

## Change Request for

### “Environmental Public Health Tracking Network (Tracking Network)”

**OMB Control No. 0920-1175, Expiration Date: 04/30/2020**

**Justification:** This is a nonmaterial/non-substantive change request for OMB Control No. 0920-1175 (Expiration Date: 04/30/2020).

Proposed changes are reflected in the revised Supporting Statements and in the attachments described in the change request cross-walk table below. Attached please find the revised documents with both a clean version and tracked changes version of each document. Only a clean version (no tracked changes) of Attachment 5a is included, since the revised collection instrument (Microsoft Excel) is a different file format than the original collection instrument (Microsoft Word).

Information Collection Form	Requested Change	Justification
Performance Management Tool (Attachment 5a_Performance Management Tool)	Convert from a Word document to a fillable Excel file	<p>The excel document is designed to allow the recipients to easily input both quantitative and qualitative data.</p> <p><b>Design features such as:</b> (1) auto-filled areas, (2) drop-down selections, (3) auto-summation of quantitative data, and (4) decreased qualitative requirements, aid in reducing recipients' overall response time and burden.</p> <p>The format of the Excel file also helps the Tracking Program and the recipients easily track their accomplishments and helps to easily aggregate program data to make data-driven decisions, show program success and improve program services.</p>
	Increase number of performance measures from 7 to 47, as reflected in the current Notice of Funding Opportunity (NOFO) announcement, CDC-RFA-EH17-1702.	<p>The previous performance measures were originally approved during the CDC-RFA-EH14-1403 funding period. EH14-1403 presented 30 activities to be completed in order to achieve the performance measures. The Tracking Program's Word document for monitoring these 7 performance measures was very text heavy, because it collected both quantitative and qualitative data for the NOFO's 30 activities.</p> <p>Since that funding period, the Environmental Public Health Tracking Program has developed targeted program activities,</p>

		<p>which are linked to tailored program outputs and outcomes. Recipients are required to complete all 29 core activities during each period of performance. The new performance measures are aligned with the program activities and also reflect the expected program outputs and outcomes.</p> <p>This alignment helps to reduce recipient burden by: (1) eliminating the need to create any supplementary performance measures to assess program progress; and by (2) streamlining and standardizing the type of information that is collected from recipients.</p> <p>The new performance measures and collection tool provides a systematic approach for the recipient and the Tracking Program to monitor progress, easily report accomplishments, and provide informative program data that can be used to drive programmatic decision-making and improve overall impact.</p>
	<p>Change performance measure reporting requirement from quarterly to biannually</p>	<p>Many of the program activities require a longer period to establish any type of positive/negative yield. Therefore, the switch to biannual reporting allows the recipients to adequately implement strategies and collect informative data over a longer period. This also reduces their overall reporting burden and time.</p>
	<p>Change name of data collection instrument from “Program Management Tool” to “Environmental Public Health Tracking Work Plan Template”</p>	<p>We propose changing the name of the performance measures collection instrument to “Environmental Public Health Tracking Work Plan Template”. In an effort to streamline reporting efforts for recipients, the performance measurement tool will be housed within the Work Plan Excel document as a separate tab. This packaging of collection tools makes reporting requirements easier for recipients to track and update.</p>
<p>Public Health Action Report (Attachment 5b_Public Health Action Report)</p>	<p>Increase number of respondents from 4 to 26.</p>	<p>We propose increasing the number of respondents from 4 to 26. Initially, the Public Health Action Report was collected from only existing awardees, which at the time of approval of this ICR was n=4. However, the current number of existing awardees is 26.</p>
<p>Earned Value Management Report (Attachment 5d_Earned Value Management</p>	<p>Remove this form as a reporting requirement.</p>	<p>The earned value management report was a required submission under previous Tracking cooperative agreements. This report</p>

(EVM) Report and Guide)		tracked recipient spending against required activity completion rates to estimate spending burn rates. Recipients found the earned value management report challenging to complete while offering information of limited use to CDC program staff. The earned value management reporting tool was removed as a reporting requirement in CDC-RFA-EH17-1702.
Website analytics (Attachment 5f_Website Analytics Guide)	Change reporting requirements from quarterly to biannually.	Many of the program activities require a longer period to establish any type of positive/negative yield. Therefore, the switch to biannual reporting allows the recipients to adequately implement strategies and collect informative data over a longer period. This also reduces their overall reporting burden and time
Supporting Statement A Supporting Statement B	Change project officer from Alex Charleston to Joseph Ralph	Since the time the ICR was approved, Alex Charleston is now Acting Deputy Branch Chief for the Lead Poisoning Prevention and Environmental Health Tracking Branch and Joseph Ralph has taken over as the project officer for this ICR.

**Decrease in Annualized Total Burden Hours:**

The original burden calculated for completing and submitting the Program Management Tool (Attachment 5a) was 2,080 hours (26 respondents x 4 responses x 20 hours/response). Although the number of performance measures is increasing, the proposed Environmental Public Health Tracking Work Plan Template has been designed to make reporting much easier with design features such as: (1) auto-filled areas, (2) drop-down selections, (3) auto-summation of quantitative data, (4) and a decrease in extensive qualitative requirements (as compared to the Program Management Tool). Additionally, performance measures will now be collected biannually, instead of quarterly. The burden for the new Environmental Public Health Tracking Work Plan will be 1,560 hours (26 respondents x 2 responses x 30 hours/response), resulting in a reduction of 520 burden hours. Additionally, the elimination of the Earned Value Management Report and change in reporting frequency for the Website Analytics Form further reduces the burden. In total, the burden for this information collection will be reduced by 4,660 hours (from 25,320 hours to 20,660 hours).

<b>Form Name</b>	<b>Previous Burden Hours</b>	<b>New Burden Hours</b>	<b>Change in Burden hours</b>
Program Management Tool (proposed to change name to Environmental Public Health Tracking Work Plan Template)	2,080	1,560	-520
Earned Value Management Report	4,800	0	-4,800
Website analytics	120	60	-60
Public Health Action Report	320	1,040	+720
<b>Total burden hours reduced</b>			<b>-4,660</b>

**Change in Performance Measures:**

The table below details the previous performance measures, the newly proposed performance measures, and the current program outputs/outcomes. The newly proposed performance measures are linked to targeted program outputs and outcomes. Their linkage is shown in the table below.

<b>Previous EHTB Performance Measures</b>	<b>Proposed Performance Measures</b>	<b>Linkage to Current Program Outputs and Outcomes</b>
These do not fully capture nor align with the current goals and trajectory of the EH Tracking Program. .	The newly proposed performance measures align with the current core and advanced activities outlined in the current Funding Opportunity Announcement. The measures are also linked to targeted program outputs and outcomes, which help, assess program impact efficiently and systematically.	

<p><b>By 2010, increase the number of statewide Environmental Public Health Tracking networks that meet EPHT/PHIN standards by 17.</b></p> <p><b>Criteria Necessary to Meet Performance Measure:</b></p> <ol style="list-style-type: none"> <li>1. Infrastructure is in place to access data for core nationally consistent measures and data</li> <li>2. Relationships/agreements with necessary data owners have been established and data necessary to calculate core measures have been received, and</li> <li>3. Core nationally consistent measures and data are available through role-based access on the State Tracking Network</li> </ol>	<ul style="list-style-type: none"> <li>• Number of new tools and processes developed to improve the quality, usefulness, availability, and timeliness of data related to grantee Tracking systems;</li> <li>• List and description of barriers discovered/ addressed based on results obtained from the gap analysis;</li> <li>• Submission of complete standardized NCDMs to CDC during scheduled data calls.</li> <li>• Number of new tools and processes developed to improve the quality, usefulness, availability, and timeliness of data (refers to the development of advanced tools)</li> <li>• Adherence to 100% of the <b>required</b> portal standards found in the <i>Portal Requirements and Recommendations</i> document.</li> </ul>	<ul style="list-style-type: none"> <li>• Comprehensive surveillance system with tools, guides, and best practices</li> <li>• Efficient, accessible, and higher quality display of data on a public portal</li> </ul>
<p><b>By 2010, integrate environmental and</b></p>	<ul style="list-style-type: none"> <li>• Number and lists of data sets evaluated</li> <li>• Number of datasets within grantee Tracking Network accessible to program staff for indicator; development, exploration, analysis, and other work-related tasks;</li> </ul>	<ul style="list-style-type: none"> <li>• Standardized and accessible environmental and health surveillance</li> </ul>

<p><b>public health data from 33% of states and the New York City into the National Environmental Public Health Tracking Network.</b></p> <p><b>Criteria Necessary to Meet Performance Measure:</b></p> <p>Is your state currently sharing data with the National EPHT Network?</p> <p>Are core nationally consistent measures and data (environmental, health effects, and exposure data used to generate core measures as part of your State Tracking Network) readily available to multiple organizations through the National EPHT Network?</p>	<ul style="list-style-type: none"> <li>• Number of datasets within grantee Tracking Network accessible to partners;</li> <li>• Number of required Nationally Consistent Data and Measures (NCDM) datasets integrated into grantee Tracking Network with all <b>required elements</b> and accessible by appropriate program staff;</li> <li>• Number of required NCDM datasets integrated into grantee Tracking Network with <b>advanced elements</b> and accessible by appropriate program staff;</li> <li>• Number and list of new indicators and measures displayed that are optional NCDM</li> <li>• Number of and list new indicators and measures developed that are not NCDM</li> <li>• Number of <b>Tracking datasets</b> for which <b>routine descriptive analyses</b> are conducted</li> <li>• Number and description of data gaps or limitations addressed</li> <li>• Number and description of program activities developed, informed, or improved by analysis of Tracking datasets;</li> <li>• 10% increase in <b>required Popular Content</b> web statistics;</li> <li>• Number and description of data requests made by partners;</li> <li>• Number of jurisdiction specific activities developed based on Tracking data or analysis (year 1 serves as baseline, will determine increase for Year 2).</li> </ul>	<p>data</p> <ul style="list-style-type: none"> <li>• Generated and disseminated environmental public health evidence</li> <li>• Health and Environmental data are accessed and used by internal and external audiences</li> <li>• Development of targeted jurisdiction-specific program activities based on generated evidence</li> </ul>
<p><b>By 2010, complete 15 studies to determine the harmful effects from</b></p>	<ul style="list-style-type: none"> <li>• Number of analyses (routine or other) conducted using Tracking datasets, which resulted in a disseminated report, or publication.</li> <li>• Number and description of routine analyses (beyond descriptive analysis) that discover</li> </ul>	<ul style="list-style-type: none"> <li>• Standardized and accessible environmental and health surveillance</li> </ul>

<p><b>environmental hazards.</b></p> <p><b>Criteria Necessary to Meet Performance Measure:</b></p> <p>Please list the number of specific epidemiologic studies done to determine the association between a health effect and an environmental factor in this reporting period. Please include a <i>very brief</i> description of the study population, methods, results, and conclusions for each</p>	<p>patterns, identify potential concerns, or otherwise provide new insights or solutions for environmental public health</p> <ul style="list-style-type: none"> <li>• Number and list of peer-reviewed publications, white papers, and scientific reports produced.</li> </ul>	<p>data</p> <ul style="list-style-type: none"> <li>• Generated and disseminated environmental public health evidence</li> </ul>
<p><b>By 2010, increase the number of health and environmental workforce trained in Environmental Public Health Tracking principles and practices by 1000 people.</b></p> <p><b>Criteria Necessary to Meet Performance Measure:</b></p> <p>How many health and environmental</p>	<ul style="list-style-type: none"> <li>• Number of Environmental Tracking trainings provided to state and local public health workforce and partners</li> <li>• Number of program training opportunities for student interns or fellows</li> <li>• Number &amp; List of internal and external <b>technical assistance</b> requests completed* to the state health department, local health departments, and other public health system partners</li> <li>• Number &amp; List of internal and external <b>emergency response</b> related technical assistance requests completed to the state health department, local health departments, and other public health system partners</li> <li>• Number of personnel supported directly and in-kind under this cooperative agreement</li> <li>• Increase in the number of staff (specifically, staff who are supported directly or in-kind under EH 1702-cooperative agreement) that attend or actively participate in CDC led Tracking webinars, CDC workgroups and national Tracking Workshops. (year 1 will serve as baseline, and will be used to determine increase for year 2);</li> </ul>	<ul style="list-style-type: none"> <li>• Environmental health workforce participate in workgroups and provide training</li> <li>• Systematic approach to assessing program activities and overall performance</li> <li>• Skilled workforce able to collect, interpret data, translate information for action, and provide technical assistance to other</li> </ul>

<p>professionals have you trained on EPHT principles and practices in this reporting period?</p>	<ul style="list-style-type: none"> <li>• Description of at least 1 action taken during the reporting period to improve program activities and increase program effectiveness based on evaluation findings.</li> <li>• Number of CDC Tracking work groups and sub-groups (e.g. Standards and Network Development (SND), Program Marketing and Outreach (PMO), Content Work Group (CWG) and Evaluation), along with the title and description of roles and responsibilities for participating jurisdiction</li> </ul>	<p>programs when needed</p> <ul style="list-style-type: none"> <li>• Improved program activities and increased program effectiveness based on evaluation findings</li> </ul>
<p><b>By 2010, increase by 100% the number of environmental and public health professionals demonstrating an awareness of Environmental Public Health Tracking.</b></p> <p><b>Criteria Necessary to Meet Performance Measure:</b></p> <p>What percentage of environmental and public health professionals have demonstrated an awareness of the National EPHT Program in this reporting period?</p>	<ul style="list-style-type: none"> <li>• Record of participation in at least one coordinated, program wide communication activity</li> <li>• Number of program announcements/updates disseminated via listserv, e-newsletter, etc.</li> <li>• Number of social media posts with number of impressions for each</li> <li>• Number of presentations given (live or webinar) with the number of participants in each</li> <li>• Number of exhibiting events with number of visitors at each</li> <li>• List of communication messages or products used with distribution method (e.g., posted on grantee website with URL; handed out at exhibits, meetings, presentations)</li> <li>• Number and list of new and existing internal and external partners (listed by name)</li> <li>• Record of Technical Advisory Group (TAG) activities (minimum of one meeting per year)</li> <li>• Record of collaboration with at least one university</li> <li>• Document any traditional/earned media-related products (e.g. newspaper article, TV segments)</li> <li>• Number of co-presented/co-sponsored national or regional meetings/conference or webinars completed with list of participating grantees or partners</li> <li>• Increase in Outreach Efforts: Presentations, Exhibits, Trainings (increase based on jurisdiction's previous years)</li> <li>• 10% increase in <b>required</b> Overall Usage web statistics (increase based on previous year)</li> <li>• Record of collaboration with at least 1 new partner and 1 existing partner (e.g., guest lecturing; mentoring students; co-presenting (webinar/meeting/conference)collaborating on GIS, data analysis, or other projects</li> </ul>	<ul style="list-style-type: none"> <li>• Targeted communications products and messages</li> <li>• Partnerships with environmental health stakeholders</li> <li>• Increased awareness of the Tracking Network and environmental health issues</li> <li>• Engaged partners and users</li> </ul>
<p><b>By 2010, increase by</b></p>	<ul style="list-style-type: none"> <li>• Number of PHAs submitted annually</li> </ul>	<ul style="list-style-type: none"> <li>• Generated and</li> </ul>

<p><b>800% the number of public health actions, developed using Environmental Public Health Tracking data, that prevent or control potential adverse health effects from environmental exposures.</b></p> <p><b>Criteria Necessary to Meet Performance Measure:</b>  How many public health actions during the current reporting period can be directly associated with your activities and findings? Please include a title and a brief description of the action and how the action was influenced by your project activities.</p>	<ul style="list-style-type: none"> <li>Number and description of either (1) planned public health actions developed/informed or (2) past public health actions evaluated by analyses conducted using Tracking datasets</li> </ul>	<p>disseminated environmental public health evidence</p>
<p><b>By 2010, increase the number of states with established Environmental Public Health Tracking risk communication</b></p>	<ul style="list-style-type: none"> <li>List collaborative communication activity with participating grantees</li> <li>List of developed communications products based on results of completed needs assessment</li> </ul>	<ul style="list-style-type: none"> <li>Targeted communications products and messages</li> </ul>

**strategies that meet EHTB guidelines by 17.**

**Criteria Necessary to Meet Performance Measure:**

For the current reporting period, do you have a risk communication strategy that meets EHTB guidelines? Please list or describe it under the clarification column