

**OMB CONTROL NUMBER 0920-0765  
FELLOWSHIP MANAGEMENT SYSTEM  
NON-SUBSTANTIVE CHANGE REQUEST**

**PROPOSED CHANGES TO THE CDC PUBLIC HEALTH ASSOCIATE PROGRAM (PHAP)  
FMS HOST SITE MODULE  
DATE SUBMITTED: SEPTEMBER 4, 2015**

# PHAP Host Site Module

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Screen shots of modified questions

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# 1 Public Health Agency Details: Contact Information

1. Click the **Primary** link to display the primary supervisor entry screen shown in [Appendix C](#).
2. Click the **Secondary** link to display the secondary supervisor entry screen shown in [Appendix D](#).
3. Allow ability to upload letter or support form in the Director Contact section.

**Public Health Agency Details** [< Return to Status Page](#)

\* Indicates a required field

**Contact Information**

Agency Name: **CDC Atlanta Quarantine Station**

\* Agency Address:

\* City:

\* State/Territory:  ▼

\* Zip:

Website:

**Director Contact**

\* Director's First Name:

\* Director's Last Name:

\* Director's E-mail:

\* Director's Phone:  (Example: 1234567890)

Director's Phone Ext:

Click [here](#) to upload "Letter of Support" from the Health Director.

**Primary Application Contact**

Primary contact will be the first contact for PHAP for any questions concerning this application. Other contacts listed in the application will receive information from PHAP on program decisions and updates; the primary contact is considered the "owner" of the application.

[Copy your contact information](#) if you are the primary contact for this application.

\* First Name:

\* Last Name:

\* E-mail:

\* Phone:  (Example: 1234567890)

**Supervisor Information**

Type	Supervisor Name	Title
<a href="#">Primary</a> 1		
<a href="#">Secondary</a> 2		

## 2 Public Health Agency Details: Population Description

1. The Primary Topic field is a dropdown that will include “Other” – see [Appendix F](#) for dropdown list
2. Allow ability to select multiple categories for Race, Life Stages and Primary Topic

**Public Health Agency Details** [< Return to Status Page](#)

\* Indicates a required field

**Population Description**

\* Primary Topic: --Select-- 1

**Race**

- Black or African American
- Hispanic/Latino
- White
- Asian
- American Indian or Alaska Native
- Native Hawaiian and Pacific Islander
- Other \* Specify

**Sex**

- Female
- Male

**Life stages**

- Children Adolescent and Teens
- Adults
- Seniors (65+)

### 3 Public Health Agency Details: Organizational Structure

**Public Health Agency Details** [< Return to Status Page](#)

\* Indicates a required field

**Organizational Structure**

Describe the program area, department, or organizational unit within the health organization where the assignment will be based.  
Describe the workplace support (e.g., office setting, computer equipment, clerical and administrative support, peer support, dedicated resources) that will be provided to the PHAP associate.

(500 word limit)

Word Count **0**

Is your health department accredited through the Public Health Accreditation Board (PHAB)?  Yes  No  Not applicable  
(not a health dept. applicant)

---

**Section Status**

Is this section complete?  Yes  No

## 4 Public Health Agency Statement

**Public Health Agency Statement** [< Return to Status Page](#)

\* Indicates a required field

**Public Health Agency Statement**

Provide a narrative of 750 words or less that addresses the following:  
Describe the public health or program need(s) (e.g. childhood obesity, preparedness planning, infrastructure development) and provide a brief description of the proposed work to be addressed by the PHAP associate.

Word Count **0**

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**Section Status**

Is this section complete?  Yes  No

## 5 Assignment Details

1. Added column in table to capture the Program Area

**Assignment Details** [< Return to Status Page](#)

\* Indicates a required field

**Program Details for the 2-year Assignment**

Identify the program area for the 2-year assignment which must be in one program area and demonstrates elevate levels of learning. Training experiences must be suitable for graduates with a bachelor's degree and little to no public health experience.

Status	Program Name	Program Area
In Progress		

**Section Status**

Is this section complete?  Yes  No

## 6 Program Details

1. Click the Add Activity button to display the Add Activity screen shown in [Appendix A](#).
2. Click the Add Training button to display the Add Training screen shown in [Appendix B](#).
3. Click the Primary link to display the primary supervisor entry screen shown in [Appendix C](#).
4. Click the Secondary link to display the secondary supervisor entry screen shown in [Appendix D](#).
5. Program dropdown will be the list of CIO Categorical Program Areas shown in [Appendix E](#).

**Program Details**

\* Indicates a required field

**Program Information**

\* Program:  ▼

\* Other:

\* Location (Office Name):

**Associate Activities, Responsibilities, and Deliverables**

Click the 'Add Activity' button below to enter activity information. You will be prompted to provide an activity description, specify deliverables, and select appropriate competencies.

You must add at least one activity. There is no limit to the number of activities that may be listed; the number should depend on the actual tasks required during the assignment and relevant for the associate to complete the actual planned tasks and assignments.

1

**Special Requirements**

Please select any special requirement the associate must have to perform the duties or activities described in the proposal.

Driver's License:  Yes  No

Personally owned vehicle:  Yes  No

Foreign language:  ▼

**Planned Trainings for Associates to Complete**

Click the 'Add Training' button below to enter planned training information. You will be prompted to provide a training description. Enter trainings that will be supported by the host site for the development of the associate, including a list of all training required for employment at a host site.

You must add at least one training. Each training should be listed separately. There is no limit to the number of trainings that may be entered.

2

**Supervisor Information**

Type	Supervisor Name	Title
Primary		
Secondary		

**Assignment details Status**

Is Assignment details for program year complete?  Yes  No



## 7 Appendix A

### Add Activity

1. Level of Responsibility dropdown list will include: Team Member, Coordinator, Lead or Other (specify)

#### Add Activity

\* Indicates a required field

\* Activity Description:  
Enter a detailed description of the activity the associate will perform during the assignment, including associate responsibilities, timeline, and deliverables. (250 Word Limit).

Word Count **0**

---

\* Start Month/Year:    -- Select --    -- Select --

\* End Month/Year:        -- Select --    -- Select --

---

\* End Products:  
Enter a detailed description of the end product. (250 Word Limit).

Word Count **0**

\* Level of Responsibility:    --Select--

Word Count **0**

#### Competencies

Select all competencies that apply. You must select at least one competency.

**Analytic and Assessment Skills**

- Monitors health risks and factors affecting the community
- Uses data that is valid and reliable for assessing the health of a community
- Synthesizes public health information to accurately assess problems
- Applies ethical principles in using (e.g. accessing, analyzing, using, maintaining, and disseminating) public health data and information
- Uses information technology in accessing, collecting, analyzing, using maintaining, and disseminating data and information
- Defends decisions using logic as well as qualitative and quantitative data

**Public Health Science Skills**

- Applies knowledge of various approaches to improving population-based health
- Describes the basic public health sciences (i.e., laboratory, epidemiology, surveillance, and informatics)
- Describes how public health sciences are used in the delivery of the 10 Essential Public Health services
- Incorporates public health informatics practices and procedures
- Defines the roles, responsibilities and contributions of various organizations and agencies to specific federal, state, tribal, local and territorial public health programs
- Describes public health as part of a larger inter-related system of organizations that influence the health of populations at local, national, and global levels

**Add Activity**

**Competencies**

Select all competencies that apply. You must select at least one competency.

**Program Planning, Management, and Improvement Skills**

- Identifies information required in the program planning process
- Gathers information for evaluating policies, programs, and services
- Contributes to implementation of organizational strategic plan
- Contributes to state/tribal/community health improvement planning

**Public Health Policy and Law Skills**

- Describes the public health laws and regulations governing public health programs
- Adheres to laws, regulations, policies and procedures for ethical public health practice
- Analyzes public health legislation, policy, and regulation issuances that impact public health

**Professionalism Skills**

- Treats others courteously and respectfully
- Exercises initiative, persistence, tact, and resourcefulness in establishing and continuing work relationships
- Elicits and applies feedback to build professional skills and competencies
- Makes decisions focused on desired results
- Uses the chain of command to address risks, issues or concerns

**Communication Skills**

- Communicates in writing and orally to target audience with linguistic and cultural proficiency
- Communicates information that is clear, current, factual and uses plain language
- Conveys data and information to professionals and the public using a variety of approaches (e.g., reports, presentations, email, letters, press releases)
- Applies communication and group dynamic strategies in interactions with individuals and groups
- Demonstrates active listening skills

**Diversity and Inclusion Skills**

- Incorporates strategies for interacting with persons from diverse backgrounds
- Recognizes the ways diversity influences policies, program, and the health of a community
- Uses cultural and social aspects to increase an intervention's effectiveness
- Develops and maintains relationships with diverse partners to improve population-based health

**Community Dimensions of Public Health Skills**

- Establishes relationships to improve health in a community (e.g. partnerships, academic, colleagues, customers, others)
- Collaborates with community partners to improve health in a community
- Serves as public health ambassador
- Identifies policies, programs, and resources that improve health in a community (e.g., using evidence to demonstrate the need for a program, communicating the impact of a program)

**Financial Planning and Management Skills**

- Describes public health funding mechanisms
- Provides assistance on grants, cooperative agreements, contracts, and other awards to assist in meeting objectives
- Describes components of a budget
- Tracks program spending to current and forecasted budget constraints

**\* Dedicated Resources:**  
Enter a detailed description of the dedicated resources. (250 Word Limit).

**Word Count** 0

## 8 Appendix B

### Add Training

**Add Training**

\* Indicates a required field

\* Training Name/Subject:

\* Training Type:

\* Brief Description:

\* Target Completion Date:

### Training Types

- One-on-One
- E-Learning Non-CDC
- Classroom: HD
- Classroom: Outside Sponsor
- E-learning CDC

## 9 Appendix C

### Primary Supervisor Information

#### Primary Supervisor Information

\* Indicates a required field

\* Title:

\* First Name:

\* Last Name:

\* Mailing Address:

\* City:

\* State/Territory:

\* Zip:

\* E-mail:

\* Phone:  (Example: 1234567890)

\* Fax:

\* Degree:

\* Are you a full time employee?  Yes  No

\* Describe supervisor's supervisory and mentoring experience. (250 word limit)

Word Count 0

\* Describe how supervisor will provide direct supervision and on-the-job training. (250 word limit)

Word Count 0

\* List the primary duties and responsibilities of the supervisor. (250 word limit)

Word Count 0

\* List any other staff that will be providing ongoing guidance and assistance related to the PHAP associate's activities. (250 word limit)

Word Count 0

# 10 Appendix D

## Secondary Supervisor Information

**Secondary Supervisor Information** \* Indicates a required field

\* Title:

\* First Name:

\* Last Name:

\* Mailing Address:

\* City:

\* State/Territory:

\* Zip:

\* E-mail:

\* Phone:  (Example: 1234567890)

\* Fax:

\* Degree:

\* Are you a full time employee?  Yes  No

\* Describe supervisor's supervisory and mentoring experience. (250 word limit)

Word Count 0

\* Describe how supervisor will provide direct supervision and on-the-job training. (250 word limit)

Word Count 0

\* List the primary duties and responsibilities of the supervisor. (250 word limit)

Word Count 0

\* List any other staff that will be providing ongoing guidance and assistance related to the PHAP associate's activities. (250 word limit)

Word Count 0

## 11 Appendix E

**CIO Categorical Program Areas List** (the CIO and division will not be visible to the host site but will link to CIO on admin page)

CIO	Categorical Program Area(s)
<p>1. Center for Surveillance, Epidemiology, and Laboratory Services (CSELS)</p>	<p>Division of Public <b>Health</b> Information Dissemination (DPHID)</p> <ol style="list-style-type: none"> <li>1. <a href="#">Genomics</a></li> <li>2. <a href="#">Community Health Status Indicators (CHSI)</a></li> <li>3. <a href="#">Informatics Innovation Unit (IIU)</a></li> <li>4. <a href="#">Informatics R&amp;D Laboratory (within IIU)</a></li> <li>5. <a href="#">Community Health Assessment for Population Health Improvement</a></li> </ol> <p><b>Division of Laboratory Systems</b></p> <ol style="list-style-type: none"> <li>6. <a href="#">Clinical Laboratory Improvement Program</a></li> <li>7. <a href="#">Laboratory Sustainability</a></li> <li>8. <a href="#">Laboratory Policies and Guidance</a></li> </ol> <p><b>Division of Health Informatics and Surveillance</b></p> <ol style="list-style-type: none"> <li>9. <a href="#">BioSense</a></li> <li>10. <a href="#">Epi Info™</a></li> <li>11. <a href="#">Message Validation, Processing, and Provisioning System (MVPS)</a></li> <li>12. <a href="#">NEDSS Base System (NBS)</a></li> <li>13. <a href="#">Countermeasure Tracking Systems (CTS)</a></li> <li>14. <a href="#">Laboratory Response Network (LRN) Data Exchange Activities</a></li> <li>15. <a href="#">Public Health Information Network</a></li> <li>16. <a href="#">National Notifiable Diseases Surveillance System (NNDSS)</a> <ol style="list-style-type: none"> <li>1. <a href="#">NNDSS Modernization Initiative (NMI)</a></li> </ol> </li> <li>17. <a href="#">National Syndromic Surveillance Program (NSSP)</a></li> </ol>
<p>2. National Center for Birth Defects and Developmental Disabilities (NCBDDD)</p>	<p>Division of Birth Defects and Developmental Disabilities</p> <ul style="list-style-type: none"> <li>• Autism surveillance and research</li> <li>• Newborn Screening - birth defects surveillance and research</li> <li>• Congenital Heart Defects</li> <li>• Safe medication use during pregnancy</li> <li>• Prevention of Fetal Alcohol Spectrum Disorders</li> <li>• Learn the Signs Act Early (LTSAE) – developmental milestones</li> <li>• Folic acid-preventable neural tube defects in the United States and globally</li> </ul> <p>Division of Human Development and Disabilities</p> <ul style="list-style-type: none"> <li>• Disability and Health State Programs (18). Healthy behaviors, emergency preparedness, healthcare access and equity issues for people living with disabilities</li> <li>• Disability and Health Data System</li> <li>• Complex Chronic Conditions - Muscular Dystrophy, Spina Bifida and Fragile X</li> </ul>

CIO	Categorical Program Area(s)
	<ul style="list-style-type: none"> <li>• Early childhood development, Tourette Syndrome and Attention Deficit and Hyperactivity Disorder</li> <li>• Early Hearing Detection and Intervention (newborn hearing screening)</li> </ul> <p>Division of Blood Disorders</p> <ul style="list-style-type: none"> <li>• Hemophilia, Sickle cell and Von Willebrand Disease</li> <li>• Clotting disorders such as venous thromboembolism (VTE)</li> </ul>
3. National Center for Chronic Disease Prevention and Health Promotion (NCCDPHP)	<ul style="list-style-type: none"> <li>• Diabetes prevention/education</li> <li>• Physical activity</li> <li>• Nutrition</li> <li>• Obesity</li> <li>• Cardiovascular health (HTN prevention and control, Million Hearts, sodium reduction)</li> <li>• Cancer prevention and screening (breast, cervical, skin, prostate, and colorectal)</li> <li>• Maternal and infant health (SIDS, teen pregnancy)</li> <li>• Smoking prevention and cessation</li> <li>• School health</li> <li>• Oral health (fluoridation, sealants)</li> <li>• Arthritis (Living Well With)</li> <li>• Reproductive health</li> </ul>
4. National Center for Emerging and Zoonotic Infectious Diseases (NCEZID)	<ul style="list-style-type: none"> <li>• Advanced molecular detection</li> <li>• Antimicrobial resistance and healthcare associated infections</li> <li>• Epi and lab capacity program</li> <li>• Emerging infectious diseases</li> <li>• Food safety</li> <li>• Lyme disease</li> <li>• National Healthcare Safety Network</li> <li>• Prion disease</li> <li>• Quarantine</li> <li>• Vector-borne diseases</li> <li>• All other emerging and zoonotic infectious diseases</li> </ul>
5. National Center for HIV/AIDS, STD, and TB Prevention (NCHHSTP)	<ul style="list-style-type: none"> <li>• STD/HIV</li> <li>• TB prevention</li> <li>• Viral hepatitis</li> <li>• Adolescent and school health</li> </ul>
6. National Center for Immunizations and Respiratory Diseases (NCIRD)	<ul style="list-style-type: none"> <li>• Immunizations</li> <li>• Vaccine Preventable Diseases</li> </ul>
7. National Center for Injury Prevention and Control (NCIPC)	<ul style="list-style-type: none"> <li>• Motor vehicle injuries</li> <li>• Prescription drug overdoses</li> <li>• Growth areas: <ul style="list-style-type: none"> <li>o Child abuse and neglect</li> <li>o Older adult falls</li> <li>o Sexual violence</li> <li>o Youth sports concussions</li> </ul> </li> </ul>

CIO	Categorical Program Area(s)
8. National Center on Environmental Health (NCEH)	<ul style="list-style-type: none"> <li>• Air pollution and respiratory health</li> <li>• Asthma and allergies</li> <li>• Bio-monitoring (nutritional status, exposure to environmental chemicals and toxic substances)</li> <li>• Built Environment/Healthy Community Design (i.e. Transportation, Planning, and Physical Activity)</li> <li>• Cancer</li> <li>• Chemical Weapons Demilitarization</li> <li>• Children's Environmental Health</li> <li>• Climate Change and Health</li> <li>• Cruise ship sanitation</li> <li>• Emergency Response and/or disaster preparedness</li> <li>• Environmental Public Health Tracking (i.e., surveillance of environmental health-related health effects or conditions)</li> <li>• Food Safety</li> <li>• Hazardous Materials Response</li> <li>• Healthy Homes and Lead Poisoning Prevention</li> <li>• Indoor/Outdoor Air Quality</li> <li>• Newborn Screening and Birth Defects</li> <li>• Pest, Vector, and Animal Control</li> <li>• Poison Control</li> <li>• Public/Private Water Safety and Protection</li> <li>• Radiation and Radon Control</li> <li>• Regulation, Inspection, and Licensing (e.g. restaurants, pools, campgrounds, hospitals)</li> <li>• Reproductive and Birth Outcomes</li> <li>• Solid and Hazardous Waste</li> <li>• Toxicology</li> </ul>
9. National Institute for Occupational Safety and Health (NIOSH)	<ul style="list-style-type: none"> <li>• Impacts of nanotechnology on workers</li> <li>• Cancer, reproductive, and cardiovascular diseases associated with work</li> <li>• Economic analysis of safety and health interventions</li> <li>• Health and safety of emergency responders</li> <li>• Engineering controls</li> <li>• Tools for assessing exposure to workplace hazards</li> <li>• Conducting workplace investigations of health hazards (Health Hazard Evaluation)</li> <li>• Hearing Loss prevention</li> <li>• Immune, Dermal, and Infectious diseases associated with work conditions</li> <li>• Musculoskeletal disorders and ergonomics</li> <li>• Identifying occupational health disparities amongst workers of different backgrounds</li> <li>• Personal protective equipment and technology</li> <li>• Radiation exposure</li> <li>• Respiratory diseases</li> <li>• Small-business safety and health</li> <li>• The intersection of occupational safety and health with health promotion</li> <li>• Traumatic injury at work</li> <li>• Work schedules and policies (including shiftwork and long work hours)</li> <li>• Work-stress</li> <li>• Worker's compensation</li> <li>• Studies and interventions in specific sectors: <ul style="list-style-type: none"> <li>○ <u>Agriculture, Forestry and Fishing</u></li> <li>○ <u>Construction</u></li> </ul> </li> </ul>



CIO	Categorical Program Area(s)
	<ul style="list-style-type: none"> <li>o <u>Healthcare and Social Assistance</u></li> <li>o <u>Manufacturing</u></li> <li>o <u>Mining</u></li> <li>o <u>Oil and Gas Extraction</u></li> <li>o <u>Public Safety</u></li> <li>o <u>Service Industry</u></li> <li>o <u>Transportation, Warehousing and Utilities</u></li> <li>o <u>Wholesale and Retail Trade</u></li> </ul>
<p>10. Office for State, Tribal, Local and Territorial Support (OSTLTS)</p>	<ul style="list-style-type: none"> <li>• Health department accreditation</li> <li>• Tribal health</li> <li>• Public health law</li> <li>• Public health performance improvement / quality improvement</li> <li>• Community health improvement               <ul style="list-style-type: none"> <li>o Community health assessments</li> <li>o Community health improvement planning</li> </ul> </li> <li>• Health system transformation</li> <li>• Territorial health</li> </ul>
<p>11. Office of Public Health Preparedness and Response (OPHPR)</p>	<ul style="list-style-type: none"> <li>• Community Preparedness</li> <li>• Community Recovery</li> <li>• Emergency Operations Center (EOC) Coordination</li> <li>• Emergency Public Information and Warning</li> <li>• Fatality Management</li> <li>• Information Sharing</li> <li>• Mass Care</li> <li>• Medical Countermeasure (MCM) Dispensing</li> <li>• MCM Management and Distribution</li> <li>• Medical Surge</li> <li>• Non-Pharmaceutical Interventions</li> <li>• Public Health Laboratory Testing</li> <li>• Public Health Surveillance and Epi Investigations</li> <li>• Responder Safety and Health</li> <li>• Volunteer Management</li> </ul>