

Attachment 4
Information Collection Instrument,
Training and Continuing Education Online Proposal

TCEO Proposal

2018

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1. Introduction

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

The major pages, sections, and subsections of the TCEO Proposal are detailed in this document. Following the screenshots for each section is a table that shows the display properties of the collection of data elements.

2. Login Page

Participants access the TCEO Proposal module by entering their username and password on the Login page (Figure 2). Those users accessing TCEO Proposal for the first time must register using the “Create Account” link displayed on this page.

The legal statements regarding CDC’s privacy act information and advisement and public burden information are clearly displayed near the bottom of the Login page.

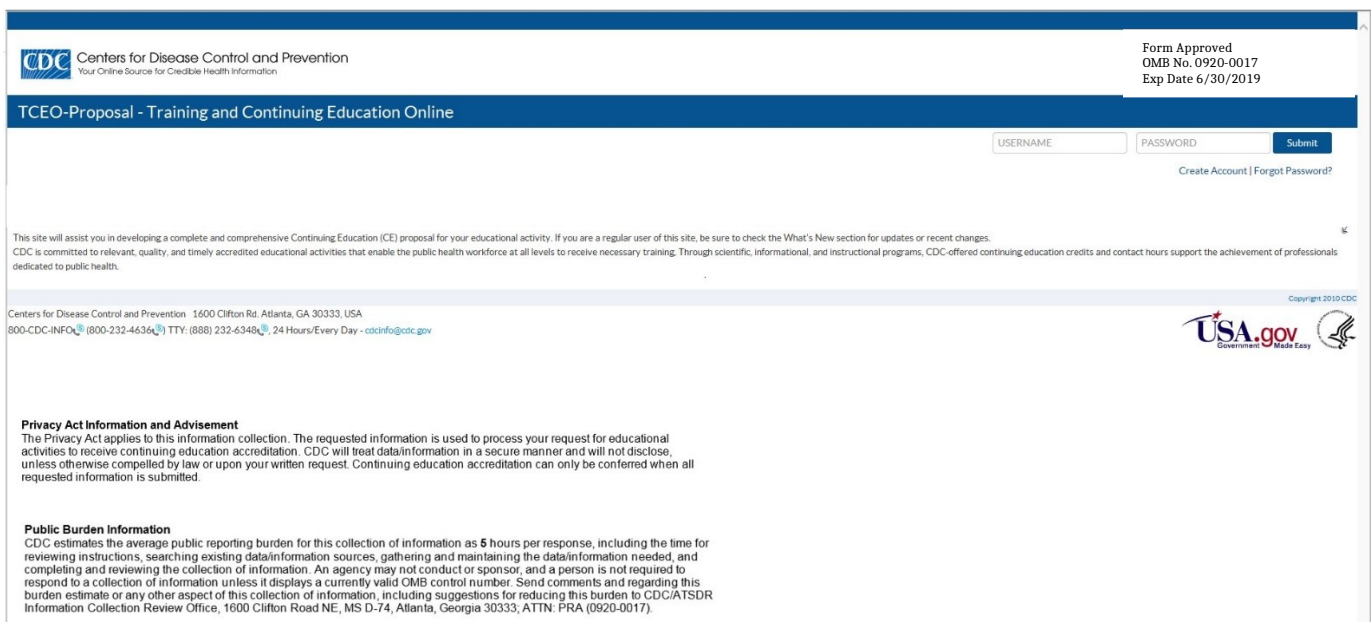


Figure 2 – Login page with legal statements

Table 2 – Login Page Data Elements

Column Label	Display property	Figure
Username	Text	2
Password	Text	2
Create Account / Forgot Password	Links	2


3. Activity Filter/Selection Page

Figure 3 – Activity Filter/ Selection Page


Table 3- Activity Filter/ Selection Page Data Elements

Column Label	Display property	Figure
Start Date	Numeric	3
Activity Number	Numeric	3
Title	Text	3
Role	Role Drop Down	3
User Name	Auto populate / Drop Down	3
Status	Status Drop Down	3
Credit Type	Multi Select- Credit Type	3
Activity Sub-Type	Multi Select – Activity Subtype	3

4. Application Status Page



TCEO-Proposal
Training and Continuing Education Online



Activity: ! Jim Test
Activity Type: Enduring
Number: 2028
Release Date: 4/3/2015

Activity

Activity Number:

Activity Title:

Activity Type: Contact Source:

Goal Statement:

Activity Objectives:

Activity Description:

Directly Sponsored:

Activity Status:

Status Updated On: 9/11/2015
Status Updated By: Hammond, Jim

On	By
Updated: 9/11/2015	Hammond, Jim
Created: 4/2/2015	Hammond, Jim

Credit Type	Hours
CME	1.000
CNE	1.000
CEU	0.100
MCHES	1.000
CECH	1.000
CPE	0.100
AAVSB	1.200
Audit	0.000

Activity Version (2)

	Name	Accreditation Start Date	Accreditation End Date
<input type="button" value="edit"/> <input type="button" value="delete"/>	Renewal	4/2/2015	4/2/2015
<input type="button" value="edit"/> <input type="button" value="delete"/>	Original	4/1/2015	4/1/2015

Activity Version (2)

Figure 4a – Application Status Page: Activity

Activity Version

Version Name:

Accreditation Start Date:

Accreditation End Date:

Credit Types

- AAVSB
- Audit
- CECH
- CEU
- CME
- CNE
- CPE
- CPH
- MCHES

On	By
Updated: 4/27/2015	Hammond, Jim
Created: 4/2/2015	Hammond, Jim

Credit Type	Hours
CME	1.000
CNE	1.000
CEU	0.100
MCHES	1.000
CECH	1.000
CPE	0.100
AAVSB	1.200
Audit	0.000

Activity Instance (2) for Version: Original

Figure 4b – Application Status Page: Activity Version

Activity Instance (2) for Version: Original

Activity Instance

Activity Sub-Type:

Activity Date:

UAN Number:

Location:

Address 1:

Address 2:

Address 3:

City, State, Postal Code:

Country:

On	By
Updated: 4/7/2015	Hammond, Jim
Created: 4/2/2015	Hammond, Jim

TCEO-Proposal 2.00.00 - DEV
vfd9 (System Admin)
Copyright 2012 CDC

Table 4 – Application Status Page Data Elements

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

5. Practice Gap Page

Practice Gap

On	By
Updated: 9/14/2015	Hammond, Jim
Created: 4/2/2015	Hammond, Jim

Practice Gap Addressing

- Knowledge (Competence)
- Performance
- Patient/Client outcome

Continuing Pharmacy Education

- Knowledge-based (Transmit Knowledge)
- Application-based (Apply Information)
- Practice-based (Instill knowledge, skills, attitudes)

Identify Educational Needs

- Formal needs assessment
- Requests from health departments
- Public health initiative needing education
- Determination of planning committee
- Evidence-based approaches to practice
- Studies of performance of health-care professionals
- Changes in practice recommendations, guidelines, or technology
- Criteria specified in professional competencies
- Summary of previous evaluations
- Determination of planning committee
- Evidence-based approaches to practice
- Studies of performance of health-care professionals

IOM Competencies

- Apply quality improvement
- Apply team dynamics
- Communicate in a responsive and responsible manner
- Employ evidence-based practice
- Interpersonal and Communication Skills
- Knowledge of roles
- Medical Knowledge
- Mutual respect
- Patient centered/community care
- Practice-based Learning and Improvement
- Professionalism
- Provide patient-centered care
- Systems-based Practice
- Utilize informatics
- Work in interdisciplinary teams

Competencies

- Practice patient care / community centered care
- Use medical knowledge
- Use practice-based learning and improvement
- Use interpersonal and communication skill
- Interpersonal and Communication Skills
- Demonstrate professionalism
- Systems-based practice
- Provide patient-centered/community centered care
- Work in interdisciplinary teams
- Employ evidence-based practice
- Make continuous quality improvements
- Utilize informatics
- Work with individuals of other professions
- Use the knowledge of one's own role and those of other professions
- Communicate

Figure 5 – Practice Gap

Gap Description

1) Identify the professional practice gap.

Figure 5a – Gap Description

Performance Impact

2) Identify the performance impact of this activity.

[Edit](#)

3) Provide documentation supporting your professional Practice gap

Upload New Item	File	Description
No records to display.		

Figure 5b – Performance Impact & Supporting Documentation

Table 5 – Practice Gap Page Data Elements

Column Label	Display property	Figure
Practice Gap Address	Multi Select – Practice Gap	5
Continuing Pharmacy Education	Multi Select – Continuing Pharmacy Education	5
Identify Education Needs	Multi Select - Identify Education Needs	5
IOM Competencies	Multi Select – IOM Competencies	5
Competencies	Multi Select - Competencies	5
Gap Description	Text Box	5a
Performance Impact	Text Box	5b
Supporting Documents	Document Upload	5b

6. Target Audience Page

Target Audience

On	By
Updated: 9/14/2015	Hammond, Jim
Created: 4/2/2015	Hammond, Jim

Target Audience

- Administrators
- CHES certified health educators
- Dentists
- DOs
- Epidemiologists
- Industrial Hygienists
- Laboratorians
- Licensed Practical/Vocational Nurses
- MDs
- Medical Assistants
- Nurse Practitioners
- Pharmacists
- Pharmacy Technicians
- Physician Assistants
- Program Managers
- Registered Nurses
- Veterinarians
- Other Health Educators
- Other

Audience Identification Method

- Previous Activities Identified Target Audience
- Formal Needs Assessment
- Stated in Practice Recommendations/Guidelines
- Expert Advisory Panel Determined
- Priority Audience Identified by CDC

Prerequisite Skills and Knowledge

Design | HTML | Preview

Save Cancel

Figure 6 – Target Audience Page

Table 6 – Target Audience Page Data Elements

Column Label	Display property	Figure
Target Audience	Multi Select - Target Audience	6
Audience Identification Method	Multi Select – Audience Identification Method	6
Prerequisite Skills and Knowledge	Text Box	6

7. Facility Page

Facility

Location: location

Specify the facilities in which educational activity will take place:

Classroom Auditorium Hotel
 Lecture Hall Home or Office Laboratory

Specify the appropriateness of the physical facilities for this educational activity:

Appropriate for teaching strategies used Provides accessibility for all participants
 Provides environmental comfort of the participants Special accommodations: (If YES, specify below.)

Describe any unique features of the facility that must be made known to participants:

	On	By
Updated	4/27/2015	Hammond, Jim
Created	4/27/2015	Hammond, Jim

Figure 7 – Facility Page

Table 7 – Facility Page Data Elements

Column Label	Display property	Figure
Facility in which the education takes place	Multi Select Facility in which the education takes place	7
Appropriateness of Physical facilities	Multi Select – Appropriateness of physical facilities	7
Prerequisite Skills and Knowledge	Text Box	7

Figure 8 – Promo / Eval Page

8. Promo/Eval Page

Promo/Eval

Promotion Methods

CDC announcement
 E-mail
 Promotional flyer
 Save-the-date announcement
 Direct mail
 Professional publication

Evaluation Category

Learner satisfaction
 Knowledge enhancement
 Maintain competency
 Increase skill
 Change attitude
 Change in performance or practice

Learner Feedback Strategies

Discussion
 Knowledge checks
 Posttest
 Pretest/posttest
 Q&A
 Other

Participant Evaluation Methods

Online - using TCEO

	On	By
Updated	9/14/2015	Hammond, Jim
Created	4/2/2015	Hammond, Jim

Supporting Documents:

Upload Type	File	Description
Promotional URL	national_hockey_rankings.xlsx	[LINK]description

Table 8 - Promo / Eval Page Data Elements

Column Label	Display property	Figure
Promotion Methods	Multi Select – Promotion Methods	8
Evaluation Categories	Multi Select – Evaluation Categories	8
Learner Feedback Strategies	Multi Select – Learner Feedback Strategies	8
Participant Evaluation Methods	Drop Down- Participant Evaluation Methods	8

Figure 9 – Timeline Page

9. Timeline Page

The screenshot shows the 'Timeline Version (1)' page. At the top, there is a table with columns 'Version', 'Issued', and 'Accepted'. The first row shows '1', '4/2/2015', and '4/2/2015'. Below the table is a 'New Timeline Version' button. The main form area has fields for 'Version', 'Date Issued', and 'Date Accepted', and a large 'Reason' text box. To the left, there is a list of processes with 'Due Date' fields and icons: Planning Tool, Draft CE Proposal, CPE 30-day Out, Final CE Proposal, CME Review, and Contact TCEO Coordinator. At the bottom, there are 'Save' and 'Cancel' buttons. The footer contains 'CEO-Proposal 2.00.00 - DEV', 'v09 (System Admin)', and 'Copyright 2012 CDC'.

Table 9 – Timeline Page Data Elements

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

10. Summary Page

Section	Updated On	Updated By
Initial Request	9/14/2015 3:55:05 PM	Hammond, Jim
Timeline	4/2/2015 11:10:03 AM	Hammond, Jim
Practice Gap	8/3/2015 9:38:16 AM	Hammond, Jim
Target Audience	4/6/2015 3:14:13 PM	Hammond, Jim
Promo/Eval	8/3/2015 9:38:34 AM	Hammond, Jim
Objectives	8/3/2015 9:37:46 AM	Hammond, Jim
Planning Tool	8/20/2015 10:40:51 AM	Hammond, Jim
Co-Provider	8/14/2015 3:10:58 PM	Hammond, Jim
Budget	9/23/2015 1:28:14 PM	Hammond, Jim
Activity Testing	5/5/2015 1:53:44 PM	Hammond, Jim
Supporting Documents	4/2/2015 2:51:40 PM	Hammond, Jim
Activity Notes	7/13/2015 3:04:44 PM	Hammond, Jim

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Figure 10 – Summary Page

Table 10 – Summary Page Data Elements

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

11. Objectives Page

Figure 11 – Objectives Page

Content Segments	Description	List Order
0	Objective 1	1

New Objective:

Objective:

Description:

List Order:

Save Cancel

Table 11 – Objectives Page Data Elements

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

12. Planning Tool Page

Figure 12 – Planning Tool Page

Segment (1) for Learning Session: 1st instance of renewal

Name	Start Date	End Date	Duration	Presenters
1st instance of renewal content	4/3/2015	4/3/2015	60	

Segment (1) for Learning Session: 1st instance of renewal
Show 10 per page.

New Content Segment

Content Segment

Title:

Objectives: Objective 1

Content Addressing Objective:

Presenter / Content Expert: No Presenter found.

Duration: to 4/3/2015 9:00 AM

Location:

Inst Strat: CHES

- Feedback
 - Question and Answer
 - Knowledge Check
 - Automated Response System
 - Posttest Only
 - Pretest/Posttest
- Multimedia
 - Exercises
 - Discussion
 - Self-Directed Learning
 - Case Studies
 - Link to Resources
 - Presentation
 - Self-assessment

On	By
Updated 8/20/2015	Hammond, Jim
Created 4/27/2015	Hammond, Jim

Credit Type	Hours
CME	1.000
CNE	1.000
CEU	0.100
MCHES	1.000
CECH	1.000
CPE	0.100
AAVSB	1.200
Audit	0.000

Table 12 – Planning Tool Page Data Elements

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

Figure 13 – Credit Provider Page

13. Credit Provider Page

The screenshot shows a web interface for managing credit providers. It is divided into two main sections: 'Joint Provider' and 'Co-Provider'. Each section features a blue header bar with a search icon, a dropdown menu currently set to '[Select]', and two buttons: 'Add Joint Provider' and 'New Organization...' for the joint provider section, and 'Add Co-Provider' and 'New Organization...' for the co-provider section. At the bottom of the page, there is a footer with the text 'TCEO-Proposal 2.00.00 - DEV', 'vfd9 (System Admin)', and 'Copyright 2012 CDC'.

Table 13 – Credit Provider Page Data Elements

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

Budget Page

Figure 14 – Budget Page

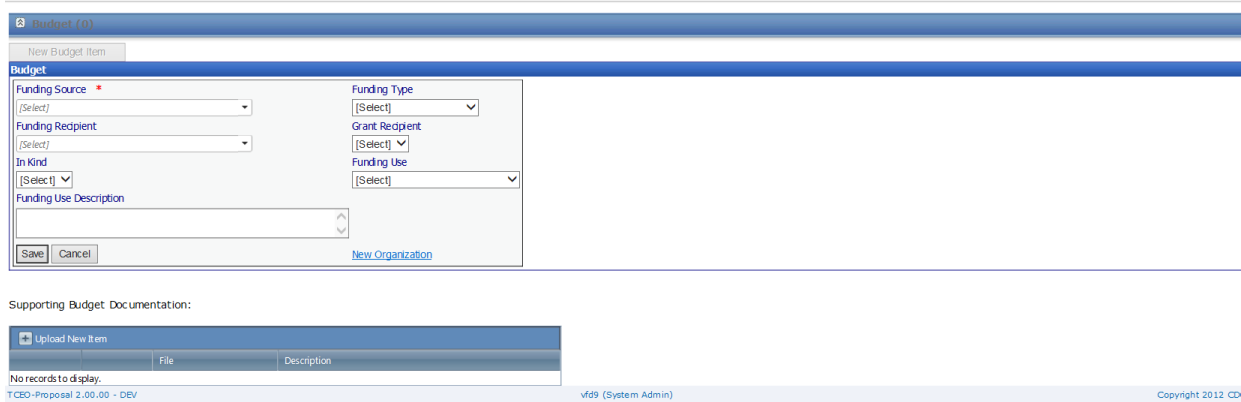


Table 14 – Budget Page Data Elements

Column Label	Display property	Figure
Funding Source	Drop Down – List of Organizations that have been added TCEO application	14
Funding Recipient	Drop Down – List of Organizations that have been added TCEO application	14
In Kind	Drop Down – Yes/No	14
Funding User Description	Text Box	14
Funding Type	Drop Down – Funding Types	14
Grant Recipient	Drop Down – Yes / No	14
Funding User	Drop Down – Funding Use	14
New Organization	Hyperlink	14
Upload New Item	Button	14
File	Browse and Select File	14
Description	Text Box	14

Figure 15 – Pilot Test List Page

14. Pilot Test List Page

Included Pilot Testers Per Type

Credit Type	Completed
CME	1

Available Pilot Testers (1)

Include	Type	Last Name	First Name	Phone Number	Duration	Email
<input checked="" type="checkbox"/>	CME	Akinsanya Beysolow	Iyabode	(404) 639-5251	60	ht5@cdc.gov

Show 10 per page.

[New Pilot Test](#)

Pilot Test

Which Pilot Tester:

Pilot Test Date:

Which Credit for this activity: Minutes to complete:

Profession
 MD DO Dentist Medical student Physician assistant Medical assistant

Question	Effective	Reason
Instructions	<input type="text" value="Yes"/>	<input type="text"/>
Objectives	<input type="text" value="Yes"/>	<input type="text"/>
Course Content	<input type="text" value="Yes"/>	<input type="text"/>
Tables/Figures/Graphics	<input type="text" value="Yes"/>	<input type="text"/>
Quiz/Exercise Questions	<input type="text" value="Yes"/>	<input type="text"/>
Test/Exam	<input type="text" value="Yes"/>	<input type="text"/>

Willing to participate in future pilot testing:

Comments:

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Table 15 – Pilot Test List Page Data Elements

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

15. Pilot Test Summary Page

Figure 16 – Pilot Test Summary Page

Dates of Pilot Test: 8/1/2015 to 8/1/2015

Number of Pilot Testers by Credit Type: 1

Completion time by credit type

Pilot Tester	Completion Time	Credit Type
Tyabode Akinsanya Beysolow	60	CME

Statistics by Credit Type

Credit Type	Median	Mode	Average	Average-Outliers
CME	60.000	60.000	60.000	
All Types	60.000	60.000	60.000	

Counts by Profession

Profession	Profession Count
MD	1

Activity Pilot Test

Duration Method: [Select] ▼

Relevance Of Activity:

Feedback Documentation:

Results Statement:

Other Details:

Feedback Incorporation:

[Save] [Cancel]

On	By
Updated: 8/3/2015	Hammond, Jim
Created: 8/3/2015	Hammond, Jim

TCED-Preposal 2.00.00 - DEV v69 (System Admin) Copyright 2012 CDC

Table 16 – Pilot Test Summary Page Data Elements

Column Label	Display property	Figure
Duration Method	Drop Down List – Duration Method	16
Relevance of Activity	Text Box	16
Feedback Documentation	Text Box	16
Results Statement	Text Box	16
Other Details	Text Box	16
Feedback Incorporation	Text Box	16

16. Activity Testing Page

Figure 17 – Activity Testing Page

Type	Scope	Learning Session	Content Segment	Name	Activity Version	Question Count
PostTest	Activity			Activity Post-Test	Original	1
PostTest	Activity			Activity Post-Test	Original	0

Test (2) Show 10 per page.

New Test

Test

Type [Select] Scope [Select] Learning Session [Select] Content Segment [Select]

Name

Description

Activity Version [Original]

Credit Type	Passing Score
CME	<input type="text"/>
CE	<input type="text"/>
CEU	<input type="text"/>
MCHES	<input type="text"/>
CEH	<input type="text"/>
CPE	<input type="text"/>
AAVSB	<input type="text"/>
Audit	<input type="text"/>

Save Cancel

Table 17 – Activity Testing Page Data Elements

Column Label	Display property	Figure
Type	Drop Down List – Test Type	17
Scope	Drop Down List – Scope	17
Learning Session	Drop Down List – Activity’s Sessions	17
Content Segment	Drop Down List – Activity’s Segments	17
Name	Text Box	17
Activity Version	Drop Down List – Activity’s Versions	17
Passing Score	Numeric Field for each selected Credit Type	17

17. Activity Testing Group Page

Figure 18 – Activity Testing Group Page

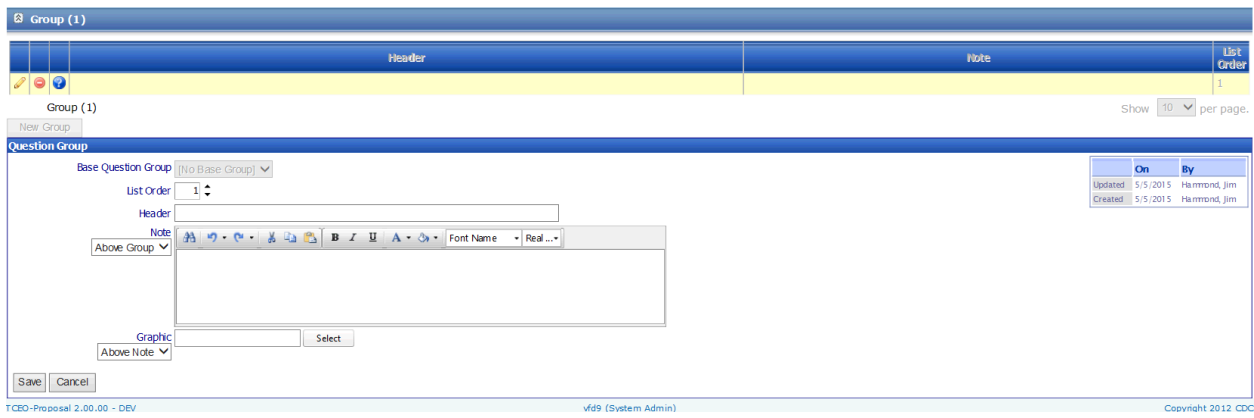


Table 18 – Activity Testing Group Page Data Elements

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

18. Activity Testing Question Page

Figure 19 – Activity Testing Question Page

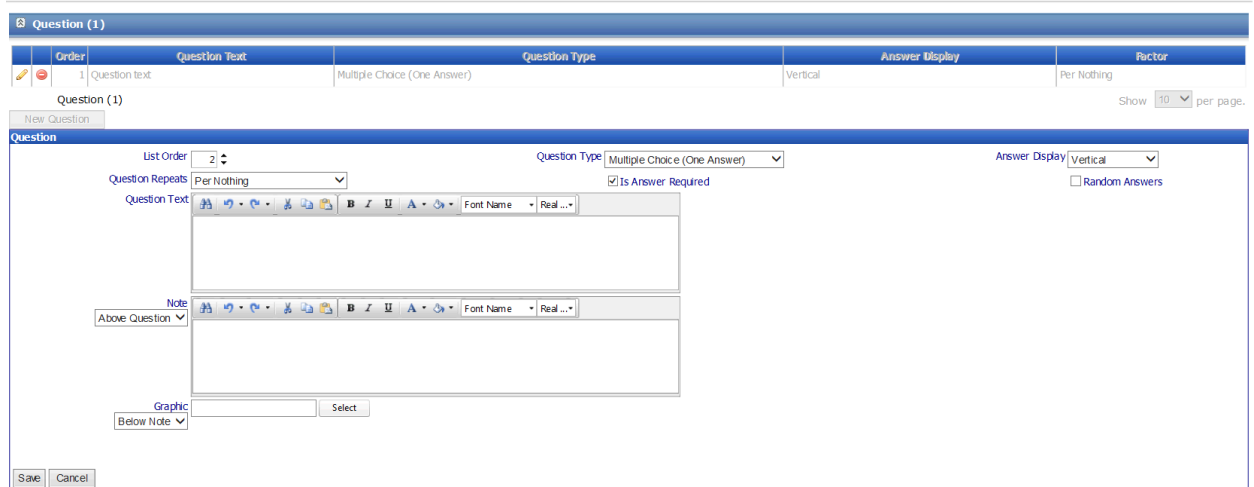


Table 19 – Activity Testing Question Page Data Elements

Column Label	Display property	Figure
List Order	Numeric	19
Question Type	Drop Down – Question Type	19
Question Display	Drop Down- Vertical / Horizontal / Drop Down List	19

Random Answers	Checkbox	19
Question Repeats	Drop Down List –Per Nothing /Per Objective / Per Presenter	19
Answer Required	Checkbox	19
Question Text	Text Box	19
Note	Text Box	19
Note Position	Drop Down – Above / Below	19
Graphic Select	Button / Browse	19
Graphic Position	Drop Down – Above / Below	19

19. Activity Testing Answers Page

Figure 20 – Activity Testing Answers Page

The screenshot displays the 'Activity Testing Answers Page' interface. At the top, there is a table with columns 'Order', 'Correct', and 'Answer Text'. Below this table, there is a 'New Answer' form. The form includes a 'List Order' dropdown menu, a 'Correct' dropdown menu, and two text input fields for 'Answer Text' and 'FeedbackText'. Each text input field has a rich text editor toolbar above it. At the bottom left of the form, there are 'Save' and 'Cancel' buttons. The footer of the page contains the text 'TCBO-Proposal 2.00.00 - DEV', 'vf09 (System Admin)', and 'Copyright 2012 CDC'.

Table 20 – Activity Testing Answers Page Data Elements

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

20. Supporting Documents Page

Figure 21 – Supporting Documents Page



Table 21 – Supporting Documents Page Data Elements

Column Label	Display property	Figure
Select File	Button / Select	21
Upload Type	Drop Down List – Document Type	21
Description	Text	21

Figure 22 – Activity Notes Page

21. Activity Notes Page

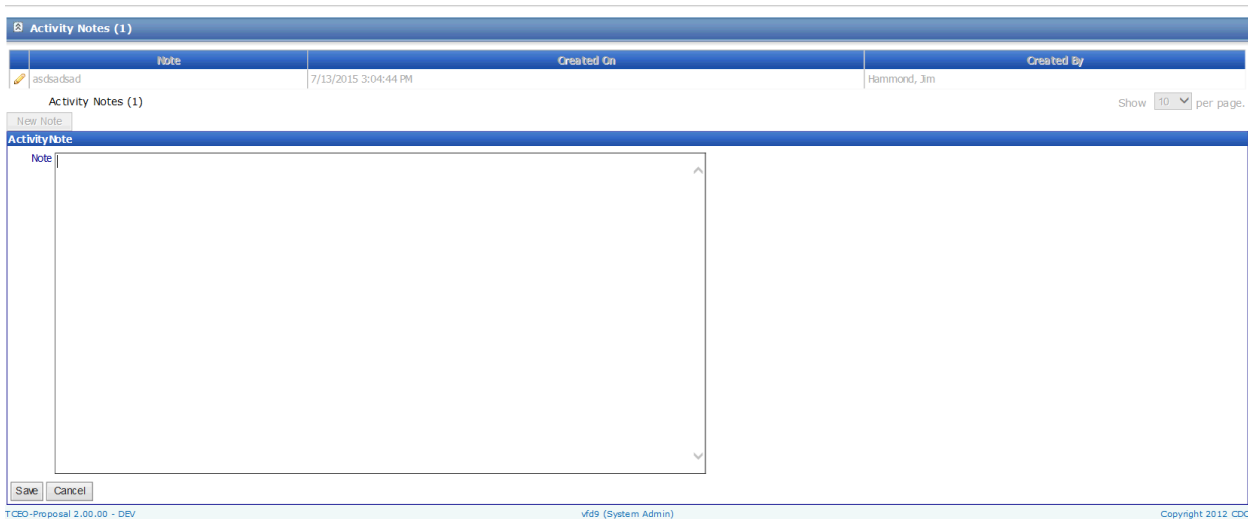


Table 22 – Activity Notes Page Data Elements

Column Label	Display property	Figure
Notes	Text Box	22

Figure 23 – Non-CDC User Page

22. Non-CDC User Page

NOTE: Only Non-CDC Personnel may be added, modified or deleted on this page.

Person - (Non-CDC Personnel)

Prefix

Name (Last, First, Middle)

Suffix

Login ID/Email Address

CDC Active

Phone Type	Primary	Country	Phone Number	Extension
Work Phone	<input type="radio"/>	United States	1+ () -	
Cell Phone	<input type="radio"/>	United States	1+ () -	

Add as as

Table 23 – Non-CDC User Page Data Elements

Column Label	Display property	Figure
Prefix	Text Box	23
Last Name	Text Box	23
First Name	Text Box	23
Middle Name	Text Box	23
Suffix	Text Box	23
Login id / email Address	Text Box	23
Primary Work Phone	Radio Button	23
Work Phone Country	Drop Down - Country	23
Work Phone – Phone Number	Numeric	23
Work Phone – Phone Number Extension	Numeric	23
Cell Phone – Primary	Radio Button	23
Cell Phone – Country	Drop Down - Country	23
Add as Role	Drop Down – Activity Role / System Role	23
Role	Drop Down – Role	23

Figure 24 – Biography Page

23. Biography Page

The screenshot displays the Biography Page interface. At the top, there are input fields for 'Last Name' (Hammond), 'First Name' (Jim), 'CDC Organization' (N/A), 'Primary Address', 'City', 'State', and 'Zip'. Below this is a 'Biography (1)' section with a table containing one entry:

Submitted On	Relevant Experience	Resume
6/1/2015	Relevant Experience	

Below the table, there is a 'New Biography' form with fields for 'Job Title', 'Relevant Experience' (a large text area), 'Date Submitted', and 'Upload a Resume'. There are also dropdown menus for 'Approved/Rejected' (Developer/Consultant), 'By' (Developer/Consultant), and 'Reason'. 'Save' and 'Cancel' buttons are at the bottom left.

Table 24 – Biography Page Data Elements

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

24. Biography Degree Page

Figure 25 – Biography Degree Page

Table 25 – Biography Degree Page Data Elements

Column Label	Display property	Figure
Degree	Drop Down - Degree	25
Major	Text Box	25
School	Text Box	25
City	Button / Browse	25
Country	Drop Down – Country	25
State	Drop Down - State	25
Graduation Year	Date Field	25

25. Disclosure Page

Figure 26 – Disclosure Page

Activity Type: Enduring Release Date: 4/3/2015

Last Name: First Name:

CDC Organization:

Primary Address:
 City: State: Zip:
 Country:

Disclosure (1)

Disclosed On	Disclosure Summary	Disclosure Form
1/1/2001	adsfd	

Disclosure (1) Show 10 per page.

[New Disclosure](#)

Disclosure

Disclosed On:

Disclosure Form:

Do you have a Financial Disclosure/Relationship?

Mechanism for Resolve:

Will your presentation(s), or the content you contributed include any discussion of unlabeled use of commercial products or products for investigational use?

Unlabeled Use Explanation:

Disclosure Summary:

Developer:
 Consultant:

Approved/Rejected:

By:
 On:
 Reason:

On	By
Updated: 4/7/2015	Hammond, Jim
Created: 4/7/2015	Hammond, Jim

Table 26 – Disclosure Page Data Elements

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

26. Organization Page

Figure 27 – Organization Page

Table 27 – Organization Page Data Elements

Column Label	Display property	Figure
Name	Text Box	27
Parent Organization	Drop Down – Organizations previously entered	27
Organization Type	Drop Down – Organization Types	27
Approved	Drop Down – Yes/ No	27
Reason	Text Box	27