if Other Intervention Start Date End Date Sep-15	
Preposition     Image: Start Date     Oct-14       Preposition if Other     End Date     Sep-15	
Prepostion if Other Start Date Oct-14 Intervention End Date Sep-15	
Intervention End Date Sep-15	
Description	
	â
	•

- 6. Click on the Population/Reach Tab. Selecting from drop down menus and enter information into the following fields to complete the information about your AO:
  - **Projected Reach (Setting/Units):** Enter the estimated number of settings reached by this objective.
  - Projected Reach (People): Enter the estimated number of people reached by this objective.
  - **Priority Population One:** Select your priority population.
  - Priority Population Two: Select your second priority population (if applicable).
  - Target Area: Enter the geographic sub-area(s) this annual objective will be implemented in.
  - **Census Tracts:** In this field you will provide the location for your intervention. Census tracts generally have a population size between 1,200 and 8,000 people. Census tract information should be provided using the census tract 11 digit number(s), e.g., 13001950100.
- 7. Review the information in the Population/Reach tab.

Figure 29	
DCH PM_Home CAP List CAP Details A0	
DCH Performance Monitoring and Reporting System	ack
PPO 01 - AO 01	
Increase the number of Multi-Unit Housing Units with Smoke Free policies from 200 to 450 by September 2015.	
Parent PPO - PPO 01 - Increase the number of people with improved access to smoke-free and/or tobacco-free environments from baseline> to <target> by September 2017.</target>	
Smart Statement / Description Population / Reach Activities	
Projected Reach Setting Units Projected Reach People Priority Population One Priority Population Two Steps 6 and 7: Click on the Population/Reach Tab and enter/confirm information	•
Target Area	
Census Tracts	

8. Next, you can add/review the Activities for the AO (see below for information on how to add activities), or you can return to the PPO tab in the CAP details screen by clicking the Back button. You can return to Activities at a later time by clicking on the pencil icon next to the AO in the PPO tab.

Steps to add/review Media Annual Objectives (AO) for PPOs 1-5: REACH Awardees

- 1. In the CAP details screen, click on/ensure that you are in the tab of the appropriate PPO.
- 2. To add a **Media Annual Objective** (**AO**), click on "Add Media AO". To review a Media AO that has already been added to the CAP, click on the *pencil icon* next to the AO you wish to review. This will open the Edit Annual Objective (AO) screen.

Figure 30
EB DCH PM - Home EB CAP List EB CAP Details
DCH Performance Monitoring and Reporting System Back
Overview PPO 01 - TB PPO 02 - NT PPO 03 - PA PPO 04 - CL PPO 05 - ME
Step 1: Click on the appropriate PPO tab
Increase the number of people with improved access to smoke-free and/or tobacco-free environments from 1,500 to 325,000 by September 2017.
PPO Baseline 1,500 PPO Target 325,000
PPO Description In 2011, the Boston Housing Authority banned smoking in public housing developments. Some private developments have begun to go smoke-free, yet they tend to be higher-income condominiums. Other multi-unit housing, including rental housing and affordable housing developed by community development corporations, are still primarily allowing smoking. This PPO has two interrelated components: (a) Increase supply of smoke- free rental units: (b) Increase demand for smoke-free rental units.
Add AO Add Media AO
AO 01 Increase the number of Multi-Unit Housing Units that report their smoke-free housing s 🖉 🗙 AO 02 Increase the number of messages on Smoke Free Housing from 0 to 5 by September 201 🖉 🗙
Step 2: Add a new Media AO or review/edit an existing Media AO

- 3. In the Edit Annual Objective Screen, review the Parent PPO text to ensure that the Media AO is under the correct PPO.
- 4. Next, in the Smart Statement/Description tab, build/edit your Media AO SMART Statement by selecting from drop down menus and entering information into text boxes. As you enter the information, the AO Smart Statement in the top of the screen will update automatically. If the Media AO has been preloaded, please confirm that the fields are correct.
  - **Topic:** Enter the topic of the Media/Communication objective.<sup>6</sup>
  - **Audience Type:** Select the target audience for the AO: Public, Partner, Stakeholder. If Public is selected, a drop down menu will appear<sup>7</sup>:
    - **o Audience if Public:** Select the appropriate audience(s) from the drop down.
  - Media Type: Select the type of media.
  - Media Channel: Select the media channel(s).
  - **Baseline**: Enter the baseline number of media messages.
  - **Target:** Enter the target number of media messages.
  - **Data Source**: Enter the data source.
  - Start Date: Enter the start date of the AO.
  - End Date: Enter the End Date of the AO.

<sup>&</sup>lt;sup>6</sup> If the Media AO is located under PPO 05, the Topic may cut across all focus areas. Please provide a brief description of what the objective covers.

<sup>&</sup>lt;sup>7</sup> University of Hawaii Awardees: If your PPO 5 Media AO is targeting Sub-Recipients, please select Audience Type: Partner. In the Description Field, in the first line, enter the sub-recipient names that receive the Media/Communication followed by the AO Description.

- **Description**: Enter the AO description.
- 5. Review the AO SMART Statement in the top right of the screen to ensure it makes sense and accurately reflects the AO. If not, adjust the information provided in the dropdown menus and text boxes.

0 01 - AO 04				
step 5: Review the Media AC entered/edited in the SS/De	Smart Statement (SS will au			
nt PPO - PPO 01 - Increase the num ronments from 1,500 to 325,000 by				ee
Step 4: Enter/confirm	information in the Smart S	tatement/Descriptior	tab	
Step 4: Enter/confirm			i tab	
Step 4: Enter/confirm Increase the r	information in the Smart S	Baseline	i təb	
Topic	information in the Smart S	Baseline	i tab	
Step 4: Enter/confirm Increase the r Audience Type Public Audience	information in the Smart S	Baseline Target	i tab	
Topic Audience Type	information in the Smart S	Baseline Target	oct-14	

- 6. Click on the Population/Reach Tab. Selecting from drop down menus and enter information into the following fields to complete the information about your AO:
  - Estimated Media Impressions: Enter the estimated number of media impressions for the AO.
  - **Zip Codes:** Enter the zip codes where the AO will be implemented/distributed, separated by commas.
- 7. Review the information in the Population/Reach tab.

Figure 32
EB DCH PM - Home EB CAP List EB CAP Details EB AO
DCH Performance Monitoring and Reporting System Back Back
PPO 01 - AO 05
Increase the number of messages on Smoke Free Housing from 0 to 5 by September 2015.         Parent PPO - PPO 01 - Increase the number of people with improved access to smoke-free and/or tobacco-free environments from 1,500 to 325,000 by September 2017.
Smart Statement / Description     Population / Reach     Activities
Steps 6 and 7: Click on the Population/Reach tab, enter and review information         Estimated Media Impressions         Zip Codes

8. Next, you can add/review the Activities for the AO (see below for information on how to add Activities), or you can close out of the AO to return to the PPO tab in the CAP details screen. You can return to Activities at a later time by clicking on the pencil icon next to the AO in the PPO tab.

#### Steps to add/review Activities under Annual Objectives: REACH Awardees

Activities are added and reviewed in the same way for all Annual Objectives (non-Media and Media).

- 1. To add or review an **Activity**, after you have added/reviewed the corresponding AO, click on the **Activities** tab in the Edit Annual Objective (AO) screen.
- 2. Before adding or reviewing the activity, ensure that you are located under the correct PPO and AO by verifying the parent PPO Smart Statement and AO Smart Statement at the top of the screen.
- 3. Click on the Plus sign next to Activity Title to add a new Activity.

	Figure 33			
📰 DCH PM - Home 🔳 CAP List	E CAP Details E AO			
DCH Performance M	onitoring and Reporting S	ystem	E	ack
PPO 01 - AO 01				
Increase the number of n	nessages on smoke free housin	g from 0 to 5 by Sep	tember 20	15.
<b>1</b>	itep 2: Verify the Parent PPO and the AC	) Smart Statement 🟠		
Parent PPO - PPO 01 - Increase t environments from 1,500 to 325	he number of people with improved ac ,000 by September 2017.	ess to smoke-free and/or	r tobacco-free	
Smart Statement / Description	Population / Reach Activities			
	🚺 Step 1: C	lick on the Activities Tab		
+ Activity Title	Activity Description	Start Quarter	End Quarter	Output / Measure
Step 3: Click on the "+"	sign to add a new Activity			

4. You may enter information directly into this line, or if you prefer, click on the pencil icon to open a full screen for the activity. If Activities have already been pre-loaded, click on the pencil icon to review/edit each activity in a full screen.

Figure 34	
EB DCH PM - Home EB CAP List EB CAP Details EB AO	
DCH Performance Monitoring and Reporting Syst	Back
PPO 01 - AO 01	
Increase the number of messages on smoke free housing free	om 0 to 5 by September 2015.
Parent PPO - PPO 01 - Increase the number of people with improved access to environments from 1,500 to 325,000 by September 2017.	o smoke-free and/or tobacco-free
Smart Statement / Description         Population / Reach         Activities	
Activity Title Activity Description	Start Quarter End Quarter Output / Measure
Step 4: Enter information directly into the line above or click on the point of the point	

- 5. In the appropriate fields enter, select, or review:
  - Activity Title: The title of the activity.
  - Activity Description: A concise description of the activity.
  - Start Quarter: Select the activity start quarter.

- End Quarter: Select the activity end quarter.
- **Output Measure:** The product that will exist at the end of the activity.
- 6. Click the Back button to save the Activity and return to the Activities Tab.

	Figure 3	35	
B DCH PM - Home CAP List	CAP Details E AO E Activ	vity	
DCH Performa	nce Monitoring a	nd Reporting System	Back
Step 5: Enter inform	ation into the Activity Screen		
Title			
Description			
Start Quarter	FY 2014 Q1 (Oct-Dec 2014)	×	
End Quarter	FY 2014 Q4 (Jul-Sep 2015)	•	
Output / Measure			

7. You can continue to add Activities under this AO by clicking on the plus sign, or review other Activities already listed by clicking on the Pencil icon. You can return to the PPO tab by clicking the Back button at the top of the screen.

Figure 36
DCH PM - Home CAP List CAP Details AO
DCH Performance Monitoring and Reporting System
PPO 01 - AO 01
Increase the number of messages on smoke free housing from 0 to 5 by September 2015.
Parent PPO - PPO 01 - Increase the number of people with improved access to smoke-free and/or tobacco-free environments from 1,500 to 325,000 by September 2017.
Smart Statement / Description         Population / Reach         Activities
Activity Title       Activity Description       Start Quarter       End Quarter       Output / Measure         A-01       Planning meeting with Media C       Meet with the Media consultant to disc       FY 2014 Q1       FY 2014 Q2       Meeting agenda/m
Step 7: Continue to add or review more Activities or click the Back Button to return to the PPO Screen

The following steps demonstrate how to add PPOs, Annual Objectives (non-media, Media, and Training/TA/Tools and Resources) and Activities for National Organization (National Org) awardees. Some of the steps described below only apply to Category A awardees. If not specified, the steps apply to both Category A and B awardees.

Steps to Add Project Period Objectives (PPO) 6-10: National Org Awardees

- 1. In the CAP Details screen, click on the tab of the **PPO** you wish to add. This will open the PPO tab.
- 2. Enter the **baseline** number for the PPO and enter the **target** reach, or the estimated number of people to benefit from the PPO by the end of the project period.
- 3. Enter the **PPO description.**
- 4. Review the PPO smart statement to ensure that the target and baseline numbers are correct.

	Figure 37	
E DCH PM - Home	E CAP List CAP Details	
DCH Perform	nance Monitoring and Reporting System	Back
Overview PPO 0	D6 - TB-T PPO 07 NT-T PPO 08 PA-T PPO 09 CL-T PPO 10 MD Smart State	
	🕦 Step 1: Click on the tab of the PPO you wish to add	
Increase the	e number of training, technical assistance, tools and resources developed to supp	oort
community	health activities to improve access to environments with healthy food and beve	rage
options from	m <baseline> to <target> by September 2017.</target></baseline>	
PPO Baseline	PPO Target Control Step 2: Enter baseline and target numbers	
PPO		
Description		
	Step 3: Enter PPO Description	
	Add Tools/Resources AO	

5. Next you can add other PPOs by repeating steps 1-4 or you can proceed by entering the AOs associated with this PPO. Clicking the Back button will return you to the Community Action Plan Menu Screen.

#### Steps to add Annual Objectives (AO) for PPOs 1-4: National Org Category A Awardees

Category A National Org awardees may add Annual Objectives that are not related to Media, Training, TA, Tools, and Resources under PPOs 1-4. Information on how to add a Media Annual Objective and a Training, TA, Tools, and Resources Annual Objective is described elsewhere.

- 1. In the CAP Details Screen, click on/ensure that you are in the tab of the appropriate PPO.
- 2. To add an Annual Objective (AO), click on "Add AO".

	CH PM - Ho			illet V	TR CAR	Datall		Figure 38				
								eporting	System		Back	¢
Ov	erview I	PPO 0	1 - TB	PPO	02 - NT	PPC	003 - PA	PPO 04 - CL	PPO 06 - TB-T	PPO 07 NT-T	PPO 08 PA-T	PPO 0
				-	Step	1: Cli	ck on the	appropriate P	PO Tab			
	PPO Base			from			0 by Sep	tember 201	7.			
	PPO Descript	ion	strategi	es inc	luding ind	reasi	ng availab	ility of healthy	vith healthy food a foods and beverag ng the number of fa	es in corner store	s, increasing acc	
		Add	AO			Add	Media A	0				
		Û	Ste	p 2: A	dd a new	AO						

\*Note that all data shown in examples is just for illustrative purposes and is not an accurate reflection of an awardees' CAP or examples of what makes a "good AO".

- 3. Review the Parent PPO text to ensure that you are adding the AO under the correct PPO.
- 4. Next, in the Smart Statement tab, build your AO smart statement by selecting from drop down menus and entering information into text boxes. As you enter the information, the AO Smart Statement at the top of the screen will update automatically.
  - Direction: Select whether you plan to increase or decrease the number of units of a setting.
  - **Setting:** Select the setting where the intervention will occur from the drop down list. If the AO's setting is not included in this drop down list, select "other". A text box will appear entitled Setting if 'Other'. Enter the setting in this box. Please select only one setting for each AO.
  - Setting if Other: Use this field to enter a unique setting if needed.
  - **Preposition:** If needed, select the appropriate preposition to complete the AO SMART statement.
  - Preposition if Other: Use this field to add additional language to your Smart Statement.
  - **Intervention:** Enter the intervention to be implemented. Each AO should have only one type of intervention.
  - **Baseline:** The baseline figure for the number of units of the AO setting. This field will autocalculate after you enter the baseline number(s) for your sub-recipient(s).
  - **Target:** The target number of units of the AO setting. This field will auto-calculate after you enter the target number (s) for your sub-recipient(s).
  - Data Source: Enter the data source.
  - **Projected Reach Setting Units:** The estimated number of settings reached by this objective. This field will auto-calculate after you enter the Projected Reach for your sub-recipient(s).
  - **Projected Reach People:** The estimated number of people reached by this objective. This field will auto-calculate after you enter the Projected Reach for your sub-recipient(s).
  - Start Date: Select the month and the year that the annual objective will start.
  - End Date: Select the month and the year that the annual objective will end.
  - **Sub-recipients:** Your sub-recipient names will appear in the sub-recipient box once they have been added in the Sub-recipient screen (accessed from the Home Page). You must add sub-recipients in the sub-recipient screen prior to entering Baseline, Target, and Projected Reach People for the sub-recipients under the AOs. Enter the **Baseline, Target, and Projected Reach-People** for each of the sub-recipients that work on this AO. **Projected Reach-Setting Units** will

auto-populate for each sub-recipient after you enter the Baseline and Target. After you enter the numbers into the sub-recipient table, the total Baseline, Target, and Projected Reach numbers will automatically calculate in the fields above.

5. Review the AO SMART Statement in the top right of the screen to ensure it makes sense and accurately reflects the AO. If not, adjust the information provided in the dropdown menus and text boxes.

CH Performance Monito	oring and Reporting	g System		Back
	0			
PO 02 - AO 01				
the number of <setting> <prep< th=""><th>osition&gt; <intervention< th=""><th>&gt; from <baseli< th=""><th>ne&gt; to <targe< th=""><th>t&gt;by.</th></targe<></th></baseli<></th></intervention<></th></prep<></setting>	osition> <intervention< th=""><th>&gt; from <baseli< th=""><th>ne&gt; to <targe< th=""><th>t&gt;by.</th></targe<></th></baseli<></th></intervention<>	> from <baseli< th=""><th>ne&gt; to <targe< th=""><th>t&gt;by.</th></targe<></th></baseli<>	ne> to <targe< th=""><th>t&gt;by.</th></targe<>	t>by.
	w the AO SMART Statement ( dited in the Smart Statement		Ily update when	data
arent PPO - PPO 02 - Increase the num everage options from 0 to 500,000 by S		access to environ p 3: Review the Pa		hy food and
mart Statement Description Populat	tion			
	in the Smart Statement Tab		* from Sub-	Recipients table
Direction Increase		Baseline *		
the number of		Target *		
Setting	Data S	Source		
Setting if Other				
Preposition Prepostion if Other	Projected Res	ach Setting Units *		
Intervention	Project	ed Reach People *		
Intervention		Start Date	Oct-1	4 💌
		End Date	Sep-1	5 💌
Sub-Recipients				
Sub-Recipient	Baseline	Target	Project Reach - Setting Units	Project Reach - People
Eastern Affiliate			Setting offics	reopie
Southern Affiliate				
Western Affiliate				

6. Click on the **Description** Tab. Enter contextual information about the AO.

	<u>х лл</u>
 	- 40

DCH Perfori	nance Monitoring and Reporting System
PPO 02 - AO 0	1
	number of Grocery Stores with expanded healthy food and beverage option by September 2015.
	02 - Increase the number of people with improved access to environments with healthy food an from 0 to 500,000 by September 2017.
mart Statement	Description Population
Description	TStep 6: Click on the Description Tab and enter AO Description

7. Click on the **Population** Tab. Select the appropriate population information for the AO:

• **Population Option:** Select the type of population on which the annual objective focuses: Population-wide or Priority Population. If you select Priority Population, a **Priority Populations** box will appear. Select one or more Priority Populations from this list.

	Figure 41
B-DCH PM-Home	- CAP List - E CAP Details E AO
DCH Performa	nce Monitoring and Reporting System Back
PPO 02 - AO 01	
from 10 to 30 by Parent PPO - PPO 02	<ul> <li>mber of Grocery Stores with expanded healthy food and beverage options y September 2015.</li> <li>Increase the number of people with improved access to environments with healthy food and om 0 to 500,000 by September 2017.</li> </ul>
	escription Population  Step 7: Click on the Population Tab and select the appropriate population  ption Population Wide  Population Wide Priority Population

8. Return to the PPO tab in the CAP details screen by clicking the Back button. You will now see the AO listed under the PPO. To review a non-media AO that has already been entered, click on the pencil icon next to the AO you wish to review. This will open the Edit Annual Objective (AO) screen where you can edit the information.

			Figure 42					
CAP	List S CAP	Details						
mance	e Monitor	ing and R	eporting	System		Back	¢	
01 - TB	PPO 02 - NT	PPO 03 - PA	PPO 04 - CL	PPO 06 - TB-T	PPO 07 NT-T	PPO 08 PA-T	PPO 0	
0	РРО Та	rget 500,000						
e O This PP	PPO Ta O focuses on in	rget 500,000 creasing access	to environment	s with healthy food			•	
							to -	
Add AO		Add Media AO Review or edit an AO by clicking on the Pencil Icon					0	
	mance 0 01 - TB he numb options f e 0 This PP several	mance Monitor	0 01 - TB PPO 02 - NT PPO 03 - PA he number of people with improv options from 0 to 500,000 by Sep e 0 PPO Target 500,000 This PPO focuses on increasing access several strategies including availabilit	CAP List CAP Details     CAP Details     CAP List CAP List CAP Details     CAP List CAP Det	CAP List CAP Details     CAP List CAP Details     mance Monitoring and Reporting System     0.01 - TB PPO 02 - NT PPO 03 - PA PPO 04 - CL PPO 06 - TB-T     he number of people with improved access to environments     options from 0 to 500,000 by September 2017.     e 0 PPO Target 500,000     This PPO focuses on increasing access to environments with healthy food     several strategies including availability of healthy foods and beverages i	CAP List CAP Details     CAP List CAP Details     mance Monitoring and Reporting System     001 - TB PPO 02 - NT PPO 03 - PA PPO 04 - CL PPO 06 - TB-T PPO 07 NT-T     he number of people with improved access to environments with healthy     options from 0 to 500,000 by September 2017.     e O PPO Target 500,000     This PPO focuses on increasing access to environments with healthy food and beverage op     several strategies including availability of healthy foods and beverages in corner stores, i	CAP List CAP Details mance Monitoring and Reporting System D 01 - TB PPO 02 - NT PPO 03 - PA PPO 04 - CL PPO 06 - TB-T PPO 07 NT-T PPO 08 PA-T the number of people with improved access to environments with healthy food and options from 0 to 500,000 by September 2017.	

#### Steps to add Media Annual Objectives under PPOs 1-4: National Org Awardees Category A

National Org awardees may add Media Annual Objectives under PPOs 1-4 (Category A only) and PPO 10 (Category A and B). This example shows how to add a Media AO under PPOs 1-4. See below for an example of how to add a Media Objective under PPO 10.

- 1. In the CAP details screen, click on/ensure that you are in the tab of the appropriate PPO.
- 2. To add a **Media Annual Objective** (**AO**), click on "Add Media AO". This will open the Edit Annual Objective (AO) screen.

					Figure 4	43			
DCH PM - H	lome	CAP	List CAP	Details					
DCH Pe	rforr	nanc	e Monito	ring and f	Reporting	System		Back	¢
Overview	PPOO	)1 - TB	PPO 02 - NT	PPO 03 - PA	PPO 04 - CL	PPO 06 - TB-T	PPO 07 NT-T	PPO 08 PA-T	PPO 09
			1 Ste	p 1: Click on th	e appropriate	PPO tab			
PPO Ba		0	РРО Та	0,000 by Sep					
PPO Ba PPO Descrip		This PP several	O focuses on in strategies inclu	creasing access uding availabilit	y of healthy foo	s with healthy food ds and beverages i the number of farm	n corner stores, i	ncreasing access	to
	Add	AO		Add Media A	• <	Step 2: Click #	Add Media AO		
AO 01 -	- Incre	ase the	number of Gr	ocery Stores v	vith expanded	healthy food an	d beverage opt	tic 🧷 🗙	

- 3. In the Edit Annual Objective Screen, review the Parent PPO text to ensure that the Media AO is under the correct PPO.
- 4. Next, in the Smart Statement tab, build your Media AO SMART Statement by selecting from drop down menus and entering information into text boxes. As you enter the information, the AO Smart Statement in the top of the screen will update automatically:
  - **Topic:** Enter the topic of the Media/Communication objective.
  - **Audience Type:** Select one or more target audiences for the AO: Public, Partner, or Stakeholder. If Public is selected, a drop down menu will appear:
    - o Audience if Public: Select the appropriate audience(s) from the drop down
  - Media Type: Select the type of media
  - Media Channel: Select the media channel(s).
  - Estimated Media Impressions: The estimated number of media impressions for the AO. This field when auto-calculate when estimated media impressions are entered into the sub-recipient table.
  - **Baseline:** The baseline number of media messages. This field when auto-calculate when estimated media impressions are entered into the sub-recipient table.
  - **Target:** The target number of media messages. This field when auto-calculate when estimated media impressions are entered into the sub-recipient table.
  - Data Source: Enter the data source.
  - **Start Date:** Enter the start date of the AO.

- End Date: Enter the End Date of the AO.
- **Sub-recipients:** Your sub-recipient names will appear in the sub-recipient box once they have been added in the Sub-recipient screen (accessed from the Home Page). You must add sub-recipients in the sub-recipient screen prior to entering Baseline, Target, and Estimated Media Impressions for the sub-recipients under the AOs. Enter the **Baseline, Target, and Estimated Media Impressions** for each of the sub-recipients that work on this AO. After you enter the numbers into the sub-recipient table, the total Baseline, Target, and Estimated Media Impressions numbers will automatically calculate in the fields above.
- 5. Review the AO SMART Statement in the top right of the screen to ensure it makes sense and accurately reflects the Media AO. If not, adjust the information provided in the dropdown menus and text boxes.

			F	igure 44	4				
B DCH PM - Home	CAP LINE (E	CAP Detail	AO E						
DCH Perfor	mance M	onitorir	ng and Re	porting	System			Back	
PPO 02 - AO 0	2								
	teview the AO /edited in the s	SMART Stat Smart State	ement (SS will ment Tab)	automatica	lly update w	hen data	a is	food and	
Smart Statement	from 0 to 500,0		mber 2017.						
Topic Audience Ty Public Audie	pe	e the numb	er of message	on •	Baselin Target Data Sc				
Media Type Media Chan Estimated M	nel(s)	ns		•	Start Da		Oct-14 Sep-15		•
Subrecipien	sub-Recipie	ent	Bas	eline	Target		Media		
Eastern Affi	liate								
Southern Af	ffiliate								
Western Af	filiate								
	Affiliate								

6. Click on the Description Tab and enter the AO **Description**.

#### Figure 45

DCH PM - Home	B - CAP Details		
DCH Performance Mo	nitoring and Reporting S	system	Back
PPO 02 - AO 02			
	essages on selecting health	ier food options from 0	to
8 by September 2	)15.		
Parent PPO - PPO 02 - Increase t beverage options from 0 to 500,		access to environments with health	y food and
Smart Statement Description			
Description 1 st	p 6: Enter AO Description		

7. Next, you can add or review the Activities for the Media AO (see below for information on Activities), or you can close out of the AO to return to the PPO tab in the CAP details screen. You can return to the activities at a later time by clicking on the pencil icon next to the AO in the PPO tab.

Steps to add Tools/Resources Annual Objectives for PPOs 6-9: National Org Awardees

Training, Technical Assistance, Tools, and Resources Annual Objectives (Tools/Resources AOs) may be added to your CAP under PPOs 5-9.

- 1. Click on/ensure that you are in the tab of the appropriate PPO.
- 2. Click on "Tools/Resources AO" to add a Training, TA, or Tools/Resources **Annual Objective** (**AO**). This will open the Edit Annual Objective (AO) screen.

			F	igure 46			
DCH PM - Home	CAP Lis	st 🔄 CAP Detai					
DCH Perform	nance M	Monitoring	and Repo	orting Syst	em	Back	
Overview PPO	06 - TB-T	PPO 07 NT-T	PPO 08 PA-T	PPO 09 CL-T	PPO 10 MD		
	🚹 Ste	p 1: Click on the	appropriate P	PO tab			
community	health a					eveloped to support o-free environments	
PPO Baseline	0	PPO Target	10				
PPO Description	to implem		s & environmen			ncrease communities' capacity fucing rates of death and	<b>.</b>
Step 2: Clie	k on "Add	I Tools and Reso	urces AO" 🗲	Add Too	ols/Resources AO		

- 3. Review the Parent PPO text to ensure that you are adding the AO under the correct PPO.
- 4. Next, build your AO smart statement by selecting from drop down menus and entering information into text boxes in the Smart Statement tab. As you enter the information, the AO Smart Statement at the top of the screen will update automatically.

- Activity: Select the activity type. •
- Activity if Other: Enter the activity type if not Training Opportunities, Technical Assistance • Opportunities, Developing Tools or Resources.
- Baseline: Indicate the baseline figure for the number of activities. •
- Target: Indicate the target number of activities. •
- Data Source: Enter the data source. •
- Start Date: Select the month and the year that the annual objective will start. •
- End Date: Select the month and the year that the annual objective will end. •
- Description: Enter contextual information about the AO. •
- 5. Review the AO SMART Statement in the top right of the screen to ensure it makes sense and accurately reflects the AO. If not, adjust the information provided in the dropdown menus and text boxes.

	and the Carlo		
DCH Performance Monitoring and R	eporting System	m	Back
PO 06 - AO 01 Step 5: Review the AO SMART st information is entered into SS ta	atement (SS will auto	matically update as	
ncrease the number of <activity type=""> de</activity>		ort community he	alth activities
o improve access to smoke-free and/or t			
target> by .			
arent PPO - PPO 06 - Increase the number of trainin	g, technical assistance	e, tools and resources de	eveloped to
upport community health activities to improve acce	ss to smoke-free and,	or tobacco-free enviror	nments from 0 to
nart Statement Activities	3: Review the Parent I	РРО	
Step 4: Enter information into the Smar	t Statement tab		
Increase the number of	Baseline		
	Baseline Target		
Increase the number of	7		
Increase the number of Activity	Target		
Increase the number of Activity	Target Data Source		
Increase the number of Activity	Target Data Source	Oct-14	
Increase the number of Activity	Target Data Source	Oct-14 Sep-15	×

6. Next, you can add the activities for the AO (see below for information on how to add activities), or you can close out of the AO to return to the PPO tab in the CAP details screen. You can return to add activities at a later time by clicking on the pencil icon next to the AO in the PPO tab.

#### Steps to add Media Annual Objectives for PPO 10: National Org Awardees

National Org awardees may add Media Annual Objectives under PPOs 1-4 (Category A only) and PPO 10 (Category A and B). This example shows how to add a Media AO under PPO 10. See above for an example of how to add a Media Objective under PPOs 1-4.

- 1. In the CAP details screen, click on/ensure that you are in the tab for PPO 10 (PPO 10 MD).
- 2. To add a Media Annual Objective (AO), click on "Add Media AO". This will open the Edit Annual Objective (AO) screen.

						F	igure 48				
DCH PM - I	Home	CAP	List CA	Details							
DCH P	erfo	rmai	nce Mo	nitori	ng a	and Rep	orting Sys	stem	Bac	k	
Overview	PPO 0	)1 - TB	PPO 02 - N7	PPO 0	3 - PA	PPO 04 - CL	PPO 06 - TB-T	PPO 07 NT-T	PPO 08 PA-T	PPO 09 CL-1	PPO 10 ME
the pu	ublic, p		s and sub-r	-	s fron	-	efforts and ach y September 2		sseminated to	St	ep 1: Click on e tab for PPO
PPO Descriș	ption	sub-rec efforts. and our sub-rec	ipients. We wi We will keep o r program web	II use varie our partner site. We w	ous cha rs infor ill keep	med and engage our sub-recipie	d disseminated to t Tell our Story" to il ed through monthl ents engaged and i on of messages an	Ilustrate commun y communication nformed through	ity health needs a s through listserv the development	and vs of a	
				Add M	edia A	• 🔶	Step 2: Click "	Add Media AO'			

- 3. In the Edit Annual Objective Screen, review the Parent PPO text to ensure that the Media AO is under the correct PPO.
- 4. Next, in the Smart Statement/Description tab, build/edit your Media AO SMART Statement by selecting from drop down menus and entering information into text boxes. As you enter the information, the AO Smart Statement in the top of the screen will update automatically. If the Media AO has been preloaded, please confirm that the fields are correct.
  - Topic: Enter the topic of the Media/Communication objective.<sup>8</sup>
  - Audience Type: Select the target audience for the AO: Public, Partner, Stakeholder, Subrecipient<sup>9</sup>. If Public is selected, a drop down menu will appear:
    - o Audience if Public: Select the appropriate audience(s) from the drop down
  - Media Type: Select the type of media
  - Media Channel: Select the media channel(s).
  - Estimated Media Impressions: Enter the estimated number of media impressions for the AO.
  - **Baseline:** Enter the baseline number of media messages.
  - Target: Enter the target number of media messages.
  - Data Source: Enter the data source.
  - Start Date: Enter the start date of the AO.
  - End Date: Enter the End Date of the AO.
  - **Description**: Enter the AO description.
- 5. Review the AO SMART Statement in the top right of the screen to ensure it makes sense and accurately reflects the AO. If not, adjust the information provided in the dropdown menus and text boxes.

#### Figure 49

<sup>&</sup>lt;sup>8</sup> Media Topics for Media AOs under PPO 10 may cut across all focus areas. Please provide a brief description of what the objective covers.

<sup>&</sup>lt;sup>9</sup> The Sub-recipient target audience will be used by Category A awardees.

PO 10 - AO 01						
crease the numb		ges on <topic< th=""><th>:&gt; from <basel< p=""></basel<></th><th>ine&gt; to <ta< th=""><th>rget&gt; by .</th><th></th></ta<></th></topic<>	:> from <basel< p=""></basel<>	ine> to <ta< th=""><th>rget&gt; by .</th><th></th></ta<>	rget> by .	
rent PPO - PPO 10 - In	crease the num	ber of messages	about programma	atic efforts and	achievements	
seminated to the pul	blic, partners an	d sub-recipients	from 0 to 108 by S	eptember 201	7.	
nart Statement / Desc	cription Activit	ties				
	-		scription Tab			
	Cription Activit			Baseline		
Step 4	-			Baseline Target		
Topic	-					
Topic Audience Type	-			Target		
Topic Audience Type Public Audience Media Type	-		• •	Target Data Source		
Topic Audience Type Public Audience	-		• •	Target	Oct-14 Sep-15	

6. Next, you can add/review the Activities for the AO (see below for information on how to add Activities), or you can close out of the AO to return to the PPO tab in the CAP details screen. You can return to Activities at a later time by clicking on the pencil icon next to the AO in the PPO tab.

## Steps to add Activities for Annual Objectives under PPOs 6-10: National Org Awardees

National Org. awardees will add Activities for every Annual Objective under PPOs 6-10. Annual Objectives under PPOs 1-4 do not require Activities

- 1. To add or review an **Activity**, after you have added/reviewed the corresponding AO, click on the **Activities** tab in the Edit Annual Objective (AO) screen.
- 2. Before adding or reviewing the activity, ensure that you are located under the correct PPO and AO by verifying the parent PPO Smart Statement and AO Smart Statement at the top of the screen.
- 3. Click on the Plus sign next to Activity Title to add a new Activity.

	Figure 50			
E DCH PM - Home E CAP Li	t CAP Details A0			
DCH Performance	Monitoring and Reporting S	System		Back
PPO 06 - AO 01				
activities to improve a	of training opportunities develope access to smoke-free and/or tobac Step 2: Verify the Parent PPO and the	co-free environme	ents from 0	
	se the number of training, technical assista ctivities to improve access to smoke-free a			
	tep 1: Click on the Activities Tab			
+ Activity Title	Activity Description	Start Quarter	End Quarter	Output / Measure
Step 3: Click on the "-	+" sign to add a new Activity			

4. You may enter information directly into this line, or if you prefer, click on the pencil icon to open a full screen for the activity. If Activities have already been pre-loaded, click on the pencil icon to review/edit each activity in a full screen.

	Figure 51	
E DCH PM - Home E CAP List E CAP De	tails AO	
DCH Performance Monito	ring and Reporting Syster	n Back
PPO 06 - AO 01		
Increase the number of training activities to improve access to s by September 2015.		
Parent PPO - PPO 06 - Increase the number support community health activities to in Smart Statement Activities		
Activity Title	Activity Description	Start Quarter End Quarter Output / Measure
/ X a-01		FY 2014 Q1 FY 2014 Q4
Step 4: Enter information directly in	to the line above or click on the pencil	icon to open a new window

- 5. In the appropriate fields enter, select, or review:
  - Activity Title: The title of the activity
  - Activity Description: A concise description of the activity.
  - Start Quarter: Select the activity start quarter.
  - End Quarter: Select the activity end quarter.
  - **Output Measure:** The product that will exist at the end of the activity.
- 6. Click the Back button to save the Activity and return to the Activities Tab

	Figure 52	
DCH PM - Home CAP List	CAP Details E AO Activity	
DCH Performar	nce Monitoring and Reporting System	Back
Step 5: Enter inform	nation into the Activity Screen	•
Title		
Description		
Start Quarter	FY 2014 Q1 (Oct-Dec 2014)	
End Quarter	FY 2014 Q4 (Jul-Sep 2015)	
Output / Measure		

7. You can continue to add Activities under this AO by clicking on the plus sign, or review other Activities already listed by clicking on the Pencil icon. You can return to the PPO tab by clicking the Back button at the top of the screen.

	Figure 53	
DCH PM - Home CAP List		
DCH Performance Monito	oring and Reporting System	n Back
PPO 06 - AO 01		
	ng opportunities developed to so o smoke-free and/or tobacco-fre	
	mber of training, technical assistance, too o improve access to smoke-free and/or to	
Smart Statement Activities		
+ Activity Title	Activity Description	Start Quarter End Quarter Output / Measure

Awardees will enter the progress for each CAP in the Progress Section.

Navigating the Progress Section

Access the Progress screen from the DPMD Menu Screen:

Figure	9 54
B DCH PM - Home	
DCH Performance Monitoring and Reporting Sy	/stem Exit
Choose FOA <b>PICH •</b>	
Program Overview	
Resources	
Community Action Plan (CAP)	
Progress	$\Diamond$
Budget	
Supporting Documents	
Reports	
Reports	

## **Overall Progress: Progress Navigation Landing Page**

	Figure 55		
DCH PM - Home Brogress Entry	_		
CH Performance Monitoring and Re	porting System	Back	
Progress Period			
Annual Progress (Oct 2014 - March 2015)	-		
Draft Overall Progress			
Draft Progress by Annual Objective			
Draft Overall and AO Progress Report			

- 1. Select the appropriate Progress Period from the drop down list.
  - a. If the Progress Period you select has "Annual Progress" in the title then you are required to complete the following:

- i. Overall Progress (Accomplishments, Challenges, Overcome Challenges, Lessons Learned, Priority Population, Evaluation)
- ii. Progress by Annual Objective
- b. If the Progress Period you select does NOT have "Annual Progress" in the title then you are only required to complete the following:
  - i. Progress by Annual Objective
- 2. To enter overall progress, select the Draft Overall Progress tab.
- 3. To enter Progress by Annual Objective, select Draft Progress by Annual Objective tab.
- 4. To create a PDF document of your Overall Progress and Progress by Annual Objective information, select the "Draft Overall and AO Progress Report."

#### **Overall Progress: Accomplishments**

#### Accomplishments

			Figu	re 56		
CH Perform		nitoring and Re	eporting Syst	tem	Back	
AP rogress Period	Annual Progr	ess (Oct 2014 - March 2015	)		View Report	
1. Accomplishments	2. Challenges	3. Overcome Challenges	4. Lessons Learned	5. Priority Population	6. Evaluation	_
Please describe the	accomplishme	ents you would most like t	o highlight during the	reporting period.		
Accomplishment		Describe Community-Ba	sed Participatory Action	on		
Community-Based Coalitions/Collabor Data Collection/Ass Staffing/ Contracts Training/TA/Tools a Media/Communica Implementation of Other	ration/Engage sessment and Resource: tions					

- 1. To enter overall accomplishments, select the Accomplishments tab.
- 2. Then select an accomplishment from the list on the left side of your screen.
- 3. In the text box, describe the accomplishments you would most like to highlight during the reporting period.

#### **Overall Progress: Challenges**

## Figure 57

B DCH PM - Home B Progress Entry B Progress	
DCH Performance Monitoring and Reporting System	
CAP Progress Period Annual Progress (Oct 2014 - March 2015) ~	
1. Accomplishments 2. Challenges 3. Overcome Challenges 4. Lessons Learned 5. Priority Populations 6. Evaluation	
Please describe the challenges you would most like to highlight during the reporting period.	
Challenge Describe Support for Program challenge.	
Support for Program Implementation Challenges Timeline Data Collection/Dissemination Staffing/Contracting Funding/Budget/Cost Other	

- 1. To enter overall challenges, select the **Challenges** tab.
- 2. Then select a challenge from the list on the left side of your screen.
- 3. In the text box, describe the challenges you would like to highlight during the reporting period.

#### **Overall Progress: Overcome Challenges**

Figure 58	
DCH PM - Home B Progress Entry Progress	
DCH Performance Monitoring and Reporting System	
CAP Progress Period Annual Progress (Oct 2014 - March 2015)	
1. Accomplishments         2. Challenges         3. Overcome Challenges         4. Lessons Learned         5. Priority Populations         6. Evaluation	1
Please describe how CDC could help you overcome challenges to achieving objectives and performance measures.	
Overcome Challenge Describe CDC Help to Overcome Challenges	
CDC Help to Overcome Challeng	

- 1. To enter how you overcame any challenges, select the **Overcome Challenges** tab.
- 2. CDC Help to Overcome Challenge will automatically be selected on the left side of your screen.

3. In the text box, describe how CDC helped you overcome challenges to achieving objectives and performance measures.

DCH PM-Home Progress Entry Progress   DCH Performance Monitoring and Reporting System     Back     CAP   Progress Period     Annual Progress (Oct 2014 - March 2015)     I. Accomplishments   2. Challenges   3. Overcome Challenges   4. Lessons Learned     Describe Lessons Learned     Lessons Learned     Describe Lessons Learned     Lessons Learned <td< th=""><th>Figure 59</th></td<>	Figure 59
CAP Progress Period Annual Progress (Oct 2014 - March 2015)	DCH PM - Home Brogress Entry Brogress     Progress
Progress Period       Annual Progress (Oct 2014 - March 2015)         1. Accomplishments       2. Challenges       3. Overcome Challenges       4. Lessons Learned       5. Priority Populations       6. Evaluation         What lessons learned can you provide for advancing this type of program?       Describe Lessons Learned       Describe Lessons Learned	DCH Performance Monitoring and Reporting System
What lessons learned can you provide for advancing this type of program?       Lessons Learned       Describe Lessons Learned	
Lessons Learned Describe Lessons Learned	1. Accomplishments 2. Challenges 3. Overcome Challenges 4. Lessons Learned 5. Priority Populations 6. Evaluation
	What lessons learned can you provide for advancing this type of program?
Lessons Learned	Lessons Learned Describe Lessons Learned

- 1. To enter lessons learned, select the **Lessons Learned** tab.
- 2. Lessons learned will automatically be selected on the left side of your screen.
- 3. In the text box, describe the lessons learned that can advance this type of program.

### **Overall Progress: Priority Populations**

Fi	a	u	re	6	0
	y	u	I C	U	U

DCH PM - Home E Progress Entry Progress Progres Progress Progress Progress Progress Progress Progress Prog	
DCH Performance Monitoring and Reporting System	
CAP Progress Period Annual Progress (Oct 2014 - March 2015) - View Report	
1. Accomplishments 2. Challenges 3. Overcome Challenges 4. Lessons Learned 5. Priority Populations 6. Evaluation	
What have you done to ensure your priority population is receiving the benefit of the policy, system and environmental improv           Priority Populations         Describe Priority Population	
Priority Population	

1. To enter progress-related information about the priority population, select the **Priority Population** tab.

- 2. Priority population will automatically be selected on the left hand side of your screen.
- 3. In the textbox, enter what you have done to ensure the priority population is receiving the benefit of the policy, system, and/or environmental improvement.

# Overall Progress: Evaluation

Figure 61

ogress Period Selected: Progress Period 3 (Se	p 30, 2015 - Feb	29, 2016)	Draft Overa Progress Rep	
Accomplishments 2. Challenges 3. Overcome Challenge	es 4. Lessons Learn	ed 5. Priority Populati	ions 6. Evaluatior	1
dd 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				
Evaluation Methods				
Conclusions				
				Add
Evaluations				Add
List each evaluation question and related Indicator iden Indicator at baseline and all available follow-up periods		rows as needed.	e results for each	Add
List each evaluation question and related Indicator iden	Repeat for as many	rows as needed.	e results for each	Add
List each evaluation question and related Indicator iden Indicator at baseline and all available follow-up periods	Repeat for as many	rows as needed.	e results for each	Add
List each evaluation question and related Indicator iden Indicator at baseline and all available follow-up periods	Repeat for as many Evaluation Question Indicator	r rows as needed.		•
List each evaluation question and related Indicator iden Indicator at baseline and all available follow-up periods	Repeat for as many	rows as needed.		•
List each evaluation question and related Indicator iden Indicator at baseline and all available follow-up periods	Repeat for as many Evaluation Question Indicator	r rows as needed.		•
List each evaluation question and related Indicator iden Indicator at baseline and all available follow-up periods	Repeat for as many Evaluation Question Indicator	r rows as needed.		•
List each evaluation question and related Indicator iden Indicator at baseline and all available follow-up periods	Repeat for as many Evaluation Question Indicator	r rows as needed.		•
List each evaluation question and related Indicator idem Indicator at baseline and all available follow-up periods	Repeat for as many Evaluation Question Indicator	r rows as needed.		•
List each evaluation question and related Indicator iden Indicator at baseline and all available follow-up periods	Repeat for as many Evaluation Question Indicator	r rows as needed.		•
List each evaluation question and related Indicator iden Indicator at baseline and all available follow-up periods	Repeat for as many Evaluation Question Indicator	r rows as needed.		•
List each evaluation question and related Indicator iden Indicator at baseline and all available follow-up periods	Repeat for as many Evaluation Question Indicator	r rows as needed.		•
List each evaluation question and related Indicator iden Indicator at baseline and all available follow-up periods	Repeat for as many Evaluation Question Indicator	r rows as needed.		•
List each evaluation question and related Indicator iden Indicator at baseline and all available follow-up periods	Repeat for as many Evaluation Question Indicator	r rows as needed.		•

For each evaluation plan (includes actual use plans, innovative evaluation plans, and voluntary evaluation plans) please provide an up-date on the implementation of the evaluation, including any findings, and briefly describe how your evaluation information is being used and disseminated.

- 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 you select the Evaluation Plan depends on whether the evaluation plan was entered into the Evaluation Plan database and if you previously entered data for the evaluation plan in this screen for the progress period.
  - a. First, check to see if your evaluation plan title is in the "Select Evaluation" drop down menu. If so, highlight the evaluation plan name, click the ADD button near the middle right of the screen 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 Evaluation box. If the 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 is listed here, please select the evaluation plan and proceed to Step 3. If your evaluation plan is not listed here, proceed to Step c.
  - c. Type the Evaluation Plan name in the "Select Evaluation" field. Next, click the ADD button near the middle right of the screen. By clicking ADD, your Evaluation Plan will now appear in the "Evaluations" Box at the bottom of the screen. Select the plan name in the Evaluation box. Proceed to Step 3.
- 3) In the "Provide a brief summary of the evaluation..." box, provide a brief summary of the selected evaluation, including progress to date and findings.
- 4) In the "How is evaluation being used..." box, provide a brief summary of how the evaluation information or data are being used and disseminated.
- 5) In the "Evaluation Methods" Field, please include a brief description of any changes to your sample size or methodology. If there were no changes to the sampling methodology in your approved evaluation plan, please enter "NA".
- 6) In the "Conclusions" field, you may provide an interpretation of findings based on results of implementing the intervention, or conclusions drawn including contextual information. This is optional, and should be no more than 250 words.
- 7) Next, you will enter information about each evaluation question and related indicators identified in your 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 question in the plan, add the first evaluation question here. Next, click on the "+" to open the Indicator line.
  - b. Enter the indicator related to the evaluation question. If there is more than one indicator per question, add the first indicator here. Next, click on the "+" to open the Data Collection Instrument line.
  - c. In this line, enter the data collection instrument related to the indicator. If there is more than one instrument for this indicator, add the first instrument here. Provide the baseline numerator and denominator for the data collection instrument related to the indicator for all available follow-up periods. If the indicator is a percent or proportion please provide the numerator and denominator as requested, and do not calculate the "percent" or "proportion". If the indicator is simply a number and based on a sample (as in a survey), still provide both the numerator and the denominator. In all cases, provide a definition for the numerator and the denominator. Use the horizontal scroll bar at the bottom of the window to scroll right to view all of the fields in this row.

If there is a second data collection instrument for this indicator, add it to the row directly below the first instrument. Please note that this is a nested table, so use caution that you are entering the information in the correct level and under the appropriate header.

• Please provide numerators and denominators whenever possible. This helps us to aggregate results meaningfully.

- Please specify Not Applicable (NA) if a field not applicable to an indicator
- If data are not available, please indicate as 'Not Available'
- When data are not amenable to reporting within the table format, please incorporate into the (optional) Conclusions section

Once you have added all of the data collection instrument information for an indicator, click the "-" on the indicator line to collapse the table to the Indicator level. If you need to add an additional Indicator for the Evaluation question, enter it in the row directly below the first Indicator. Please note that this is a nested table, so use caution that you are entering the information in the correct level and under the appropriate header.

- d. Next, click on the "+" to open the Data Collection Instrument line. Follow the steps outlined in step c. to enter the information about the data collection instrument(s).
- e. Once you have added all of the Indicator and Data Collection Instrument information for an Evaluation Question, click the "-" on the Evaluation Question line to collapse the table.
- f. If you need to add information for another Evaluation Question, enter the Question in the table directly below the first evaluation question. You may also select a new Evaluation Plan by returning to Step 2. To exit the Evaluation screen, click the "Back" button at the top of the screen.

<u>Note</u>: To delete a line in the Evaluation Plan Results Table, highlight the row and then click the "Delete" button on your keyboard. Please note that if you delete a row, it will also delete any nested rows - e.g., if you delete an Evaluation Question row, it will delete any indicators and data collection associated with the Evaluation Question.

If you have an evaluation plan that was cancelled, you will still need to select it and complete the other fields. We suggest you note in the "brief summary of the selected evaluation..." field why the evaluation was cancelled.

The following shows an example of the content an entry in the Evaluation Tab for Smoke Free Multi Unit Housing:

*Select Evaluation	Smoke Free Multi Unit Housing
*Provide a brief summary of	Objective: The purpose of this evaluation study was to examine the effect of the
the evaluation, including progress to date and findings	Lucas County Smoke-free Environments Initiative among participating apartment complexes on resident smoking rates, smoking cessation attempts, second-hand smoke exposures, and management enforcement practices. Methods: Apartment Complex Managers (n = 27) completed a written survey with questions regarding the existence of smoke-free policies; knowledge of resident smokers, cessation program enrollment, and second-hand smoke exposure; and enforcement practices. Results: During year 1, the number of participating complexes prohibited smoking in all residential units increased from 21 to 27. Six of the 27 apartment managers (22%) reported knowledge of at least one resident quitting smoking over the project period. Over the 3 year period, 10 smokers of 2700 residents (0.037%) were reported to have quit and 70 of the 2700 (0.026%) were reported to have entered a cessation program. Reported second-hand smoke exposure decreased from 100 in the first year to a total of 20; 25 of 27 managers (85%) reported reduced numbers of exposure reports; and 20 of 27 managers reported their complexes to be completely smoke-free by year 3.
*How is evaluation being used and disseminated	
Evaluation Methods	ΝΑ
Conclusions	Reported resident exposures to second-hand smoke significantly decreased and a

majority of participating apartment complexes were reported to be completely smoke-free by the end of the 3-year project. Additionally a number of smoking residents entered a cessation programs and a smaller percentage quit smoking.

List each evaluation question and related indicator identified in your evaluation plan and provide the results for each indicator at baseline and all available follow up periods. Repeat for as many rows and needed.

Evaluation Question										
. What percent of the total number of multi-unit housing complexes in Lucas County have adopted smoke										
ree policies during the duration of the project?										
Indicator										
Number of housing complexes enlisted (that have adopted smoke free policies) since the smoke free										
initiative's inception compared to the total number of housing complexes.										
Data Collection		Baseline	Baseline	Follow up 1	Follow up 1	Follow Up 2	Follow up 2			
Instrument		Numerator	Denominator	Numerator	Denominator	Numerator	Denominato			
Multi-unit hou	sing	21	100	27	100	27	100			
management s	urvey		Total # of		Total # of		Total # of			
			complexes		complexes		complexe			
2. To what degree	has the	adoption of s	moke-free po	licies in multi-	unit complexe	es influenced r	esidents to			
stop smoking?					·					
			Indi	cator						
Number/perce	ntage of	multi-unit ho			nowledge at l	east one resid	lent auit			
smoking during	-									
Data Collection		Baseline	Baseline	Follow up 1	Follow up 1	Follow Up 2	Follow up			
Instrument		Numerator	Denominator	Numerator	Denominator	Numerator	Denominato			
Multi-unit hou	sing	0	0	2	27	3	27			
management s	-		managers		managers		manager			
			surveyed		surveyed		surveyed			
Number of res	idents re	ported by mi		ng managers v	vho quit smok	ing during the	-			
based on mana							, , , , , , , , , , , , , , , , , , , ,			
Data Collection	-	Baseline	Baseline	Follow up 1	Follow up 1	Follow Up 2	Follow up			
Instrument		Numerator	Denominator	Numerator	Denominator	Numerator	Denominate			
Multi-unit hou	sing	0	0	5	2700	3	2700			
management s	-		# Total		Total		Total			
_			Residents		Residents		Resident			
Number/perce	ntage of	multi-unit ho	ousing manage	ers reporting k	nowledge at l	east one resid	ent entere			
a smoking cess	-									
Data Collection		Baseline	Baseline	Follow up 1	Follow up 1	Follow Up 2	Follow up			
Instrument		Numerator	Denominator	Numerator	Denominator	Numerator	Denominate			
Multi-unit hou	sing	0	0	2700	2700	2700	2700			
management s	urvey	# total	# Total	Total	Total	Total	Total			
		residents	Residents	Residents	Residents	Residents	Resident			
The number of residents reported to have entered a cessation program during the last year.										
Data Collection		Baseline	Baseline	Follow up 1	Follow up 1	Follow Up 2	Follow up			
Instrument		Numerator	Denominator	Numerator	Denominator	Numerator	Denominate			
Multi-unit hou		0	0	45	2700	15	2700			
Multi-unit hou management s	sing		0 # Total	45	2700 Total	15	2700 Total			

## Progress By Annual Objective

To report progress about each annual objective:

- 1. Select the **Objective Progress** tab at the top of your screen.
- 2. Make sure the correct CAP and Progress Period are selected.
- 3. Select whether the objective target was met.
- 4. Enter reach in setting units.
- 5. Enter the number of people reached
- 6. Enter the settings where implemented.
- 7. In the text box, describe the overall progress on this annual objective.
- 8. In the text box, decribe factors of success.
- 9. Next, enter barriers or issues encountered during this time period.
- 10. Describe any plans you have to overcome barriers. Enter this into the Plans to Overcome Barriers text box.
- 11. In the last text box, enter any unexpected outcomes resulting from the annual objective.

📰 DCH PM - Home 🔳 Prog	ress Entry E3 CAP Progress Objective Progress
DCH Performance	e Monitoring and Reporting System
CAP Progress Period	FY 2014 - Albemarle Regional Health Services - PIC 💌 Annual Progress (Oct 2014 - March 2015) 💌
Objective	PPO 01-AO 01
Smart Statement	the number of <setting> <preposition> <intervention> from <baseline> to <target> by .</target></baseline></intervention></preposition></setting>
Objective Target Met	
Reach in Setting Units	
Reach People	
Names of Settings Where Implemented	
Describe Progress	
Describe Factors of Success	
Barriers / Issues Encountered	
Plans to Overcome Barriers	
Unexpected Outcomes Resulting from the Objective	

## Figure 62

#### 5. Sub-Recipients Section (National Org Category A Only)

The Sub-Recipient section of the DPMD is where National Org Category A awardees will enter their subrecipients. Please enter your sub-recipients prior to entering your Community Action Plan. Information entered in the Sub-Recipients screen will populate some of the fields for Annual Objectives under PPOs 1-4.

#### Navigating the Sub-Recipients Section

To access the Sub-Recipients section of the DPMD, click on the Sub-Recipients button on the DPMD Home Page.



This will open the Sub-Recipient entry screen. To add a sub-recipient, enter the Sub-Recipient Name and the City where they are located. Select their state from the drop down menu and click "Add". This will add the sub-recipient to the list below. Continue adding sub-recipients until they have all been entered. You must enter your sub-recipients in the Sub-recipients Screen prior to entering PPOs 1-4.

### Figure 64: Sub Recipients Screen

Monitoring a	and Reporting Syste	em		
Monitoring and	Reporting System			Back
Education				
ect FOA to Edit: N	AT ORGS	-		
<enter subrecipien<="" td=""><td>t&gt;</td><td></td><td></td><td></td></enter>	t>			
•	Enter the Sub-Recipien	t information,	then click "Add"	Add
ime 🔹	City	*	State	*
	Vionitoring and Education ect FOA to Edit: N <enter subrecipier<="" td=""><td>Vonitoring and Reporting System Education ect FOA to Edit: NAT ORGS  Enter SubRecipient&gt;  Enter the Sub-Recipien</td><td>Education ect FOA to Edit: NAT ORGS           <enter subrecipient="">         Enter the Sub-Recipient information,</enter></td><td>Monitoring and Reporting System   Education   ect FOA to Edit:   NAT ORGS     *Enter SubRecipient&gt;     Enter the Sub-Recipient information, then click "Add"</td></enter>	Vonitoring and Reporting System Education ect FOA to Edit: NAT ORGS  Enter SubRecipient>  Enter the Sub-Recipien	Education ect FOA to Edit: NAT ORGS <enter subrecipient="">         Enter the Sub-Recipient information,</enter>	Monitoring and Reporting System   Education   ect FOA to Edit:   NAT ORGS     *Enter SubRecipient>     Enter the Sub-Recipient information, then click "Add"

#### 6. Budget Section

The Budget section displays all financial information regarding your organization's work. In this section, you will have the opportunity to allocate all costs including funding for contractors/consultants.

#### Navigating the Budget Section

After you have clicked the Budget button, the Budget screen will be displayed. On the screen, you will see a list of budget items (i.e. personnel, fringe, travel, equipment, supplies and indirect costs), including each of the personnel and contractor/consultants that you entered in the resources section.

You will also see the option to sort each budget item: 1. Personnel, 2. Fringe, 3. Travel, 4. Equipment, 5. Supplies, 6. Indirect Costs, 7. Contractor. For Year 1 Proposed (and subsequent years – at a later date), you will enter the amount allocated for each budget item. A total budget will be displayed in the last row.

Figure 65: Budget Screen

DC	HPM - H	ome 😑 Budget								
00	CH Performance Monitoring and Reporting System									
	Sort 🚽	Budget Item	-	Line Item	Ŧ	Year 1 Propose 👻	Year 1 Approve 👻	Year 1 Carryove 🗸	Year 2 Propose	
	1	Personnel		Knowles, Beyonce						
	1	Personnel		Brimley, Wilfred						
	2	Fringe		Fringe						
	3	Travel		Travel						
	4	Equipment		Equipment						
	5	Supplies		Supplies						
	6	Indirect Costs		Indirect Costs						
	7	Contractor		2/23/15 test contractor						
	7	Contractor		test						
	7	Contractor		yrdy						
	Total					-				

Once you have entered all of your budgetary information, press the back button to go to the home page.

### 7. Supporting Documents Section

Required and supporting documentation will be added in this section of the DPMD for each year of the FOA.

Navigating the Supporting Documents Section

To add supporting documents to the DPMD, click on the Supporting Documents button in the home screen.

Figure 66: Accessing the Supporting Documents Screen

DCH PM - Home	
DCH Performance Monitoring and Reporting Sy	stem
Choose FOA PICH 💌	
Program Overview	
Resources	
Community Action Plan (CAP)	
Progress	
Budget	
Supporting Documents	
Reports	

Next, in a drop down menu, select the CAP (Fiscal Year) for which you want to add the Supporting Document.

Figure 67: Cap Selection Screen

DCH PM - Home	Documents	
DCH Perform	ance Monitoring and Reporting System	Back
Select CAP:	<select cap=""> <select cap=""> FY 2014 - Boston Public Health Commission - PICH FY 2015 - Boston Public Health Commission - PICH</select></select>	

To add a document to the database, click on the "Add Document' to Database at the bottom of the screen. This will open a pop-up window that allows you to add a new document to the DPMD.

Documents		
Filepath		2
Document Title		
Document Date		
Document Type	<b>•</b>	
Туре	•	
Document Decsription		
Associated Objectives		
Add		
	This is a required document	
	Add Document to Database	

### Figure 68: Add Document to Database

- 1. In the pop-up window, click on the Folder Icon and locate the document that you would like to upload on your computer. The file path will be displayed in the first line.
- 2. Add the **Document Title** and **Document Date**. The Document Date should be the date the document was last modified. Clicking on the calendar icon will bring up a Calendar to select the date.
- 3. Next, add the **Document Type** from the drop down menu. The options for this field are: Plan/logic model, Product, Publication, Success Story, and Media Impression.

- 4. Add the **Type** from the drop down menu. The options for this field are: Audio-Video, Booklet, Conference paper/proceedings, Curriculum, Fact sheet, Journal article, Media campaign, Newsletter, Policy document, Poster/exhibit, Presentation, Press kit, Report, Resource Guide/Kit, Signage, Stories from the field, Survey instruments, Webinar, Web site, and Other.
- 5. Then, you will need to provide a description of the document in the **Document Description** field.
- 6. Next, assign the **Objectives** that are related to the document by clicking the Add Button. A pop-up screen will appear. Select an objective associated with the document that you are uploading by clicking on the Objective. If you need to assign more objectives, repeat the process of clicking the Add button and clicking on the objective.

ielect an Objective		
Select a PF	O or AO from this CAP.	
PPO 01	Increase the number of people with improved access to smoke-free and/or tobacco-free environments from 1,500 to 325,000 by September 2017.	
AO 01	Decrease the number of Multi-Unit Housing Units with institutionfree policies from 600 to 1,100 by September 2015.	
AO 02	Increase the number of Multi-Unit Housing Units that report their smoke-free housing status on Boston Rental Housing Registry from 0 to 10,000 by September 2015.	
AO 03	Increase the number of messages on asdfsadfds from 0 to 25 by September 2015.	
AO 04	Increase the number of messages on asdfasdf from <baseline> to <target> by September 2015.</target></baseline>	
AO 05	Increase the number of messages on <topic> from <baseline> to <target> by September 2015.</target></baseline></topic>	
AO 06	Increase the number of <setting> <preposition> <intervention> from <baseline> to <target> by September 2015.</target></baseline></intervention></preposition></setting>	
AO 07	Increase the number of messages on <topic> from <baseline> to <target> by September 2015.</target></baseline></topic>	
AO 08	Increase the number of messages on <topic> from <baseline> to <target> by September 2015.</target></baseline></topic>	
AO 09	Increase the number of messages on <topic> from <baseline> to <target> by .</target></baseline></topic>	
PPO 02	Increase the number of people with improved access to environments with healthy food and beverage options from 256,100 to 858,300 by September 2017.	
AO 01	Increase the number of Worksites with Breastfeeding friendly designation from 0 to 20 by September 2015.	
AO 02	Increase the number of Outside Of School Care Providers with a Breastfeeding friendly designation	

#### Figure 69: Associated Objectives pop-up window

- 7. Finally, indicate whether or not the document is required using the "This is a required document" checkbox, and add the document to the system.
- 8. Once the document is uploaded, you will receive the following message, "File copied to database successfully." After clicking "OK" you will be returned to the documents list where you will see the newly added document.

Documents			
Filepath C:\U	Jsers\27878\Desktop\Test Documer	nt.docx	
Document T	itle Test Document		
Document D	late	2,	/24/2015
Document T	ype Plan / Logic Model		•
Туре	Other		•
Document D	ecsription The Year One CAP logic	model	
Associated	File copied to database s	Successfully. OK Document to Database	
CH Performance Monitors ston Public Health Commission	oring and Reporting System n - PICH	Back	
Select CAP: FY 2014 -	Boston Public Health Commission - PICH	•	
Document Title	Document Description	Document Date D	ate Added
Test Document	The Year One CAP logic model	2/24/2015	2/24/2015 10:51:22 PM

## Figure 70: Successful upload message

To replace, edit/modify or delete a document, you can do the following:

1. Replacing a document:

-8

B

×

🗉 DCH PM - Home 📑 D	ocuments	
DCH Performance Boston Public Health (	e Monitoring and Reporting System	Back
Select CAP:	FY 2014 - Boston Public Health Commission - PICH	×
Documents In Databas	Document Description The Year One CAP logic model	Document Date Date Added

- Click "Yes" to replace the document or "No" to cancel.
- Your Documents library will open; find/select the replacement file.
- You will see a message confirming that the new file had been copied to the database.

## Figure 73: Success screen

Desktop\Test Document.docx Test Document 2/24/2015	
2/24/2015	
Plan / Logic Model	
Other 🔹	
The Year One CAP logic model	
Microsoft Access File copied to database successfully. OK Add Document to Database	
	Plan / Logic Model  Other  The Year One CAP logic model  Microsoft Access  File copied to database successfully.  OK

2. Edit/modifying a document:

- Click the Pencil Icon in the line of the document you wish to edit. A pop-up window will appear that is similar to the one for adding a new document.
- In this pop up window, you can Edit/Modify the following fields: Document Title, Document Date, Document Type, Type, Document Description, Associated Objectives, or to make it a required document.
- Save and close the window.
- 3. Deleting a document:
  - Click the "X" Icon to delete a document. You will see a message asking you to confirm that you want to delete the file.
  - If you click yes, the file will no longer be listed in the Documents in Database Screen.

	riguro i il communication c	acculation message
DCH PM - Home	ocuments	
DCH Performance Boston Public Health C	e Monitoring and Reporting System Commission - PICH	Back
Select CAP:	FY 2014 - Boston Public Health Commission - PICH	<b>x</b>
Document Title Test Document	Document Description The Year One CAP logic model	Document Date Date Added          2/24/2015       2/24/2015 10:51:22 PM         Confirm deletion       Image: Confirm deletion         Are you sure you want to delete this document from the database?       Image: Confirm delete this document from the database?         Yes       No

## Figure 74: Confirmation of document deletion message

#### 8. Reports Section

This section is under development.

## F. APPENDICES

## APPENDIX A: DEFINITION OF FIELDS BY SECTION

## Log In Screen

Term	Definition
Information	
forthcoming	

## Program Overview Section

Phone Address Tab	
Term	Definition
Phone	The phone number of your organization or organization contact
Fax	The fax number of your organization.
Website	The URL/website for your organization.
Address 1/Address 2	The mailing address of your organization.
City	The city of your organization.
State	The state of your organization.
Zip	The zip code for your organization.
Executive Summary Tab	
Executive Summary	A summary that describes your involvement with the program and the goals of your organization.
Geographic Area Tab	
Type of Geography	Information that describes the areas in which you will be working. Select the type of geography: • Neighborhoods • Cities • Census Tracts • Counties • Tribes • Other
	Census tracts are preferable if you are working in an area smaller than the entire state.
List of Geographies	A list of the Neighborhoods, Cities, Census Tracts, Counties, Tribes, or Other, separated by a comma.

## Resources Section

Personnel Screen	
Term	Definition
Position	The position title
First	The first name of the personnel member who occupies the position.
Last	The last name of the personnel member.
Address Line 1/Address Line 2	The work mailing address of the personnel member.

City	The city of the work mailing address.
State	The state of the work mailing address
Zip	The zip code of the work mailing address.
Phone	The direct telephone number for the personnel member.
Fax	The fax number of the personnel member.
Website	The URL of your organization.
Email	The email address of the personnel member.
Start Date	The start date for the position.
End Date	The end date for the position.
Vacant?	Use the checkbox provided to indicate whether or not the position is
vacam?	vacant.
Budget Item	Use the checkbox to indicate whether this position title should be added to
Budget item	the Budget.
Budget Line	This field will appear if Budget Item is checked. Enter the Position Name
Budget Line	and the Position Name will appear as a line item in the Budget Screen.
Partner Screen	
Term	Definition
	Definition
Partner Name	The name of the partner.
Partner Type	The Partner Type
Partner Sector	The sector for the partner.
Status	The status of the partner: active or inactive.
Funded	The funding status of the partner: funded or unfunded.
Contractor/Consultant Screen	
Term	Definition
Contractor/Consultant	Contractors are individuals or organizations that receive funds in exchange for program specific or program-supported work. Consultants are individuals who give professional advice or provide services for a fee and are not employees of the organization.
Organization	Name of the organization of the contractor/consultant.
Amount Funded	The amount funded to the contractor/consultant.
PGO Approved	Use checkbox to indicate whether or not PGO has approved the use of
100 Appiored	CDC funds for this contractor/consultant.
Awarded	Use checkbox to indicate whether or not contractor/consultant has been
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	awarded.
Budget Item	Use checkbox to indicate whether or not contractor/consultant is a budget
<b>J</b>	
	-
Budget Line	item. This field will appear if Budget Item is checked. Enter the
Budget Line	item. This field will appear if Budget Item is checked. Enter the Contractor/Consultant Organization name and the Contractor/Consultant
-	item. This field will appear if Budget Item is checked. Enter the Contractor/Consultant Organization name and the Contractor/Consultant will appear as a line item in the Budget Screen.
Budget Line Method of Selection	item. This field will appear if Budget Item is checked. Enter the Contractor/Consultant Organization name and the Contractor/Consultant will appear as a line item in the Budget Screen. State whether the contract is sole source or competitive bid. If an
-	item. This field will appear if Budget Item is checked. Enter the Contractor/Consultant Organization name and the Contractor/Consultant will appear as a line item in the Budget Screen. State whether the contract is sole source or competitive bid. If an organization is the sole source for the contract, include an explanation as
Method of Selection	item. This field will appear if Budget Item is checked. Enter the Contractor/Consultant Organization name and the Contractor/Consultant will appear as a line item in the Budget Screen. State whether the contract is sole source or competitive bid. If an organization is the sole source for the contract, include an explanation as to why this institution is the only one able to perform contract services.
-	<ul> <li>item.</li> <li>This field will appear if Budget Item is checked. Enter the Contractor/Consultant Organization name and the Contractor/Consultant will appear as a line item in the Budget Screen.</li> <li>State whether the contract is sole source or competitive bid. If an organization is the sole source for the contract, include an explanation as to why this institution is the only one able to perform contract services.</li> <li>The start and end date of the contract or the total time for which support of</li> </ul>
Method of Selection Period of Performance	<ul> <li>item.</li> <li>This field will appear if Budget Item is checked. Enter the Contractor/Consultant Organization name and the Contractor/Consultant will appear as a line item in the Budget Screen.</li> <li>State whether the contract is sole source or competitive bid. If an organization is the sole source for the contract, include an explanation as to why this institution is the only one able to perform contract services.</li> <li>The start and end date of the contract or the total time for which support of a project has been approved.</li> </ul>
Method of Selection	<ul> <li>item.</li> <li>This field will appear if Budget Item is checked. Enter the Contractor/Consultant Organization name and the Contractor/Consultant will appear as a line item in the Budget Screen.</li> <li>State whether the contract is sole source or competitive bid. If an organization is the sole source for the contract, include an explanation as to why this institution is the only one able to perform contract services.</li> <li>The start and end date of the contract or the total time for which support of a project has been approved.</li> <li>A brief description of the specific services/tasks to be performed by the</li> </ul>
Method of Selection Period of Performance	<ul> <li>item.</li> <li>This field will appear if Budget Item is checked. Enter the Contractor/Consultant Organization name and the Contractor/Consultant will appear as a line item in the Budget Screen.</li> <li>State whether the contract is sole source or competitive bid. If an organization is the sole source for the contract, include an explanation as to why this institution is the only one able to perform contract services.</li> <li>The start and end date of the contract or the total time for which support of a project has been approved.</li> <li>A brief description of the specific services/tasks to be performed by the contractor/consultant as related to the accomplishment of program</li> </ul>
Method of Selection Period of Performance Role	<ul> <li>item.</li> <li>This field will appear if Budget Item is checked. Enter the Contractor/Consultant Organization name and the Contractor/Consultant will appear as a line item in the Budget Screen.</li> <li>State whether the contract is sole source or competitive bid. If an organization is the sole source for the contract, include an explanation as to why this institution is the only one able to perform contract services.</li> <li>The start and end date of the contract or the total time for which support of a project has been approved.</li> <li>A brief description of the specific services/tasks to be performed by the contractor/consultant as related to the accomplishment of program objectives, including main deliverables.</li> </ul>
Method of Selection Period of Performance	<ul> <li>item.</li> <li>This field will appear if Budget Item is checked. Enter the Contractor/Consultant Organization name and the Contractor/Consultant will appear as a line item in the Budget Screen.</li> <li>State whether the contract is sole source or competitive bid. If an organization is the sole source for the contract, include an explanation as to why this institution is the only one able to perform contract services.</li> <li>The start and end date of the contract or the total time for which support of a project has been approved.</li> <li>A brief description of the specific services/tasks to be performed by the contractor/consultant as related to the accomplishment of program</li> </ul>

Adding/Reviewing a PPO: PPO Tab		
Term	Definition	
Project Period Objective (PPO)	<ul> <li>The PPO is an objective for the entire project period. PPOs state how many people will be affected by the "reach" of all of the AOs associated with this PPO. The text for the PPO SMART statement cannot be changed; only target and baseline numbers may be added. The PPOs vary according to FOA. The PPOs for PICH awardees are: <ul> <li><u>PPO - 01</u>: Increase the number of people with improved access to smoke-free and/or tobacco-free environments from X to Y by September 2017.</li> <li><u>PPO - 02</u>: Increase the number of people with improved access to environments with healthy food and beverage options from X to Y by September 2017.</li> <li><u>PPO - 03</u>: Increase the number of people with improved access to physical activity opportunities from X to Y by September 2017.</li> <li><u>PPO - 04</u>: Increase the number of people with improved access to physical activity opportunities from X to Y by September 2017.</li> <li><u>PPO - 04</u>: Increase the number of people with improved access to physical activity opportunities from X to Y by September 2017.</li> <li><u>PPO - 04</u>: Increase the number of people with improved opportunities for chronic disease prevention, risk reduction or management through clinical and community linkages from X to Y by September 2017.</li> <li><u>PPO - 05</u>: Increase the number of public and partner education messages promoting [TOPIC] from X to Y by September 2017.</li> </ul> </li> </ul>	
PPO Baseline	The baseline may be 0 or another number, but the baseline reach number should always be less than the target reach number.	
PPO Target	The target number for the estimated number of people to benefit from the PPO by the end of the project period. The target reach number should always be more than the baseline reach number.	
PPO Media Topic (PPO 5 Only)	The topic of the general communication activities around community needs, planned efforts, and achievements. In the Media Topic field, potential language could be: community needs and planned efforts and achievements; or, (Awardee Name) community efforts.	
PPO Description	Describe the PPO by providing contextual details about the PPO's purpose, how it will impact a health problem, and specificity about the PPO's scope and people reached. The description should provide only information directly related to the PPO, and should not include background details such as community demographics, unless it states that a particular population is targeted. Descriptions should not be copied and pasted from one PPO to another. It is important that all descriptions do not include typos, abbreviated words, missing text, or acronyms and that all text is clearly spelled out so that it will show up in keyword searches.	
Add AO Screen		
Term	Definition	
Annual Objective (AO)	Each PPO has related AOs. Annual Objectives are specific interventions for one year intervals designed to meet the longer term PPO. They cover a 12-month timeframe and show incremental progress toward completion of the PPO. Each AO relates to one and only one PPO. Each PPO usually has approximately 3-5 AOs.	
Smart Statement Tab		
Direction	Indicate whether you plan to increase or decrease the number of units of a setting.	
Setting	The setting where the intervention AO will occur. Please select only one setting for each AO. If the setting is not included in the following list, select "Other" and enter the setting in the "Setting if Other" text box. Setting categories: Health Care Systems • Hospitals	

- Primary Care Providers
- Mental Illness Providers
- Substance Abuse Facilities
- Health Insurance Companies
- Pharmacies
- Dental Offices
- --Education--
- Outside Of School Care Providers
- K-12 Schools
- Colleges/Universities,
- Trade Schools
- --Housing--
  - Single Family Homes
  - Multi-Unit Housing Units
  - Foster Care Providers,
  - Hotels/Motels
  - Prisons,
  - Juvenile Detention Centers
  - Group Homes
- --Government--
  - Military Facilities
  - Veteran Facilities
  - Government Agencies
- --Community--
  - Faith Based Organizations
  - Non-Profit Organizations
  - Jurisdictions (Jurisdiction-wide)
  - Recreation Areas
  - Gardens
  - Worksites
  - Farms
  - Entertainment Venues

--Retail Environments--

- Farmer's Markets
- Grocery Stores
- Restaurants/Bars
- Mobile Vending Carts
- Food Trucks
- Concessions Stands
- Farm Stands
- Other (Specify)

Setting if Other	Use this field to specify the setting if "Other" is selected for the Setting field.
Preposition (optional)	If needed, select the appropriate preposition to complete the AO SMART statement. If the needed preposition is not included in the drop down list please select "Other" at the bottom of the list and enter the relevant text in the "Preposition if Other" text box. If you need to change the preposition back to being blank, use the delete key on your keyboard.
Preposition if Other	Use this field to add additional language to the AO smart statement or to enter a preposition not found in the Preposition drop down menu.
Intervention	A brief description of the intervention to be implemented. An intervention is a specific effort that when implemented will change health behaviors. Examples include improve school procurement policies, implement joint- use agreements, implement indoor multi-unit housing smoke-free policies, and implement core competency training for multi-disciplinary teams engaged in patient chronic disease management. Each AO should have only one type of intervention.
Baseline	The baseline figure for the number of units of the AO setting. For example,

	an AO may be working in 5 schools in a community where 10 schools
	already have the intervention. The baseline number would be 10. This field
<del>-</del>	will auto populate once the sub recipient baselines are entered.
Target	The target number of units of the AO setting. If an AO is working in 5
	schools in a community in which 10 schools already have the intervention, the target would be 15 (i.e., 10+5). This field will auto populate once the
	sub recipient target numbers are entered.
Data Source	The name of the data source you are using to determine the baseline and
Data Source	target numbers for the Annual Objective.
Start Date	The month and year that the annual objective will start.
End Date	The month and year that the annual objective will start.
Description	Contextual information about how you plan to achieve the Annual
Description	Objective. The description provides more in-depth information than the
	smart statement, explains the setting and the methods for accomplishing
	the objective so those who are not familiar with your community can
	understand the objective. It should provide only information directly related
	to the AO, and not include extraneous details about health statistics or
	other background details. Avoid using unfamiliar acronyms.
Population/REACH Tab	
Projected Reach	The estimated number of units/setting reached by this objective.
(Setting/Units)	
Projected Reach (People)	The estimated number of people reached by this objective.
Population Option	The type of population on which the annual objective focuses: Population-
	wide or Priority Population. Population wide = Priority =
Priority Populations	Annual Objectives may focus on one or more Priority Populations:
	People with disabilities – physical
	People with disabilities – cognitive
	People with mental illness/substance abuse conditions
	Immigrants/Non-native English speakers
	Low SES/income (Free and reduced lunch recipients, Medicaid, public bourge, SNAP recipients, M//C recipients)
	<ul> <li>public housing, SNAP recipients, WIC recipients)</li> <li>Homeless/transient</li> </ul>
	Uninsured/underinsured
	<ul> <li>LGBTQ (Lesbian, Gay, Bisexual, Transgender, Questioning)</li> </ul>
	<ul> <li>Geography – Urban, Rural, or Frontier</li> </ul>
	Age - Under 5 years (infants, toddlers)
	Age - 5-9 years
	Age - 10-14 years
	Age - 15-19 years
	Age - 20-24 years
	Age - 25-44 years (Young adults)
	Age - 45-64 years (Middle age adults)
	Age - 65 years and older (Older adults)
	Race Ethnicity - Hispanic (Chicano, Cuban, Mexican, Mexican-
	American, Puerto Rican, Other Hispanic/Latino)
	Race Ethnicity – White
	Race Ethnicity - Black or African American
	Race Ethnicity - American Indian or Alaska Native (Guamanian or Chamanus)
	Chamorro)
	<ul> <li>Race Ethnicity - Asian (Asian Indian, Chinese, Filipino, Japanese, Karaan Viatramosa, Other Asian)</li> </ul>
	Korean, Vietnamese, Other Asian)
	Race Ethnicity - Native Hawaiian or Other Pacific Islander     (Samoan)
	(Sanoan)
Census Tracts	The location for the intervention. Census tracts generally have a nonulatic
Census Tracts	(Samoan) The location for the intervention. Census tracts generally have a popul size between 1,200 and 8,000 people. Census tract information should provided using the census tract 11 digit number(s), e.g., 13001950100

Activity Tab	(Note: The Activity Tab is the same for AOs and Media AOs.)	
Activity	An Activity describes the actual work or action taken to meet the AO. Each AO can have up to 10 Activities. Activities are scheduled for implementation during specific quarters. Similar AOs may have similar Activities, but each Activity should specifically support one AO.	
Activity Title	The title of the activity. Please use a short descriptive title that summarize the activity, for example, Develop Training Program. Do not use "Activity 1", "Activity 2", etc.	
Activity Description	A concise description for the activity. Maximum is 2000 characters, about 400 words.	
Start Quarter	The start quarter of the activity. The start quarter should always be prior to the End Quarter.	
End Quarter	The end quarter for the activity. The end quarter should always be after the Start Quarter.	
Output Measure	The product that will exist at the completion of the Activity to demonstrate that the Activity has been achieved.	
Add Media AO		
Term	Definition	
Media Annual Objective (AO)	Each PPO has related AOs. Media AOs under PPOs 1-4 are specific media/communication strategies related to the PPO. Media AOs under PPO 5 may cut across all focus areas. They cover a 12-month timeframe and show incremental progress toward completion of the PPO. Each AO relates to one and only one PPO. Each PPO usually has approximately 3-5 AOs.	
Smart Statement/Description Tab		
Τορίς	A brief description of topic of the Media/Communication objective. Examples include access to healthy food or drink options, attitudes about physical activity, availability of smoking cessation classes, or awareness about youth tobacco use.	
Audience Type	<ul> <li>The intended target audience of the media/communication objective.</li> <li>Media/Communications objectives may have a Partner, Public, or Stakeholder Audience.</li> <li><u>Partners:</u> Partners include other health department programs, non profit organizations, universities, etc.</li> <li><u>Public</u>: Members of the community.</li> <li><u>Stakeholders:</u> Decision makers or change agents who make products and services more available and accessible through policy, service, or environmental change, e.g., employers, landlords, principals, city council members.</li> <li>If Public is selected, a new drop down menu will appear: Audience if Public.</li> </ul>	
Select Public Audience	<ul> <li>Public Audience Categories (select all that apply):</li> <li>Workers</li> <li>Caregivers/Parents</li> <li>People with disabilities – physical</li> <li>People with disabilities – cognitive</li> <li>People with mental illness/substance abuse conditions</li> <li>Immigrants/Non-native English speakers</li> <li>Low SES/income (Free and reduced lunch recipients, Medicaid, public housing, SNAP recipients, WIC recipients)</li> <li>Homeless/transient</li> <li>Uninsured/underinsured</li> <li>LGBTQ (Lesbian, Gay, Bisexual, Transgender, Questioning)</li> </ul>	

	<ul> <li>Geography – Urban, Rural, or Frontier</li> <li>Age - Under 5 years (infants, toddlers) Age - 5-9 years Age - 10-14 years Age - 10-14 years Age - 15-19 years Age - 20-24 years Age - 25-44 years (Young adults) Age - 45-64 years (Middle age adults) Age - 65 years and older (Older adults)</li> <li>Race Ethnicity - Hispanic (Chicano, Cuban, Mexican, Mexican- American, Puerto Rican, Other Hispanic/Latino)</li> <li>Race Ethnicity – White</li> <li>Race Ethnicity - Black or African American</li> <li>Race Ethnicity - American Indian or Alaska Native (Guamanian or Chamorro)</li> <li>Race Ethnicity - Asian (Asian Indian, Chinese, Filipino, Japanese, Korean, Vietnamese, Other Asian)</li> <li>Race Ethnicity - Native Hawaiian or Other Pacific Islander (Samoan)</li> <li>Other</li> </ul>	
Media Type	<ul> <li>The type of Media: Paid, Earned, or Partner:</li> <li><u>Paid Media</u>: includes advertising and similar messaging for which there is normally a cost.</li> <li><u>Earned Media</u>: includes primarily news coverage—coverage that is not PMDR for and excludes coverage from partners.</li> <li><u>Partner Media</u>: includes coverage in partner newsletters, listservs, websites etc.</li> </ul>	
Media Channel	The outlet through which the media/communication is delivered. Media channel categories: Radio, Television, Newspaper/Print, Social/Digital, Email/Electronic Newsletter, Website, Outdoor/Out of Home, Collateral, Point of Sale/Point of Decision, Event, Other. If "other" please specify Media Channel in the AO description.	
Baseline	The baseline number for the number of media messages.	
Target	The target number of media messages.	
Data Source	The name of the data source you are using to determine the baseline and target numbers for the Annual Objective.	
Start Date	The month and year that the annual objective will start.	
End Date	The month and year that the annual objective will end.	
Description	Contextual information about how you plan to achieve the Media Annual Objective. The description provides more in-depth information than the smart statement and the methods for accomplishing the objective so those who are not familiar with your community can understand the objective. It should provide only information directly related to the AO, and not include extraneous details about health statistics or other background details. Avoid using unfamiliar acronyms.	
Population/Reach Tab		
Estimated Media Impressions	<ul> <li>The estimated number of media impressions for the AO. This is the estimated number of people who have the opportunity to be exposed to communication messaging.</li> <li>Estimated Media Impressions for messages targeting the public = 75% of total # of individuals in your funded geographic area x12 months</li> </ul>	
	Estimated Media Impressions for messages targeting partners = # of partners x 12 months	

Zip Codes	The Zip Codes where the media/communication objective will be implemented. Please use five digit zip codes separated by a comma, e.g. 30329, 30030, 30328.	
Media AO Activity Tab	See above for Activity tab definitions.	

## **REACH** Awardees

Adding/Reviewing a PPO:	PPO Tah	
Term	Definition	
Project Period Objective (PPO)	<ul> <li>The PPO is an objective for the entire project period. PPOs state how many people will be affected by the "reach" of all of the AOs associated with this PPO. The text for the PPO SMART statement cannot be changed; only target and baseline numbers may be added. The PPOs vary according to FOA. The PPOs for REACH awardees are: <ul> <li><u>PPO - 01</u>: Increase the number of people with improved access to smoke-free and/or tobacco-free environments from X to Y by September 2017.</li> <li><u>PPO - 02</u>: Increase the number of people with improved access to environments with healthy food and beverage options from X to Y by September 2017.</li> <li><u>PPO - 03</u>: Increase the number of people with improved access to physical activity opportunities from X to Y by September 2017.</li> <li><u>PPO - 04</u>: Increase the number of people with improved access to physical activity opportunities from X to Y by September 2017.</li> <li><u>PPO - 04</u>: Increase the number of people with improved access to physical activity opportunities from X to Y by September 2017.</li> <li><u>PPO - 04</u>: Increase the number of people with improved access to physical activity opportunities from X to Y by September 2017.</li> <li><u>PPO - 04</u>: Increase the number of people with improved more access to physical activity opportunities from X to Y by September 2017.</li> <li><u>PPO - 05</u>: Increase the number of people with improved more access from X to Y by September 2017.</li> </ul></li></ul>	
PPO Baseline	The baseline may be 0 or another number, but the baseline reach number should always be less than the target reach number.	
PPO Target	The target number for the estimated number of people to benefit from the PPO by the end of the project period. The target reach number should always be more than the baseline reach number.	
PPO Media Topic (PPO 5 Only)	The topic of the general communication activities around community needs, planned efforts, and achievements. In the Media Topic field, potential language could be: community needs and planned efforts and achievements; or, (Awardee Name) community efforts.	
PPO Description	Describe the PPO by providing contextual details about the PPO's purpose, how it will impact a health problem, and specificity about the PPO's scope and people reached. The description should provide only information directly related to the PPO, and should not include background details such as community demographics, unless it states that a particular population is targeted. Descriptions should not be copied and pasted from one PPO to another. It is important that all descriptions do not include typos, abbreviated words, missing text, or acronyms and that all text is clearly spelled out so that it will show up in keyword searches. The PPO description should also include the priority population(s). The PPO description should identify the existing policy, systems or environmental intervention(s) you are addressing and briefly describe why the existing PSE is not effective for the priority population(s) you've identified.	
Add AO Screen		
Term	Definition	
Annual Objective (AO)	Each PPO has related AOs. Annual Objectives are specific interventions for one year intervals designed to meet the longer term PPO. They cover a 12-month timeframe and show incremental progress toward completion	

	of the PPO. Each AO relates to one and only one PPO. Each PPO usually
Consert Choke and Tal	has approximately 3-5 AOs.
Smart Statement Tab	Indiante whether you plan to increase as decrease the number of units of a
Direction	Indicate whether you plan to increase or decrease the number of units of a setting.
Setting	The setting where the intervention AO will occur. Please select only one
Cetting	setting for each AO. If the setting is not included in the following list, select
	"Other" and enter the setting in the "Setting if Other" text box.
	Setting categories:
	Health Care Systems
	Hospitals
	Primary Care Providers
	Mental Illness Providers
	Substance Abuse Facilities
	<ul> <li>Health Insurance Companies</li> <li>Pharmacies</li> </ul>
	<ul> <li>Phannacles</li> <li>Dental Offices</li> </ul>
	<ul> <li>Education</li> </ul>
	Outside Of School Care Providers
	K-12 Schools
	Colleges/Universities,
	Trade Schools
	Housing
	Single Family Homes
	Multi-Unit Housing Units
	Foster Care Providers,
	<ul> <li>Hotels/Motels</li> <li>Prisons</li> </ul>
	<ul> <li>Prisons,</li> <li>Juvenile Detention Centers</li> </ul>
	<ul> <li>Group Homes</li> </ul>
	Government
	Military Facilities
	Veteran Facilities
	Government Agencies
	Community
	Faith Based Organizations
	Non-Profit Organizations
	Jurisdictions (Jurisdiction-wide)
	<ul> <li>Recreation Areas</li> <li>Gardens</li> </ul>
	Worksites
	Farms
	Entertainment Venues
	Retail Environments
	Farmer's Markets
	Grocery Stores
	Restaurants/Bars
	Mobile Vending Carts
	Food Trucks
	Concessions Stands     Form Stands
	Farm Stands     Other (Specify)
Satting if Other	Other (Specify) Use this field to specify the setting if "Other" is selected for the Setting
Setting if Other	field.
Preposition (optional)	If needed, select the appropriate preposition to complete the AO SMART
Γιερυδιάση (υράσπαι)	statement. If the needed preposition is not included in the drop down list
	please select "Other" at the bottom of the list and enter the relevant text in
	the "Preposition if Other" text box. If you need to change the preposition

	back to being blank, use the delete key on your keyboard.	
Preposition if Other	Use this field to add additional language to the AO smart statement or to	
	enter a preposition not found in the Preposition drop down menu.	
Intervention	A brief description of the intervention to be implemented. An intervention is a specific effort that when implemented will change health behaviors. Examples include improve school procurement policies, implement joint- use agreements, implement indoor multi-unit housing smoke-free policies, and implement core competency training for multi-disciplinary teams engaged in patient chronic disease management. Each AO should have only one type of intervention.	
Baseline	The baseline figure for the number of units of the AO setting. For example, an AO may be working in 5 schools in a community where 10 schools already have the intervention. The baseline number would be 10. This field will auto populate once the sub recipient baselines are entered.	
Target	The target number of units of the AO setting. If an AO is working in 5 schools in a community in which 10 schools already have the intervention, the target would be 15 (i.e., 10+5). This field will auto populate once the sub recipient target numbers are entered.	
Data Source	The name of the data source you are using to determine the baseline and target numbers for the Annual Objective.	
Start Date	The month and year that the annual objective will start.	
End Date	The month and year that the annual objective will end.	
Description	Contextual information about how you plan to achieve the Annual Objective. The description provides more in-depth information than the smart statement, explains the setting and the methods for accomplishing the objective so those who are not familiar with your community can understand the objective. It should provide only information directly related to the AO, and not include extraneous details about health statistics or other background details. Avoid using unfamiliar acronyms.	
Population/REACH Tab		
Projected Reach (Setting/Units)	The estimated number of units/setting reached by this objective.	
Projected Reach (People)	The estimated number of people reached by this objective.	
Priority Population One / Priority Population Two	<ul> <li>The one or two priority populations that REACH awardee objectives focus on:</li> <li>African American/Black American</li> <li>Indian/Alaska Native (Native American, Guamanian, Chamorro)</li> <li>Asian American (Asian Indian, Chinese, Filipino, Japanese, Korean, Vietnamese, Other Asian)</li> <li>Hispanic/Latino (Chicano, Cuban, Mexican, Mexican-American, Puerto Rican, Other Hispanic/Latino) Native Hawaiian/Pacific Islander (Samoan)</li> <li>All REACH awardees will have at least one Priority Population. Priority Population Two is optional.</li> </ul>	
Target Area	The geographic sub-area(s) this annual objective will be implemented in. This should be entered as census tracts. Census tracts generally have a population size between 1,200 and 8,000 people. Census tract information should be provided using the census tract 11 digit number(s), e.g., 13001950100.	
Census Tracts	The location for the intervention. Census tracts generally have a population size between 1,200 and 8,000 people. Census tract information should be provided using the census tract 11 digit number(s), e.g., 13001950100.	
Activity Tab	(Note: The Activity Tab is the same for AOs and Media AOs.)	
Activity	An Activity describes the actual work or action taken to meet the AO. Each AO can have up to 10 Activities. Activities are scheduled for implementation during specific quarters. Similar AOs may have similar	

	Activities, but each Activity should specifically support one AO.	
Activity Title	The title of the activity. Please use a short descriptive title that summarizes the activity, for example, Develop Training Program. Do not use "Activity 1", "Activity 2", etc.	
Activity Description	A concise description for the activity. Maximum is 2000 characters, about 400 words.	
Start Quarter	The start quarter of the activity. The Start Quarter should always be prior to the End Quarter.	
End Quarter	The end quarter for the activity. The End Quarter should always be after the Start Quarter.	
Output Measure	The product that will exist at the completion of the Activity to demonstrate that the Activity has been achieved.	
Add Media AO		
Term	Definition	
Media Annual Objective (AO)	Each PPO has related AOs. Media AOs under PPOs 1-4 are specific media/communication strategies related to the PPO. Media AOs under PPO 5 may cut across all focus areas. They cover a 12-month timeframe and show incremental progress toward completion of the PPO. Each AO relates to one and only one PPO. Each PPO usually has approximately 3-5 AOs.	
Smart Statement/Description Tab		
Τορίς	A brief description of topic of the Media/Communication objective. Examples include access to healthy food or drink options, attitudes about physical activity, availability of smoking cessation classes, or awareness about youth tobacco use.	
Audience Type	<ul> <li>The intended target audience of the media/communication objective.</li> <li>Media/Communications objectives may have a Partner, Public, or Stakeholder Audience.</li> <li><u>Partners:</u> Partners include other health department programs, non-profit organizations, universities, etc.</li> <li><u>Public</u>: Members of the community.</li> <li><u>Stakeholders:</u> Decision makers or change agents who make products and services more available and accessible through policy, service, or environmental change, e.g., employers, landlords, principals, city council members.</li> </ul>	
	If Public is selected, a new drop down menu will appear: Audience if Public.	
Select Public Audience	<ul> <li>Public Audience Categories (select all that apply, please include one or both of your Priority Population categories):</li> <li>Workers</li> <li>Caregivers/Parents</li> <li>People with disabilities – physical</li> <li>People with disabilities – cognitive</li> <li>People with mental illness/substance abuse conditions</li> <li>Immigrants/Non-native English speakers</li> <li>Low SES/income (Free and reduced lunch recipients, Medicaid, public housing, SNAP recipients, WIC recipients)</li> <li>Homeless/transient</li> <li>Uninsured/underinsured</li> <li>LGBTQ (Lesbian, Gay, Bisexual, Transgender, Questioning)</li> <li>Geography – Urban, Rural, or Frontier</li> <li>Age - Under 5 years (infants, toddlers) Age - 5-9 years</li> <li>Age - 10-14 years</li> <li>Age - 15-19 years</li> </ul>	

	<ul> <li>Age - 20-24 years</li> <li>Age - 25-44 years (Young adults)</li> <li>Age - 45-64 years (Middle age adults)</li> <li>Age - 65 years and older (Older adults)</li> <li>Race Ethnicity - Hispanic (Chicano, Cuban, Mexican, Mexican- American, Puerto Rican, Other Hispanic/Latino)</li> <li>Race Ethnicity – White</li> <li>Race Ethnicity - Black or African American</li> <li>Race Ethnicity - American Indian or Alaska Native (Guamanian or Chamorro)</li> <li>Race Ethnicity - Asian (Asian Indian, Chinese, Filipino, Japanese, Korean, Vietnamese, Other Asian)</li> <li>Race Ethnicity - Native Hawaiian or Other Pacific Islander (Samoan)</li> <li>Other</li> </ul>
Media Type	<ul> <li>The type of Media: Paid, Earned, or Partner:</li> <li><u>Paid Media</u>: includes advertising and similar messaging for which there is normally a cost.</li> <li><u>Earned Media</u>: includes primarily news coverage—coverage that is not PMDR for and excludes coverage from partners.</li> <li><u>Partner Media</u>: includes coverage in partner newsletters, listserves, websites etc.</li> </ul>
Media Channel	The outlet through which the media/communication is delivered. Media channel categories: Radio, Television, Newspaper/Print, Social/Digital, Email/Electronic Newsletter, Website, Outdoor/Out of Home, Collateral, Point of Sale/Point of Decision, Event, Other. If "other" please specify Media Channel in the AO description.
Baseline	The baseline number for the number of media messages.
Target	The target number of media messages.
Data Source	The name of the data source you are using to determine the baseline and target numbers for the Annual Objective.
Start Date	The month and year that the annual objective will start.
End Date	The month and year that the annual objective will end.
Description	Contextual information about how you plan to achieve the Media Annual Objective. The description provides more in-depth information than the smart statement and the methods for accomplishing the objective so those who are not familiar with your community can understand the objective. It should provide only information directly related to the AO, and not include extraneous details about health statistics or other background details. Avoid using unfamiliar acronyms.
Population/Reach Tab	
Estimated Media Impressions	The estimated number of media impressions for the AO. This is the estimated number of people who have the opportunity to be exposed to communication messaging. Estimated Media Impressions" for a public target audience = 75% of total # of individuals in the priority population(s) selected x 12 months
	Estimated Media Impressions" for a partner target audience = # of partners x 12 months
Zip Codes Media AO Activity Tab	

National Org Awardees

Adding a PPO: PPO Tab	
	Definition
Term Project Period Objective (PPO)	<ul> <li>Definition         The PPO is an objective for the entire project period. PPOs state how many people will be affected by the "reach" of all of the AOs associated with this PPO. The text for the PPO SMART statement cannot be changed; only target and baseline numbers may be added. The PPOs vary according to FOA.     </li> <li>The PPOs for National Org Awardees are:         <ul> <li><u>PPO - 01</u>: Increase the number of people with improved access to smoke-free and/or tobacco-free environments from X to Y by September 2017. (National Org Category A)</li> <li><u>PPO - 02</u>: Increase the number of people with improved access to environments with healthy food and beverage options from X to Y by September 2017. (National Org Category A)</li> <li><u>PPO - 03</u>: Increase the number of people with improved access to physical activity opportunities from X to Y by September 2017. (National Org Category A)</li> <li><u>PPO - 03</u>: Increase the number of people with improved opportunities for chronic disease prevention, risk reduction or management through clinical and community linkages from X to Y by September 2017. (National Org Category A)</li> <li><u>PPO - 06</u>: Increase the number of training, technical assistance, tools and resources developed to support community health activities to improve access to smoke-free and/or tobacco-free environments from 0 to XX by September 2017. (National Orgs Category A and B)</li> <li><u>PPO - 07</u>: Increase the number of training, technical assistance, tools and resources developed to support community health activities to improve access to environments with healthy food and beverage options from 0 to XX by September 2017. (National Orgs Category A and B)</li> <li><u>PPO - 08</u>: Increase the number of training, technical assistance, tools and resources developed to support community health activities to improve access to environments with healthy food and beverage options from 0 to XX by September 2</li></ul></li></ul>
PPO Baseline	The baseline may be 0 or another number, but the baseline

	number.
PPO Target	The target number for the estimated number of people to benefit from the PPO by the end of the project period. The target reach number should always be more than the baseline reach number.
PPO Description	Describe the PPO by providing contextual details about the PPO's purpose, how it will impact a health problem, and specificity about the PPO's scope and people reached. The description should provide only information directly related to the PPO, and should not include background details such as community demographics, unless it states that a particular population is targeted. Descriptions should not be copied and pasted from one PPO to another. It is important that all descriptions do not include typos, abbreviated words, missing text, or acronyms and that all text is clearly spelled out so that it will show up in keyword searches.
Add AO Screen (PPOs 1-4) Category A Only	
Term	Definition
Annual Objective (AO)	Each PPO has related AOs. Annual Objectives are specific interventions for one year intervals designed to meet the longer term PPO. They cover a 12-month timeframe and show incremental progress toward completion of the PPO. Each AO relates to one and only one PPO. Each PPO usually has approximately 3-5 AOs.
Smart Statement Tab	
Direction	Indicate whether you plan to increase or decrease the number of units of a setting.
Setting	The setting where the intervention AO will occur. Please select only one setting for each AO. If the setting is not included in the following list, select "Other" and enter the setting in the "Setting if Other" text box. Setting categories: Health Care Systems • Hospitals • Primary Care Providers • Mental Illness Providers • Substance Abuse Facilities • Health Insurance Companies • Pharmacies • Dental Offices •Education Outside Of School Care Providers • K-12 Schools • Colleges/Universities, • Trade Schools Housing • Single Family Homes • Multi-Unit Housing Units • Foster Care Providers, • Hotels/Motels • Prisons, • Juvenile Detention Centers • Group Homes Government • Military Facilities • Veteran Facilities • Government Agencies

	Community
	Faith Based Organizations
	Non-Profit Organizations
	Jurisdictions (Jurisdiction-wide)
	Recreation Areas
	Gardens     Mortestee
	Worksites
	• Farms
	Entertainment Venues     Detail Environmente
	Retail Environments
	r anner 5 markets
	<ul> <li>Grocery Stores</li> <li>Restaurants/Bars</li> </ul>
	Mobile Vending Carts
	<ul> <li>Food Trucks</li> </ul>
	Concessions Stands
	Farm Stands
	Other (Specify)
Setting if Other	Use this field to specify the setting if "Other" is selected for the
-	Setting field.
Preposition (optional)	If needed, select the appropriate preposition to complete the
	AO SMART statement. If the needed preposition is not included
	in the drop down list please select "Other" at the bottom of the
	list and enter the relevant text in the "Preposition if Other" text
	box. If you need to change the preposition back to being blank,
	use the delete key on your keyboard.
Preposition if Other	Use this field to add additional language to the AO smart
	statement or to enter a preposition not found in the Preposition
	drop down menu.
Intervention	
De se stime	
Baseline	
Baseline	
Baseline	
Baseline	The baseline number would be 10. This field will auto populate
	The baseline number would be 10. This field will auto populate once the sub recipient baselines are entered.
Target	The baseline number would be 10. This field will auto populate once the sub recipient baselines are entered. The target number of units of the AO setting. If an AO is
	<ul> <li>The baseline number would be 10. This field will auto populate once the sub recipient baselines are entered.</li> <li>The target number of units of the AO setting. If an AO is working in 5 schools in a community in which 10 schools</li> </ul>
	<ul> <li>The baseline number would be 10. This field will auto populate once the sub recipient baselines are entered.</li> <li>The target number of units of the AO setting. If an AO is working in 5 schools in a community in which 10 schools already have the intervention, the target would be 15 (i.e.,</li> </ul>
	<ul> <li>The baseline number would be 10. This field will auto populate once the sub recipient baselines are entered.</li> <li>The target number of units of the AO setting. If an AO is working in 5 schools in a community in which 10 schools already have the intervention, the target would be 15 (i.e., 10+5). This field will auto populate once the sub recipient target</li> </ul>
Target	<ul> <li>The baseline number would be 10. This field will auto populate once the sub recipient baselines are entered.</li> <li>The target number of units of the AO setting. If an AO is working in 5 schools in a community in which 10 schools already have the intervention, the target would be 15 (i.e., 10+5). This field will auto populate once the sub recipient target numbers are entered.</li> </ul>
Target Data Source	<ul> <li>The baseline number would be 10. This field will auto populate once the sub recipient baselines are entered.</li> <li>The target number of units of the AO setting. If an AO is working in 5 schools in a community in which 10 schools already have the intervention, the target would be 15 (i.e., 10+5). This field will auto populate once the sub recipient target numbers are entered.</li> <li>The name of the data source you are using to determine the baseline and target numbers for the Annual Objective.</li> </ul>
Target	<ul> <li>The baseline number would be 10. This field will auto populate once the sub recipient baselines are entered.</li> <li>The target number of units of the AO setting. If an AO is working in 5 schools in a community in which 10 schools already have the intervention, the target would be 15 (i.e., 10+5). This field will auto populate once the sub recipient target numbers are entered.</li> <li>The name of the data source you are using to determine the baseline and target numbers for the Annual Objective.</li> <li>The estimated number of units/setting reached by this</li> </ul>
Target Data Source	<ul> <li>The baseline number would be 10. This field will auto populate once the sub recipient baselines are entered.</li> <li>The target number of units of the AO setting. If an AO is working in 5 schools in a community in which 10 schools already have the intervention, the target would be 15 (i.e., 10+5). This field will auto populate once the sub recipient target numbers are entered.</li> <li>The name of the data source you are using to determine the baseline and target numbers for the Annual Objective.</li> <li>The estimated number of units/setting reached by this objective. This field will auto populate once the sub recipient</li> </ul>
Target Data Source Projected Reach (Setting/Units)	<ul> <li>The baseline number would be 10. This field will auto populate once the sub recipient baselines are entered.</li> <li>The target number of units of the AO setting. If an AO is working in 5 schools in a community in which 10 schools already have the intervention, the target would be 15 (i.e., 10+5). This field will auto populate once the sub recipient target numbers are entered.</li> <li>The name of the data source you are using to determine the baseline and target numbers for the Annual Objective.</li> <li>The estimated number of units/setting reached by this objective. This field will auto populate once the sub recipient Project Reach numbers are entered.</li> </ul>
Target Data Source	<ul> <li>The baseline number would be 10. This field will auto populate once the sub recipient baselines are entered.</li> <li>The target number of units of the AO setting. If an AO is working in 5 schools in a community in which 10 schools already have the intervention, the target would be 15 (i.e., 10+5). This field will auto populate once the sub recipient target numbers are entered.</li> <li>The name of the data source you are using to determine the baseline and target numbers for the Annual Objective.</li> <li>The estimated number of units/setting reached by this objective. This field will auto populate once the sub recipient Project Reach numbers are entered.</li> </ul>
Target Data Source Projected Reach (Setting/Units)	<ul> <li>The baseline number would be 10. This field will auto populate once the sub recipient baselines are entered.</li> <li>The target number of units of the AO setting. If an AO is working in 5 schools in a community in which 10 schools already have the intervention, the target would be 15 (i.e., 10+5). This field will auto populate once the sub recipient target numbers are entered.</li> <li>The name of the data source you are using to determine the baseline and target numbers for the Annual Objective.</li> <li>The estimated number of units/setting reached by this objective. This field will auto populate once the sub recipient Project Reach numbers are entered.</li> </ul>
Target Data Source Projected Reach (Setting/Units)	<ul> <li>The baseline number would be 10. This field will auto populate once the sub recipient baselines are entered.</li> <li>The target number of units of the AO setting. If an AO is working in 5 schools in a community in which 10 schools already have the intervention, the target would be 15 (i.e., 10+5). This field will auto populate once the sub recipient target numbers are entered.</li> <li>The name of the data source you are using to determine the baseline and target numbers for the Annual Objective.</li> <li>The estimated number of units/setting reached by this objective. This field will auto populate once the sub recipient Project Reach numbers are entered.</li> </ul>
Target Data Source Projected Reach (Setting/Units)	<ul> <li>The baseline number would be 10. This field will auto populate once the sub recipient baselines are entered.</li> <li>The target number of units of the AO setting. If an AO is working in 5 schools in a community in which 10 schools already have the intervention, the target would be 15 (i.e., 10+5). This field will auto populate once the sub recipient target numbers are entered.</li> <li>The name of the data source you are using to determine the baseline and target numbers for the Annual Objective.</li> <li>The estimated number of units/setting reached by this objective. This field will auto populate once the sub recipient Project Reach numbers are entered.</li> <li>The estimated number of people reached by this objective. This field will auto populate once the sub recipient Project Reach numbers are entered.</li> <li>The estimated number of people reached by this objective. This field will auto populate once the sub recipient Project Reach numbers are entered.</li> <li>The estimated number of people reached by this objective. This field will auto populate once the sub recipient Project Reach numbers are entered.</li> <li>The month and year that the annual objective will start.</li> </ul>
Target Data Source Projected Reach (Setting/Units) Projected Reach (People)	<ul> <li>The baseline number would be 10. This field will auto populate once the sub recipient baselines are entered.</li> <li>The target number of units of the AO setting. If an AO is working in 5 schools in a community in which 10 schools already have the intervention, the target would be 15 (i.e., 10+5). This field will auto populate once the sub recipient target numbers are entered.</li> <li>The name of the data source you are using to determine the baseline and target numbers for the Annual Objective.</li> <li>The estimated number of units/setting reached by this objective. This field will auto populate once the sub recipient Project Reach numbers are entered.</li> <li>The estimated number of people reached by this objective. This field will auto populate once the sub recipient Project Reach number of people reached by this objective. This field will auto populate once the sub recipient Project Reach number of people reached by this objective.</li> </ul>
Intervention	A brief description of the intervention to be implemented. An intervention is a specific effort that when implemented will change health behaviors. Examples include improve school procurement policies, implement joint-use agreements, implement indoor multi-unit housing smoke-free policies, and implement core competency training for multi-disciplinary teams engaged in patient chronic disease management. Each AO should have only one type of intervention. The baseline figure for the number of units of the AO setting. For example, an AO may be working in 5 schools in a community where 10 schools already have the intervention.

Description Tab Description	<ul> <li>(accessed from the home screen.) Once they have been added, they will appear in the Sub-Recipients table for each AO under PPOs 1-4. Enter baseline, target, and Projected Reach-People for each sub-recipient (when applicable).</li> <li>Contextual information about how you plan to achieve the Annual Objective. The description provides more in-depth information than the smart statement, explains the setting and the methods for accomplishing the objective so those who are not familiar with your community can understand the objective. It should provide only information directly related to the AO, and not include extraneous details about health statistics or other background details. Avoid using unfamiliar acronyms.</li> </ul>
Population Tab Population Option	The type of population on which the annual objective focuses:
	Population-wide or Priority Population. Population wide = Priority =
Priority Populations	<ul> <li>Annual Objectives may focus on one or more Priority Populations:</li> <li>People with disabilities – physical</li> <li>People with mental illness/substance abuse conditions</li> <li>Immigrants/Non-native English speakers</li> <li>Low SES/income (Free and reduced lunch recipients, Medicaid, public housing, SNAP recipients, WIC recipients)</li> <li>Homeless/transient</li> <li>Uninsured/underinsured</li> <li>LGBTQ (Lesbian, Gay, Bisexual, Transgender, Questioning)</li> <li>Geography – Urban, Rural, or Frontier</li> <li>Age - Under 5 years (infants, toddlers) Age - 5-9 years Age - 10-14 years Age - 10-14 years Age - 20-24 years</li> <li>Age - 25-44 years (Young adults) Age - 25-44 years (Middle age adults) Age - 65 years and older (Older adults)</li> <li>Race Ethnicity – Hispanic (Chicano, Cuban, Mexican, Mexican-American, Puerto Rican, Other Hispanic/Latino)</li> <li>Race Ethnicity – White</li> <li>Race Ethnicity – White</li> <li>Race Ethnicity - Saian (Asian Indian or Alaska Native (Guamanian or Chamorro)</li> <li>Race Ethnicity - Native Hawaiian or Other Pacific Islander (Samoan)</li> </ul>
Activity Tab	(Note: The Activity Tab is the same for all AO types.)

Activity Activity Title	An Activity describes the actual work or action taken to meet the AO. Each AO can have up to 10 Activities. Activities are scheduled for implementation during specific quarters. Similar AOs may have similar Activities, but each Activity should specifically support one AO. The title of the activity. Please use a short descriptive title that
	summarizes the activity, for example, Develop Training Program. Do not use "Activity 1", "Activity 2", etc.
Activity Description	A concise description for the activity. Maximum is 2000 characters, about 400 words.
Start Quarter	The start quarter of the activity. The Start Quarter should always be prior to the End Quarter.
End Quarter	The end quarter for the activity. The End Quarter should always be after the Start Quarter.
Output Measure	The product that will exist at the completion of the Activity to demonstrate that the Activity has been achieved.
Add Media AO under PPOs 1-4 (Category A Awardees)	
Term	Definition
Media Annual Objective (AO)	Each PPO has related AOs. Media AOs under PPOs 1-4 are generally specific media/communication strategies for one year intervals designed to meet the longer term PPO. They cover a 12-month timeframe and show incremental progress toward completion of the PPO. Each AO relates to one and only one PPO. Each PPO usually has approximately 3-5 AOs.
Smart Statement Tab	
Τορίς	A brief description of topic of the Media/Communication objective. Examples include access to healthy food or drink options, attitudes about physical activity, availability of smoking cessation classes, or awareness about youth tobacco use.
Audience Type	<ul> <li>The intended target audience of the media/communication objective. Media/Communications objectives may have a Partner, Public, or Stakeholder Audience.</li> <li><u>Partners:</u> Partners include other health department programs, non-profit organizations, universities, etc.</li> <li><u>Public</u>: Members of the community.</li> <li><u>Stakeholders:</u> Decision makers or change agents who make products and services more available and accessible through policy, service, or environmental change, e.g., employers, landlords, principals, city council members.</li> </ul>
	If Public is selected, a new drop down menu will appear: Audience if Public.
Select Public Audience	<ul> <li>Public Audience Categories (select all that apply):</li> <li>Workers</li> <li>Caregivers/Parents</li> <li>People with disabilities – physical</li> <li>People with disabilities – cognitive</li> <li>People with mental illness/substance abuse conditions</li> <li>Immigrants/Non-native English speakers</li> <li>Low SES/income (Free and reduced lunch recipients, Medicaid, public housing, SNAP recipients, WIC recipients)</li> <li>Homeless/transient</li> <li>Uninsured/underinsured</li> <li>LGBTQ (Lesbian, Gay, Bisexual, Transgender,</li> </ul>

	<ul> <li>Questioning)</li> <li>Geography – Urban, Rural, or Frontier</li> <li>Age - Under 5 years (infants, toddlers) Age - 5-9 years Age - 10-14 years Age - 10-14 years Age - 20-24 years Age - 20-24 years Age - 25-44 years (Young adults) Age - 45-64 years (Middle age adults) Age - 65 years and older (Older adults)</li> <li>Race Ethnicity - Hispanic (Chicano, Cuban, Mexican, Mexican-American, Puerto Rican, Other Hispanic/Latino)</li> <li>Race Ethnicity - Black or African American</li> <li>Race Ethnicity - Black or African American</li> <li>Race Ethnicity - American Indian or Alaska Native (Guamanian or Chamorro)</li> <li>Race Ethnicity - Asian (Asian Indian, Chinese, Filipino, Japanese, Korean, Vietnamese, Other Asian)</li> <li>Race Ethnicity - Native Hawaiian or Other Pacific Islander (Samoan)</li> <li>Other</li> </ul>
Media Type	<ul> <li>The type of Media: Paid, Earned, or Partner:</li> <li><u>Paid Media</u>: includes advertising and similar messaging for which there is normally a cost.</li> <li><u>Earned Media</u>: includes primarily news coverage—coverage that is not PMDR for and excludes coverage from partners.</li> <li><u>Partner Media</u>: includes coverage in partner newsletters, listserves, websites etc.</li> </ul>
Media Channel	The outlet through which the media/communication is delivered. Media channel categories: Radio, Television, Newspaper/Print, Social/Digital, Email/Electronic Newsletter, Website, Outdoor/Out of Home, Collateral, Point of Sale/Point of Decision, Event, Other. If "other" please specify Media Channel in the AO description.
Estimated Media Impressions	The estimated number of media impressions for the AO. This is the estimated number of people who have the opportunity to be exposed to communication messaging.
Baseline	The baseline number for the number of media messages.
Target	The target number of media messages.
Data Source	The name of the data source you are using to determine the baseline and target numbers for the Annual Objective.
Start Date	The month and year that the annual objective will start.
End Date	The month and year that the annual objective will start.
Sub-Recipients	Add your Sub-Recipients in the Sub-Recipients menu (accessed from the home screen.) Once they have been added, they will appear in the Sub-Recipients table for each AO under PPOs 1-4. Enter baseline, target, and Estimated Media Impressions for each sub-recipient (when applicable).
Description Tab	
Description	Contextual information about how you plan to achieve the Media Annual Objective. The description provides more in- depth information than the smart statement and the methods for accomplishing the objective so those who are not familiar with your community can understand the objective. It should

	provide only information directly related to the AQ and not
	provide only information directly related to the AO, and not
	include extraneous details about health statistics or other
Madia AO Astivity Tab	background details. Avoid using unfamiliar acronyms.
Media AO Activity Tab	See above for Activity Tab definitions.
Add Tools and Resources AO PPOs 6-9 (Category A and B Awardees)	
	Definition
Term	Definition
<i>Tools/Resources Annual Objective (AO)</i>	Training, Technical Assistance, Tools, and Resources AOs are specific capacity building objectives for one year intervals designed to meet the longer term PPO. They cover a 12-month timeframe and show incremental progress toward completion of the PPO. Each AO relates to one and only one PPO. Each PPO usually has approximately 3-5 AOs.
Smart Statement Tab	
Activity	The type of activity, Training Opportunities, Technical Assistance Opportunities, Developing tools or resources, or other. If other, provide in AO description.
Activity if Other	The type of training, technical assistance, tools and resources activity if does not fit into those three categories.
Торіс	A brief description of topic of the Training, TA, Tools/Resources topic.
Baseline	The baseline figure for the number of units of the activity. For example if one training opportunity already exists, baseline is 1.
Target	The target number of units of the activity. If 1 training opportunity already exists and two training opportunities are created, then the target number is 3.
Data Source	The name of the data source you are using to determine the baseline and target numbers for the Annual Objective.
Start Date	The month and year that the annual objective will start.
End Date	The month and year that the annual objective will end.
Description	Contextual information about how you plan to achieve the Annual Objective. The description provides more in-depth information than the smart statement, explains the methods for accomplishing the objective so those who are not familiar with your community/sub-recipients can understand the objective. It should provide only information directly related to the AO, and not include extraneous details about health statistics or other background details. Avoid using unfamiliar acronyms.
Activities Tab	(Note: The Activity Tab is the same for all AO types.)
Activity	An Activity describes the actual work or action taken to meet the AO. Each AO can have up to 10 Activities. Activities are scheduled for implementation during specific quarters. Similar AOs may have similar Activities, but each Activity should specifically support one AO.
Activity Title	The title of the activity. Please use a short descriptive title that summarizes the activity, for example, Develop Training Program. Do not use "Activity 1", "Activity 2", etc.
Activity Description	A concise description for the activity. Maximum is 2000 characters, about 400 words.
Start Quarter	The Start Quarter of the activity. The Start Quarter should always be prior to the End Quarter.
End Quarter	The End Quarter for the activity. The End Quarter should always be after the Start Quarter.
Output Measure	The product that will exist at the completion of the Activity to demonstrate that the Activity has been achieved.
Add Media AO under PPO 10 (Category A and B Awardees)	

Term	Definition
Media Annual Objective (AO)	Each PPO has related AOs. Media AOs under PPO 10 may be a specific media/communication strategy or may cut across all focus areas. They cover a 12-month timeframe and show incremental progress toward completion of the PPO. Each AO relates to one and only one PPO. Each PPO usually has approximately 3-5 AOs.
Smart Statement/Description Tab	
Торіс	A brief description of topic of the Media/Communication objective. Examples include access to healthy food or drink options, attitudes about physical activity, availability of smoking cessation classes, or awareness about youth tobacco use.
Audience Type	<ul> <li>The intended target audience of the media/communication objective. Media/Communications objectives may have a Partner, Public, or Stakeholder Audience.</li> <li><u>Partners:</u> Partners include other health department programs, non-profit organizations, universities, etc.</li> <li><u>Public</u>: Members of the community.</li> <li><u>Stakeholders:</u> Decision makers or change agents who make products and services more available and accessible through policy, service, or environmental change, e.g., employers, landlords, principals, city council members.</li> </ul>
	If Public is selected, a new drop down menu will appear: Audience if Public.
Select Public Audience	<ul> <li>Public Audience Categories (select all that apply):</li> <li>Workers</li> <li>Caregivers/Parents</li> <li>People with disabilities – physical</li> <li>People with disabilities – cognitive</li> <li>People with mental illness/substance abuse conditions</li> <li>Immigrants/Non-native English speakers</li> <li>Low SES/income (Free and reduced lunch recipients, Medicaid, public housing, SNAP recipients, WIC recipients)</li> <li>Homeless/transient</li> <li>Uninsured/underinsured</li> <li>LGBTQ (Lesbian, Gay, Bisexual, Transgender, Questioning)</li> <li>Geography – Urban, Rural, or Frontier</li> <li>Age - Under 5 years (infants, toddlers) Age - 5-9 years</li> <li>Age - 10-14 years</li> <li>Age - 20-24 years</li> <li>Age - 25-44 years (Young adults)</li> <li>Age - 65 years and older (Older adults)</li> <li>Age - 65 years and older (Older adults)</li> <li>Race Ethnicity - Hispanic (Chicano, Cuban, Mexican, Mexican-American, Puerto Rican, Other Hispanic/Latino)</li> <li>Race Ethnicity - Black or African American</li> <li>Race Ethnicity - American Indian or Alaska Native (Guamanian or Chamorro)</li> <li>Race Ethnicity - Asian (Asian Indian, Chinese, Filipino,</li> </ul>

	<ul> <li>Japanese, Korean, Vietnamese, Other Asian)</li> <li>Race Ethnicity - Native Hawaiian or Other Pacific Islander (Samoan)</li> <li>Other</li> </ul>
Media Type	<ul> <li>The type of Media: Paid, Earned, or Partner:</li> <li><u>Paid Media</u>: includes advertising and similar messaging for which there is normally a cost.</li> <li><u>Earned Media</u>: includes primarily news coverage— coverage that is not PMDR for and excludes coverage from partners.</li> <li><u>Partner Media</u>: includes coverage in partner newsletters, listserves, websites etc.</li> </ul>
Media Channel	The outlet through which the media/communication is delivered. Media channel categories: Radio, Television, Newspaper/Print, Social/Digital, Email/Electronic Newsletter, Website, Outdoor/Out of Home, Collateral, Point of Sale/Point of Decision, Event, Other. If "other" please specify Media Channel in the AO description.
Estimated Media Impressions	The estimated number of media impressions for the AO. This is the estimated number of people who have the opportunity to be exposed to communication messaging.
Baseline	The baseline number for the number of media messages.
Target	The target number of media messages.
Data Source	The name of the data source you are using to determine the baseline and target numbers for the Annual Objective.
Start Date	The month and year that the annual objective will start.
End Date	The month and year that the annual objective will end.
Description	Contextual information about how you plan to achieve the Media Annual Objective. The description provides more in- depth information than the smart statement and the methods for accomplishing the objective so those who are not familiar with your community can understand the objective. It should provide only information directly related to the AO, and not include extraneous details about health statistics or other background details. Avoid using unfamiliar acronyms.
Media AO Activities Tab	See above for Activity Tab definitions.

# Progress Section

<b>Overall Progress Screen</b>	
Term	Definition
Accomplishments Tab	
COMING SOON	
Challenges Tab	
Overcome Challenges Tab	
Lessons Learned Tab	
Priority Populations	
Progress by Annual Object	ive Screen
Annual Objectives	

Progress Fields	
Objective Target Met	Indicate if the Annual Objective's target has been not started, ongoing, complete, cancelled.
Reach in Setting Units	The number of units/setting reached by this objective during this progress period.
Reach People	The number of people reached by this objective during this progress period.
Names of Settings Where Implemented	Names of places/settings where the Annual Objective has been implemented during this progress period.
Describe Progress	A description of the progress attained for the Annual Objective during this progress period.
Describe Factors of Success	The factors that most contributed to the success of the Annual Objective for this progress period.
Barriers/Issues Encountered	Description of the barriers or issues encountered in the process of implementing the Annual Objective during this progress period.
Plans to Overcome Barriers	Description of the plans or strategy that you will use to overcome the barriers or issues encountered.
Unexpected Outcomes Resulting from the Objective	Description of the unexpected and unanticipated outcomes that resulted from the objective.

## Budget Section

Budget Screen	
Term	Definition
Budget Item/Line Item	Budget Items are categories into which money can be collected. Budget items will be prepopulated in the table and are further defined as line items. If Contractors/Consultants and Positions were marked as "Budget Item" in the resources screens, they will appear as a line item in the Budget with the name provided in the Budget Line field.
Personnel	The amount being allocated toward the position.
Fringe	Fringe are items that are exempt from taxation.
Travel	The amount being allocated towards travel costs.
Equipment	The amount being allocated towards equipment costs.
Supplies	The amount being allocated towards supply costs.
Indirect Costs	The amount being allocated towards indirect costs.
Contractor	The amount being allocated towards the contractor/consultant.
Total	Displays total budget total for each year.
Year 1 Proposed	The amount for proposed Year 1 budget for the Line Item.
Year 1 Approved	The amount approved for Year 1 for the line item.
Year 1 Carryover	The amount for approved Year 1 carryover for the line item.
Year 2 Proposed	The amount proposed for Year 2 budget for the line item.
Year 2 Approved	The amount approved for Year 2 budget for the line item.

# Supporting Documents Section

Supporting Documents Screen	
Term	Definition
Documents in Database	
Tab	
Document Title	Displays the title of the document that you have uploaded.
Document Description	Displays a description of the file you provided.
Document Date	Displays date that the document was last modified.
Date Added	Displays the date that the document was uploaded.

Add Documents to			
Database Screen			
Filepath	Location of file on your computer.		
Document Title	The title of the document.		
Document Date	The date that the document was last modified.		
Document Type	Select which type of document you are uploading: <ul> <li>Plan/logic model</li> <li>Product</li> <li>Publication</li> <li>Success Story</li> <li>Media Impression</li> </ul>		
Туре	Description of the type of document: Audio-Video Booklet Conference paper/proceedings Curriculum Fact sheet Journal article Media campaign Newsletter Policy document Poster/exhibit Presentation Press kit Report Resource Guide/Kit Signage Stories from the field Survey instruments Webinar Web site Other		
Associated Objectives – Add Button	Use the Add button to select the PPO or AO from your CAP that is associated with the document you are uploading.		
"This is a required document" Checkbox	Use the checkbox to indicate whether or not the document you are uploading is required.		

## Reports Section

Supporting Documents Screen		
Term	Definition	
CAP Summary Report	A PDF Document that summarizes the Community Action Plan entered into the DPMD. Includes PPOs, AOs, and Activities for the years selected.	
Budget Report	A PDF Document that summarizes the information entered into the Budget Screen of the DPMD.	
Resources-Partners Report	A PDF Document that summarizes the information entered into the Resources section of the DPMD for Partners.	
Resources-Contractors & Consultants Report	A PDF Document that summarizes the information entered into the Resources section of the DPMD for Contractors and Consultants.	

### APPENIDX B: List of Performance Monitoring Assistance Liaisons (PALs)

PALs Assignments		
PALs	P	ALs Assignments by Project Officer
PAL Name	Project Officer	Awardees
Dara O'Neil <u>Dara.Oneil@icfi.com</u>	Charlotte Kabore	<ul> <li>Association of State &amp; Territorial Directors of Health Promotion and Public Health Education (ASTDHPPHE)</li> <li>National WIC Association</li> <li>Cheshire Medical Center</li> <li>Nemours Alfred I. duPont Hospital for Children</li> <li>Old Colony Y</li> </ul>
	David Bang	<ul> <li>Health Partners Initiative</li> <li>Woodbury County</li> <li>Asian Media Access</li> <li>Creighton University</li> </ul>
Helen Coelho <u>Helen.Coelho@icfi.com</u>	Mike Waldmiller	<ul> <li>Seattle-King County Department of Public Health</li> <li>Community Health Improvement Partners</li> <li>Kokua Kalihi Valley Comprehensive Family Services</li> <li>Multnomah County Health Department</li> <li>UNIVERSITY OF HAWAII</li> </ul>
	David Guthrie	<ul> <li>Boston Public Health Commission</li> <li>Eastern Maine Healthcare Systems (EMHS)</li> <li>Maine General Medical Center</li> <li>Boston Public Health Commission</li> <li>CENTRAL MAINE COMMUNITY HEALTH CORP.</li> </ul>
Sonal Pathak <u>Sonal.Pathak@icfi.com</u>	Dory Manz	<ul> <li>Fund for Public Health in New York, Inc.</li> <li>Schenectady County</li> <li>BRONX COMMUNITY HEALTH NETWORK, INC.</li> <li>Institute for Family Health</li> <li>New York University School Of Medicine</li> </ul>
	Deanna Campbell	<ul> <li>My Brother's Keeper, Incorporated</li> <li>Greenwood Leflore Hospital</li> <li>Meharry Medical College</li> <li>Montgomery Area Community Wellness Coalition</li> <li>University of Alabama at Birmingham</li> </ul>
Lauren Toledo Lauren.Toledo@icfi.com	Aisha Penson	<ul> <li>Society for Public Health Education</li> <li>Broward Regional Health Planning Council, Inc. Heart of Florida Health Center</li> <li>Miami-Dade County (State of Florida,</li> <li>Department of Health)</li> <li>Pinellas County (Florida Department of Health)</li> </ul>

	A I	Community Action Destruction ( )
	Audrey Williams	Community Action Partnership of Orange
	VVIIIIaIIIS	County
		Southern Nevada Health District
		MANDELA MARKETPLACE INC.
		OPERATION SAMAHAN, INC.
		Project Concern International (PCI)
Alicia Swann	Yvette Senter	American Heart Association
<u>aswann@icfi.com</u>		Cumberland Cape Atlantic YMCA
		Leadership Council for Healthy Communities
		Temple University - Of The Commonwealth
		System of
		The George Washington University
	Zachery Harris	Cherokee Nation
		Pawnee Nation of Oklahoma
		Sault Ste. Marie Tribe of Chippewa Indians
		Benewah Medical & Wellness Center (Coeur
		d'Alene Tribe)
		Community Coalition for Substance Abuse
		Prevention and Treatment
		Inter-Tribal Council of Michigan, Inc.
Donoria Evans	Graydon	Fort Defiance Indian Hospital Board,
Donoria.evans@icfi.com	Yatabe	Incorporated.
		Great Plains Tribal Chairmen's Health Board
		<ul> <li>Toiyabe Indian Health Project</li> </ul>
		<ul> <li>Partners In Health, a nonprofit corporation</li> </ul>
		<ul> <li>Toiyabe Indian Health Project (REACH)</li> </ul>
	Jamylle Gilyard	
	Janiyile Gilyaru	Fresno County Department of Public Health     Margad County Department of Public Health
		Merced County Department of Public Health     AlteMed Likelith Services Corporation
		AltaMed Health Services Corporation
		Boat People SOS-California     City of Decoders
		City of Pasadena
Cindy Hockaday	Carlene	Lawrence-Douglas County Health Department
<u>Cindy.hockaday@icfi.com</u>	Graham	University of Arkansas for Medical Sciences
		University of Kansas Center for Research, Inc.
		Presbyterian Healthcare Services
	Maria Ayala-	Cook County Department of Public Health
	Perales	Hospital Council of Northwest Ohio
		Trinity Medical Center
		County of Kent
		Oakland University
Danielle Schramm	Marissa	Colorado Black Health Collaborative, Inc
Danielle.schramm@icfi.com	Sucosky	The Stapleton Foundation for Sustainable Urban
		Communities
	Kelly Bishop	Solano County Public Health Services, County
		of Solano
		Los Angeles County Office of Education
		Regents of the Univ. of Calif., U.C. San Diego
		Regents of the University of California, Los
		Angeles
	Lorraine Reed	American Planning Association
		Albemarle Regional Health Services

		YMCA of Greenville
		Public Health Authority of Cabarrus County
		• The Balm In Gilead, Inc.
India Rose	ReDhonda	Lima Family YMCA
India.Rose@icfi.com	Malone	Asian Services In Action, Inc.
		Cuyahoga County District Board of Health
		YMCA of Greater Cleveland
	Rick Dulin	Fulton, County of
		Tanner Medical Center, Inc.
		DeKalb County Board of Health
		Morehouse School of Medicine
	Shannon White	County of Santa Clara
		North Coast Opportunities
		California Center for Public Health Advocacy
		Public Health Institute
		San Francisco Department of Public Health

### APPENIDX C: List of Awardees by FOA

FOA	AWARDEES
NIDCDP	American Heart Association
	American Planning Association
	Assoc of State & Terr Directors of Hlth Promo and PH Education (ASTDHPPHE)
	National WIC Association
	Society for Public Health Education
PICH	Albemarle Regional Health Services
	Boston Public Health Commission
	Broward Regional Health Planning Council, Inc.
	Cherokee Nation Health Service Group
	Cheshire Medical Center
	Community Action Partnership of Orange County
	Cook County Department of Public Health
	County Of Santa Clara Public Health Department
	Cumberland Cape Atlantic YMCA
	Eastern Maine Healthcare Systems (EMHS)
	Fort Defiance Indian Hospital Board, Inc.
	Fresno County Department of Public Health
	Fulton County
	Fund for Public Health in New York, Inc.
	Great Plains Tribal Chairmen's Health Board
	Heart of Florida Health Center
	Hospital Council of Northwest Ohio
	Lawrence-Douglas County Health Department
	Los Angeles County Office of Education
	Maine General Medical Center
	Merced County Department of Public Health
	Miami-Dade County
	My Brother's Keeper, Inc.
	Nemours Alfred I. duPont Hospital for Children
	North Coast Opportunities
	Partnership for a Healthy Lincoln
	Pawnee Nation of Oklahoma
	Pinellas County
	Sault Ste Marie Tribe of Chippewa Indians
	Schenectady County
	Seattle-King County Department of Public Health
	Solano County Public Health Services, County of Solano
	Southern Nevada Health District
	Tanner Medical Center, Inc.
	The Lima Family YMCA
	Toiyabe Indian Health Project, Inc.
	Trinity Medical Center
	Woodbury County
	YMCA of Greenville
REACH 2	AltaMed Health Services Corporation
	Asian Media Access
	Asian Services In Action, Inc.

Boat People SOS-California
Boston Public Health Commission
Bronx Community Health Network, Inc.
California Center for Public Health Advocacy
Central Maine Community Health Corp.
City of Pasadena
Coeur d'Alene Tribe (Benewah Medical Center)
Colorado Black Health Collaborative, Inc.
Community Coalition for Substance Abuse Prevention and Treatment
Community Health Improvement Partners
Creighton University
Cuyahoga County District Board of Health
DeKalb County Board of Health
Greenwood Leflore Hospital
Inter-Tribal Council of Michigan, Inc.
Kent County Health Department
Kokua Kalihi Valley Comprehensive Family Services
Leadership Council for Healthy Communities
Mandela MarketPlace, Inc.
Meharry Medical College
Montgomery Area Community Wellness Coalition
Morehouse School of Medicine, Inc
Multnomah County Health Department
New York University School of Medicine
Oakland University
Old Colony Y
Operation Samahan, Inc.
Partners In Health
Presbyterian Healthcare Services
Project Concern International
Public Health Authority of Cabarrus County
Public Health Institute
Regents of the University of California, Los Angeles
San Franscisco Department of Public Health
Temple University
The Balm In Gilead, Inc.
The George Washington University
The Institute for Family Health
The Regents of the University of California, San Diego
The Stapleton Foundation for Sustainable Urban Communities
The University of Alabama at Birmingham
Toiyabe Indian Health Project, Inc.
University of Arkansas for Medical Sciences
University of Hawaii
University of Kansas Center for Research, Inc.
YMCA of Greater Cleveland