



## Action Plan Module

Release 7.6





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## Introduction

An action plan is a comprehensive plan to attain your program's goals. Use the Action Plan section to manage your programs goals on a yearly basis, track the progress of the work, and document the results. An action plan consists of Project Period Objectives (PPOs), Annual Objectives (AOs), Evidence-Based Intervention (EBI) activities, products and progress information for both the PPO and AO.

## Action Plan Summary Page

The Action Plan Summary page is divided into two sections. The left side contains a multi-level navigation tree that displays a summarized view of the PPOs and their associated PPO Progress entries, AOs, AO Progress entries, EBI Activities, and Products. The right side displays the action plan details and has links to view, add, edit or delete the various components.

The screenshot shows the 'Action Plan' section of the CDMIS system. At the top, there is a navigation bar with tabs for 'Program Information', 'Resources', 'Financial', 'Planning', and 'Action Plan'. The 'Action Plan' tab is highlighted and circled. Below the navigation bar, there is a section for '2017-2018 Action Plan' with a 'Year' dropdown set to '2017-2018' and a 'Go' button. A guidance box provides instructions on creating action plans, stating that each PPO must align with NCCCP priority areas and have at least three evidence-based interventions (EBIs), and each EBI must have activities that align with the five funding opportunity announcement (FOA) strategies. The main content area is titled 'Action Plan Summary' and is divided into two sections. The left section, labeled 'Navigation tree', contains a list of PPOs: 'PPO: 1.00 - Increase the number of health in...', 'PPO: 2.00 - Decrease the percent of timely b...', 'PPO: 3.00 - Increase the number of adequacy ...', and 'PPO: 4.00 - Increase the percent of adequacy...'. An 'Add PPO' button is located above this list. The right section, labeled 'Action Plan details section', contains a 'Project Period Objective Summary' for PPO 1.00, with a description: '1.00 - Increase the number of health insurance coverage during treatment from 10 to 20 by June 2022.' Below this is a 'Project Period Objective Progress' table with columns for 'Progress Period', 'Description', and 'Target Met', and a note 'No information entered.' At the bottom, there is an 'Annual Objective' section, also with a note 'No information entered.'

The Action Plan section consists of the following components.

1. **Project Period Objective (PPO)** – Describes the long term 5-year objective. The PPO must be added first before any other action plan components can be added.
  - 1.1. **Project Period Objective Progress** – Used to document the progress made toward the PPO during the interim or annual reporting period.
  - 1.2. **Annual Objective (AO)** – Describes the short term annual objective required to meet the longer term PPO. An Annual Objective must be added before Annual Objective Progress, Activity, and Product can be added.
    - 1.2.1. **Annual Objective Progress** – Used to document the progress made toward the Annual Objective during the interim or annual reporting period.
    - 1.2.2. **Activity** – Describes the actual work or action taken to meet the goals of the Annual Objective.
    - 1.2.3. **Products** – Tangible output or artifact resulting from an activity.

## The Action Plan navigation tree

The tree on the left side of the page displays PPOs that have been entered for the action plan. For each PPO, the system displays the number of progress entries and also displays the PPO’s annual objectives. If annual objectives have been entered for the project period objective, the system displays the annual objective in SMART statement format and displays the number of progress entries, activities, and products that have been entered for the AO. To view associated information for a PPO or AO in the right display pane, click on the PPO or AO.

The navigation tree displays information using the following hierarchy:

Project Period Objective

Progress

Annual Objective

Progress

Activities

Products

The screenshot shows a navigation tree interface with an "Add PPO" button at the top right. The tree structure is as follows:

- PPO: 1.00 - Increase the number of health in... (Expanded)
- PPO: 2.00 - Decrease the percent of timely b... (Collapsed)
  - Progress (0)
- AO: 2.01 - Decrease the rate of incidence o... (Expanded)
  - Progress (1)
  - Activities (4)
  - Products (0)
  - EBIs (6)
- AO: 2.10 - Increase the percent of timely b... (Expanded)
- PPO: 3.00 - Increase the number of adequacy ... (Collapsed)
- PPO: 4.00 - Increase the percent of adequacy... (Collapsed)

A yellow callout box on the left contains the text: "Click + or - to collapse or expand PPO components". An arrow points from this box to the expand/collapse icons in the tree.

The Action Plan Summary pane is located to the right of the navigation tree, and allows you to work with your PPOs and all the components of the PPO, i.e. AOs, activities, products, EBIs.

## SMART Objective

When you enter objective information, the system converts information entered into a SMART format, i.e. Specific, Measurable, Achievable, Relevant, and Time-specific. The system assists you to make your objectives SMART by dividing the fields for entering objective information into the components of a SMART objective.

*Specific* - Identifies a specific event or action that will take place and answers the question: Is there a description of a precise or specific behavior/outcome which will take place?

*Measurable* - A system, method, or procedure that allows the tracking and recording of the behavior or action upon which the objective is focused and answers the question: Is there a reliable system in place to measure and quantify progress towards the achievement of the objective?

*Achievable* - The objective should be capable of being reached; there is a likelihood of success but that does not mean easy or simple. The objectives should be agreed to by the parties involved and answers the question: Can the objective be achieved with a reasonable amount of effort?

*Relevant* - The objective relates to and supports the associated program goal and also represents the most cost effective use of resources (money, staff, time, in-kind, etc.) to accomplish the associated program goal and answers the questions: Will accomplishing this objective help to achieve program goals? Is this the best use of our resources to reach our goals, versus alternative approaches?

*Time based* - There must be a date for when the objective has to be started and finished and answers the question: Is there a finish and a start date clearly stated or defined?



## Adding a Project Period Objective (PPO)

1. Click the **Add PPO** button above the navigation tree.

**Result:** The system displays the fields for adding the PPO in the right display pane.

### Add Project Period Objective

\* Objective ID:

\* Priority Area:  Emphasize primary prevention of cancer  
 Facilitate screening and early detection of cancer  
 Improve cancer survivors' quality of life  
 Promote health equity as it relates to cancer control

\* Cancer Focus:  All Cancers  
 Breast  
 Cervical  
 Colorectal  
 Immunization  
 Lung  
 Ovarian  
 Prostate  
 Skin  
 Alcohol use  
 Nutrition  
 Obesity  
 Physical activity  
 Tobacco use

\* Measurement: (This section creates the SMART Objective Statement)

Direction of Change:	Unit of Measurement:
<input type="text" value="Select"/>	<input type="text" value="Select"/>
Long-Term Outcome Indicator	
<input type="text" value="Select"/>	
Baseline:	Target:
<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Unknown	
Data Source:	
<input type="text" value="Select one"/>	

\* Related Program Goal:

ABC

Characters: 0 / Maximum: 2000

Timeframe: 06/30/2017 - 06/29/2022

2. In the *Objective ID* field, enter an objective ID or number that will be assigned to the PPO. Maximum text is 15 characters.

3. In the *Priority Area* field, select the appropriate priority area(s) from the list.

**Note**


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The selected priority area determines the options that will be displayed in the Long-Term Outcome Indicator dropdown in the Measurement field. You cannot edit the Priority Area field if the PPO is associated to an annual objective.

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4. In the *Cancer Focus* field, select the areas on which the cancer focuses.
5. Complete the Measurement fields as follows:
  - a. In the *Direction of Change* field, select the direction of change that will be measured to indicate if you plan to increase, decrease, or maintain the figure.
  - b. In the *Unit of Measurement* field, select the unit of measurement that will be used to measure the PPO.
  - c. In the Long Term Outcome Indicator field, select the indicator that will be used for measuring the Project Period Objective. The long-term outcome indicators displayed here are determined by the option selected in the Priority Area field. You cannot edit the Long Term Outcome Indicator field if the PPO is associated to an annual objective.
  - d. In the *Baseline* field, enter the baseline figure for what will be measured in the text box. Maximum text is 10 numeric digits.

**Note**

- 
- If you do not know the baseline, select the *Unknown* check box. If you select *Unknown*, the *Baseline* field is not required.
- 

- e. In the *Target* field, enter the target figure for what will be measured in the text box. Maximum text is 10 numeric digits.
6. In the *Data Source* field, select the desired data source from the list. The list of data sources is based on the selections made in the Planning Tab – Data Sources section. If the data source is not included in the list, select *Other*, and enter it in the *Other* text box. Maximum text for the *Other* field is 50 characters, about 10 words.
7. In the *Related Program* field, enter the program related to the project period objective. Maximum text is 2000 characters, about 400 words.
8. In the *Timeframe* field, notice the start date and the end date for the PPO. The timeframe displayed defaults to the FOA project period.
9. Click **Save** to save the information entered.
 

**Result:** The system saves the PPO information. If any fields on the page are incomplete or invalid when you click **Save**, the system displays an error. Correct all errors and click **Save** again

## Editing PPO information

1. On the navigation tree, select the PPO that you want to edit.
 

**Result:** The system displays the details for the selected PPO in the right display pane.

**Project Period Objective Summary**

**1.00** - Increase the number of health insurance coverage during treatment from 10 to 20 by June 2022. [view](#) | [edit](#) | [delete](#)

**Project Period Objective Progress** [add](#)

Progress Period	Description	Target Met
No information entered.		

Click to edit PPO

**Annual Objective** [add](#)

**Annual Objective** [hide details](#)

**1.01** - Decrease the number of adult obesity prevalence from 75 to 25 by June 2018. [view](#) | [edit](#) | [delete](#)

2. Click the **edit** link on the same row as the PPO that you want to edit.

**Result:** The system displays the *Edit Project Period Objective* section in the right display pane.

**Edit Project Period Objective** Last Updated: 02/02/2018

\* Objective ID:

The disabled fields cannot be modified due to its existing association with an annual objective.

Priority Area:

- Emphasize primary prevention of cancer
- Facilitate screening and early detection of cancer
- Improve cancer survivors' quality of life
- Promote health equity as it relates to cancer control

\* Cancer Focus:

- All Cancers
- Breast
- Cervical
- Colorectal
- Immunization
- Lung
- Ovarian
- Prostate
- Skin
- Alcohol use
- Nutrition
- Obesity
- Physical activity
- Tobacco use

\* Measurement: (This section creates the SMART Objective Statement)

Direction of Change:  Unit of Measurement:

Long-Term Outcome Indicator:



**Note**

- The page for entering initial PPO information and modifying existing are identical. The only difference is that the Edit page displays the existing information for the PPO while the fields in the page for entering initial

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information are blank.

- When editing a PPO, if the PPO is associated to an annual objective, the Priority Area, Cancer Focus, and Long-Term Outcome Indicator fields are disabled.
- 

3. Modify the fields as necessary.
4. In the *Describe Revisions* field, enter notes or comments for the revision.
5. Click the **Save** button to save the information.

**Result:** The system saves the modified information. If any fields on the page are incomplete or invalid when you click **Save**, the system displays an error. Correct all invalid fields and click **Save** again.

## Deleting a PPO

1. On the navigation tree, select the PPO that you want to delete.

**Result:** The system displays the *Project Period Objective Summary* in the right display pane.

**Project Period Objective Summary**

1 - Increase the percent of Alaska's agencies and systems that are impacting the root causes of IPV to 90% by March 2018. [view](#) | [edit](#) | [delete](#)

Project Period Objective Progress <a href="#">add</a>			
Progress Period	Description	Target Met	
First 6 Months	We have completed some evaluations of individual webinars, but we do not yet have a sense of how partners are incorporating this into their work or...	Ongoing	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

Click to delete a PPO

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**Annual Objective** [add](#)

2. Click the **delete** link for the PPO.

**Result:** The system displays a message asking you to confirm the delete action.

### Delete Project Period Objective



The project period objective cannot be deleted since it has at least one progress or annual objective entered. Please delete all related information before deleting the Project Period Objective.

OK

3. Click the **OK** button to confirm your decision to delete the PPO.

**Result:** The system deletes the PPO.



- A PPO with associated progress and annual objective information cannot be deleted. You must first delete the associated information before you can delete the PPO.
  - Once a PPO is deleted it is no longer available in the system.
  - If a PPO which is assigned to action plan activities is deleted, the PPO will be
-

removed from that action plan activity as well.

## Project Period Objective Progress

The Project Period Objective Progress section allows you to track and record the progress of the PPO.

### Adding PPO Progress information

1. On the navigation tree, select the PPO to which you want to add a progress entry.

**Result:** The system displays the PPO Summary in the right display pane.

**Project Period Objective Summary**

**1** - Increase the percent of Alaska's agencies and systems that are impacting the root causes of IPV to 90% by March 2018. [view](#) | [edit](#) | [delete](#)

---

**Project Period Objective Progress** [add](#)

Progress Period	Description	Target Met	
First 6 Months	We have completed some evaluations of individual webinars, but we do not yet have a sense of how partners are incorporating this into their work or...	Ongoing	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

Click to add a PPO progress entry

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**Annual Objective** [add](#)

2. Click the **add** link in the *Project Period Objective Progress* section.

**Result:** The system displays the *Add Project Period Objective Progress* section in the right display pane. Notice that the system displays the related PPO in the *Related*

*Project Period Objective* field in SMART format.

### Add Project Period Objective Progress

Related Project Period Objective:	<b>1.00</b> - Increase the number of health insurance coverage during treatment from 10 to 20 by June 2022.
Progress Period:	June 30, 2017 - December 29, 2017
* Objective's Target Met:	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Ongoing
* Current Measurement:	<input type="text"/> <input type="checkbox"/> Unknown at this time
* Describe Progress:	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f0f0f0; border-bottom: 1px solid #ccc; padding: 2px;">ABC</div> <div style="height: 200px; border: 1px solid #ccc;"></div> <div style="background-color: #f0f0f0; border-top: 1px solid #ccc; padding: 2px;">Characters: 0 / Maximum: 5000</div> </div>
* Facilitating Factors of Success:	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f0f0f0; border-bottom: 1px solid #ccc; padding: 2px;">ABC</div> <div style="height: 20px; border: 1px solid #ccc;"></div> </div>

3. Inspect the PPO displayed in the *Related Project Period Objective* field to ensure that it is the right PPO to which you want a progress entry.
4. Inspect the period displayed in the *Progress Period* field to ensure that it is the right period for the progress entry.
5. In the *Objective's Target Met* field, indicate if the project period objective's target has been met, not met, or still ongoing by selecting *Yes*, *No*, or *Ongoing*.
6. In the *Current Measurement* field, enter the current measurement used for the progress information. Maximum text is 10 numeric digits. If you do not know the current measurement, select the *Unknown* check box. If you select *Unknown*, the *Current Measurement* field is not required.
7. In the *Describe Progress* field, enter a description for the PPO progress. Maximum text is 5000 characters, about 1000 words.
8. In the *Facilitating Factors of Success* field, describe the factors that will facilitate the success of the PPO. Maximum text is 5000 characters, about 1000 words.
9. In the *Barriers/Issues Encountered* field, describe the barriers or issues encountered in the process of achieving success. Maximum text is 5000 characters, about 1000 words.

10. In the *Plans to Overcome Barriers/Issues Encountered* field, describe the plans or strategy that you will use to overcome the barriers or issues encountered. Maximum text is 5000 characters, about 1000 words.
11. In the *Unanticipated Outcomes Resulting from the* field, describe any unanticipated outcomes that have resulted from the project period objective. Maximum text is 5000 characters, about 1000 words.
12. Click the **Save** button to save the information.  
**Result:** The system saves the modified information. If any fields are incomplete or invalid when you click **Save**, the system displays an error. Correct all invalid fields and click **Save** again.

### Editing PPO progress information

1. On the navigation tree, select the PPO for which you want to edit a progress entry.  
**Result:** The system displays the *Project Period Objective Summary* in the right display pane.

**Project Period Objective Summary**

**1.00** - Increase the number of health insurance coverage during treatment from 10 to 20 by June 2022. [view](#) | [edit](#) | [delete](#)

**Project Period Objective Progress** [add](#)

Progress Period	Description	Target Met	
June 30, 2017 - December 29, 2017	Great progress is being made in this area.	Ongoing	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

**Annual Objective** [add](#)

Click to edit a PPO progress

2. On the *Action Plan Summary* page, click the **edit** link on the same row as the PPO progress entry to edit.  
**Result:** The system displays the *Edit Project Period Objective* section in right display pane.

**Edit Project Period Objective Progress** **Last Updated:** 02/02/2018

Related Project Period Objective: **1.00** - Increase the number of health insurance coverage during treatment from 10 to 20 by June 2022.

Progress Period: June 30, 2017 - December 29, 2017

Objective's Target Met:  Yes  No  Ongoing

Current Measurement:   Unknown at this time

Describe Progress: 

Great progress is being made in this area.



**Note**

- The page for entering initial PPO progress information and modifying existing information are identical. The only difference is that the *Edit* page displays the existing PPO progress information, while the fields in the page for entering initial

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information are blank.

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3. Modify the fields as necessary.
4. Click the **Save** button to save the information.

**Result:** The system saves the modified information. If any fields on the page are incomplete or invalid when you click **Save**, the system displays an error. Correct all invalid fields and click **Save** again.

## Deleting PPO progress information

1. Click the *Action Plan* tab.

**Result:** The system displays the Action Plan Summary page.

**Project Period Objective Summary**

01.0 - Decrease the percent of adolescent smoking prevalence from 25% to 20% by June 2022. [view](#) | [edit](#) | [delete](#)

**Project Period Objective Progress** [add](#)

Progress Period	Description	Target Met	
June 30, 2017 - December 29, 2017	Steady progress is being made on decreasing the percent of adolescent smoking prevalence from 25% to 20% by June 2022.	No	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

**Annual Objective** [add](#)

**Annual Objective** [show details](#)

1.0 - Decrease the rate of lung cancer mortality rate from 100 to 10 by June 2018. [view](#) | [edit](#) | [delete](#)

**Annual Objective** [show details](#)

2.0 - Decrease the number of adults who use tobacco from 500 to 200 by June 2018. [view](#) | [edit](#) | [delete](#)

2. Click the **delete** link for the progress entry.

**Result:** The system displays a confirmation message asking you to confirm the delete action.

**Delete Project Period Objective Progress**

Are you sure you want to delete **Steady progress is being made on decreasing the percent of adolescent smoking prevalence from 25% to 20% by June 2022.** as a Progress?

3. Click the **Yes** button to confirm your decision to delete the PPO progress entry.

**Result:** The system deletes the PPO progress entry.



- Once a PPO progress entry is deleted, it is no longer available in the system.
-



# Annual Objective Summary

The *Annual Objective Summary* section displays the annual objective information and associated progress information, activities, and products, and allows you add, edit, and delete the information.

## Annual Objective

**1.01** - Decrease the number of adult obesity prevalence from 75 to 25 by June 2018. [view](#) | [edit](#) | [delete](#)

### Progress [add](#)

Progress Period	Description	Target Met
No information entered.		

### Evidence-Based Intervention [show details](#)

**1.1.1** - Health Systems Changes: Screening for and management of obesity in adults

#### Activities

Title	Lead Personnel	Timeframe	
Activity 1: Program Collaboration			<a href="#">view</a>   <a href="#">edit</a>
Activity 2: External Partnerships			<a href="#">view</a>   <a href="#">edit</a>
Activity 3: Cancer Data and Surveillance			<a href="#">view</a>   <a href="#">edit</a>
Activity 4: Implementing the EBI			<a href="#">view</a>   <a href="#">edit</a>
Activity 5: Program Monitoring and Evaluation			<a href="#">view</a>   <a href="#">edit</a>

### Products [add](#)

Title	Type	File Name
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## Adding an Annual Objective (AO)

- On the navigation tree, click the PPO for which you want to add the AO.  
**Result:** The system displays the *Project Period Objective Summary* in the right display pane. The related PPO is displayed at the top of the page.

### Project Period Objective Summary

**1.00** - Increase the number of health insurance coverage during treatment from 10 to 20 by June 2022. [view](#) | [edit](#) | [delete](#)

#### Project Period Objective Progress [add](#)

Progress Period	Description	Target Met	
June 30, 2017 - December 29, 2017	Great progress is being made in this area.	Ongoing	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

#### Annual Objective [add](#)

Click to add a new AO.

- Click the **add** link in the *Annual Objective* section.  
**Result:** The system displays the *Add Annual Objective* page.

**Add Annual Objective**

Related Project Period **1.00** - Increase the number of health insurance coverage during treatment from 10 to 20 Objective: by June 2022.

\* Objective ID:

\* Population Focus:  General Population  
 Specific Population

\* Scope:  City, County, Local  
 Multi-State Region  
 National  
 Region Within State, Territory, Pacific Island Jurisdiction  
 State, Territory, Pacific Island Jurisdiction  
 Tribe/Tribal Organization

\* Level of Change:  Community/Population  
 Individual  
 Organizational/System  
 Policy  
 Provider/Community Health Worker/Patient Navigator  
 Other (specify)

\* Type of Change:  Awareness, Knowledge, Attitude  
 Behavior/practice  
 Policy

\* Setting:  Agriculture  
 Community  
 Faith-based  
 Health Care  
 School  
 Transportation  
 Work Site  
 Other (specify)

\* Measurement: (This section creates the SMART Objective Statement)

Direction of Change:	Unit of Measurement:
Select <input type="text"/>	Select <input type="text"/>
Short-Term Outcome Indicator	
Select <input type="text"/>	
Baseline:	Target:
<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Unknown	
Data Source:	
Select one <input type="text"/>	

\* Strategy

\* Evidence-Based Intervention

\* EBI ID

Timeframe: 06/30/2017 - 06/29/2018

3. In the *Objective ID* field, enter an objective ID or number that will be assigned to the AO. Maximum text is 15 characters.
4. In the *Population Focus* field, select the type of population on which the AO focuses. You can select *General Population* as a whole or select *Specific Population* and then specify the population by selecting all that apply.
5. In the *Scope* field, select the scope for the annual objective.
6. In the *Level of Change* field, In the *Level of Change* field, select the level of change that will be addressed by the AO. If the level of change is not included in the list, enter the information in the *Other* text box. Maximum text for the *Other* field is 100 characters, about 20 words.
7. In the *Type of Change* field, select the type of change that will be addressed by the AO. If the type of change selected is Policy, the system displays more options to choose from.
8. In the *Setting* Field, select the setting for the annual objective from the list. If the desired setting is not included in the list, select *Other (specify)*, and enter it in the *Other* text box. Maximum text for the *Other* field is 100 characters, about 20 words.
9. Complete the fields in the Measurement section as follows:
  - a. In the *Direction of Change* field, select the direction of change that will be measured and indicate if you plan to increase, decrease, or maintain the objective.
  - b. In the *Unit of Measurement* field, select the unit of measurement that will be used to measure the annual objective.
  - c. In the *Short Term Indicator* field, select the short-term indicator that will be measured in the annual objective.
  - d. In the *Baseline* field, enter the baseline figure for what will be measured in the text box. Maximum text is 20 numeric digits. If you do not know the baseline, select the *Unknown* check box. If you select *Unknown*, the *Baseline* field is not required.
  - e. In the *Target* field, enter the target figure for what will be measured in the text box. Maximum text is 20 numeric digits.
10. In the *Data Source* field, select the desired data source from the list. If the desired data source is not included in the list, select *Other (specify)*, and enter it in the *Other* text box. Maximum text for the *Other* field is 100 characters, about 20 words.
11. In the *Strategy* field, select the strategy or strategies related to the annual objective.
12. In the *Evidence-Based Intervention* field, select the Evidence-Based Intervention (EBI) option that is associated with the selected strategy.



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You must enter at least three (3) Evidence-Based Interventions (EBIs) and each **EBI** must have **activities** that align with the five (5) funding opportunity announcement (FOA) strategies (Program Collaboration, External Partnerships, Cancer Data and Surveillance, Implementation of EBIs, and Program Monitoring and Evaluation).

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13. In the EBI ID field, assign an EBI ID or number to the Evidence-Based Intervention. Maximum text is 15 characters.
14. Click the **Add** button to add the EBI information to the AO.

\* Strategy

\* Evidence-Based Intervention

\* EBI ID

ID	Strategy	Evidence-Based Intervention	
1.0.2.1	Health Systems Changes	Provider reminders to increase appropriate vaccination	<a href="#">Delete</a>

Timeframe: 06/30/2017 - 06/29/2018

The Delete link is available only before you click Save.



- You must click the **Add** button after entering EBI information. If you do not click the **Add** button, the system will not save the EBI information.
- After adding an EBI, you can delete the EBI only if you have not saved the AO. Once you save the AO, you can no longer edit or delete the EBI, you can only edit the EBI's activities that align with the FOA strategies. However, you can delete the AO and start over.

15. Click **Save** to save the information entered.

**Result:** The system saves the AO information. If any fields on the page are incomplete or invalid when you click **Save**, the system displays an error. Correct all errors and click **Save** again.

## Edit EBI Activities

You must enter at least three (3) Evidence-Based Interventions (EBIs) and each **EBI** must have **activities** that align with the five (5) funding opportunity announcement (FOA) strategies (Program Collaboration, External Partnerships, Cancer Data and Surveillance, Implementation of EBIs, and Program Monitoring and Evaluation).

When editing EBI activities, the system displays the Related Annual Objective, Evidence-Based Intervention, Activity ID, and Activity Title for the EBI.

**Annual Objective** [hide details](#)

**1.0.2** - Increase the percent of women aged 18 to 26 years who have completed the 3-dose hpv vaccination series from 25% to 50% by June 2018. [view](#) | [edit](#) | [delete](#)

**Progress** [add](#)

Progress Period	Description	Target Met
-----------------	-------------	------------

No information entered.

**Evidence-Based Intervention** [hide details](#)

**1.0.2.1** - Health Systems Changes: Provider reminders to increase appropriate vaccination

**Activities**

Title	Lead Personnel	Timeframe	
Activity 1: Program Collaboration			<a href="#">view</a>   <a href="#">edit</a>
Activity 2: External Partnerships			<a href="#">view</a>   <a href="#">edit</a>
Activity 3: Cancer Data and Surveillance			<a href="#">view</a>   <a href="#">edit</a>
Activity 4: Implementing the EBI			<a href="#">view</a>   <a href="#">edit</a>
Activity 5: Program Monitoring and Evaluation			<a href="#">view</a>   <a href="#">edit</a>

Click here to edit an EBI activity.

**To edit EBI activity:**

1. Under the Evidence-Based Intervention section, click the **edit** link for the EBI activity that you want to edit. The system displays details of the activity.

**Edit Annual Objective Activity** Last Updated:

\* Related Annual Objective: **1.0.2** - Increase the percent of women aged 18 to 26 years who have completed the 3-dose hpv vaccination series from 25% to 50% by June 2018.

\* Evidence-Based Intervention: **1.0.2.1** - Health Systems Changes: Provider reminders to increase appropriate vaccination

\* Activity ID: 1.0.2.1.1

\* Activity Title: Activity 1: Program Collaboration

\* Briefly describe how your program will collaborate across NBCCEDP, National Program of Cancer Registries(NPCR), and other chronic disease prevention and health promotion programs to implement the selected EBI.

ABC

Characters: 0 / Maximum: 2000

\* Lead Personnel Assigned:

\* Key Contributing Partners:  No partners assigned

Partners

\* Implementation Workgroups  
 Select the implementation workgroup(s) the partner is assigned to from the list below:

Breast  
 Cervical  
 Not Applicable

Partner Name	Implementation Workgroups
No Implementation Workgroups Selected	

\* Key Contributing Contracts/Consultants:  No Contracts/Consultants assigned

Available

TEE Programs

Selected

(Empty)

\* Timeframe: Start Date:  End Date:

2. In the *Briefly describe how your program will collaborate across NBCCEDP, National Program of Cancer Registries(NPCR), and other chronic disease prevention and health promotion programs to implement the selected EBI* field under the *Key Contributing Partners* field, enter a description of how your program will collaborate across NPCR and other programs to effectively implement the EBI. Maximum is 2000 characters, about 400 words.

**Note**


---

This field displays differently depending on the activity being edited. The pages for entering EBI activities that align with the five FOA strategies are identical. The difference is that the description field is specific to each activity. The different fields displayed are listed below.

- **Activity 1: Program Collaboration:** Briefly describe how your program will collaborate across NBCCEDP, National Program of Cancer Registries (NPCR), and other chronic disease prevention and health promotion programs to implement the selected EBI.
  - **Activity 2: External Partnerships:** Briefly describe how your program will convene, support, and sustain partnerships necessary to implement the selected EBI.
  - **Activity 3: Cancer Data and Surveillance:** Briefly describe how your program will use cancer risk factor and surveillance data to identify priorities and set baselines and targets specific to the selected EBI.
  - **Activity 4: Implementation of EBIs:** Briefly describe key steps necessary to implement the selected EBI.
  - **Activity 5: Program Monitoring and Evaluation:** Briefly describe how your program will monitor the implementation of the selected EBI, including any quality improvement or evaluation efforts.
- 

3. In the *Lead Personnel Assigned* field under the *Key Contributing Contracts/Consultants Assigned* field, select the lead personnel for this activity from the list of active personnel displayed in the list. The personnel listed in this list are from the active personnel in the Resources section. Any changes to personnel will be reflected in this section.
4. In the *Key Contributing Partners* field, select the partners assigned to this activity from the Partners list. The partners listed are pulled from the partners you entered in the Resources section. Any changes to partners will be reflected in this section. If no contributing partners have been assigned to this activity, select the *No Partners Assigned* check box. Select at least one Implementation Workgroup for each partner selected for an activity. If this information is not applicable, select the *Not Applicable* check box
5. Click the **Add** button to add the Partner and Implementation Workgroups information.

**Note**


---

You must click the **Add** button after entering Partner information. If you do not click the **Add** button, the system will not save the Partner information.

---

6. In the *Key Contributing Contracts/Consultants* field, select the contracts or consultants assigned to this activity from the *Available* list and move them to the

*Selected* list. Any number of contracts/consultants can be selected. The contracts/consultants listed in this section are pulled from the contracts/consultants you entered in the Resources section. Any changes to contracts/consultants will be reflected in this section. If no contributing contracts/consultants have been assigned to this activity, select the *No Contracts/Consultants assigned* check box.

7. In the *Timeframe* field, select the time frame of initiation for the activity from the drop-down lists. In the *Start Date* drop-down field, select the quarter and year that starts the time frame of initiation for the activity from the drop-down list. In the *End Date* drop-down field, select the quarter and year that ends the time frame of the activity from the drop-down list.
8. Click **Save** to save the information you entered. The system saves the EBI activity and returns you to the Annual Objective Summary page.

**Annual Objective** [add](#)

### Annual Objective

[hide details](#)

**1.0.2** - Increase the percent of women aged 18 to 26 years who have completed the 3-dose hpv vaccination series from 25% to 50% by June 2018. [view](#) | [edit](#) | [delete](#)

**Progress** [add](#)

Progress Period	Description	Target Met
No information entered.		

### Evidence-Based Intervention

[hide details](#)

**1.0.2.1** - Health Systems Changes: Provider reminders to increase appropriate vaccination

#### Activities

Title	Lead Personnel	Timeframe	
Activity 1: Program Collaboration	Polor, Rene (Health Educator)	Fourth Quarter 2017 - Fourth Quarter 2017	<a href="#">view</a>   <a href="#">edit</a>
Activity 2: External Partnerships			<a href="#">view</a>   <a href="#">edit</a>
Activity 3: Cancer Data and Surveillance			<a href="#">view</a>   <a href="#">edit</a>
Activity 4: Implementing the EBI			<a href="#">view</a>   <a href="#">edit</a>
Activity 5: Program Monitoring and Evaluation			<a href="#">view</a>   <a href="#">edit</a>

## Editing an Annual Objective

### Important note on editing an Annual Objective

If you have to change one of the AO components listed below or other similar components, then you are most likely changing the original intent of the AO. It is recommended that you create a new AO instead of editing an existing one.

- Settings
- Target Population
- Intervention
- Reach



- Geographic area
- Organization Type
- Unit of Measurement
- Direction of Change
- What will be measured



If you have to change information such as the setting, geographic area, etc. for an AO, add a new one.

1. On the navigation tree, select the AO that you want to edit.  
**Result:** The system displays the AO details in the right display pane.

**Annual Objective**

**1.01** - Decrease the number of adult obesity prevalence from 75 to 25 by June 2018. [view](#) | [edit](#) | [delete](#)

**Progress** [add](#)

Progress Period	Description	Target Met
No information entered.		

**Evidence-Based Intervention** [show details](#)

**1.1.1** - Health Systems Changes: Screen Click to edit an AO obesity in adults

**Activities**

Title	Lead Personnel	Timeframe	
Activity 1: Program Collaboration			<a href="#">view</a>   <a href="#">edit</a>
Activity 2: External Partnerships			<a href="#">view</a>   <a href="#">edit</a>
Activity 3: Cancer Data and Surveillance			<a href="#">view</a>   <a href="#">edit</a>
Activity 4: Implementing the EBI			<a href="#">view</a>   <a href="#">edit</a>
Activity 5: Program Monitoring and Evaluation			<a href="#">view</a>   <a href="#">edit</a>



- The page for entering initial AO information and modifying existing information are identical. The only difference is that the Edit page displays the existing AO progress information, while the fields in the page for entering initial information are blank.

2. Click the **edit** link for the AO.  
**Result:** The system displays a pop-up window asking you to confirm that you do

indeed want to change the AO.

### Edit Annual Objective



**Do *NOT* change the intent\*\* of an existing Annual Objective.**

If the intent of this Annual Objective will change, then select CANCEL and add a new Annual Objective.

\*\*Changes to the intent of an objective may include, but are not limited to:

- Settings
- Target Population
- Intervention
- Geographic Area
- Organization Type
- Unit of Measurement
- Direction of Change
- What will be measured?

Continue

Cancel

3. Click **Continue** to proceed and edit the AO.
4. Modify the fields as necessary.
5. In the *Describe Revisions* field, enter notes or comments for the revision. Maximum text is 2000 characters, about 400 words.
6. Click the **Save** button to save the information.

**Result:** The system saves the modified information. If any fields on the page are incomplete or invalid when you click **Save**, the system displays an error. Correct all invalid fields and click **Save** again.

## Deleting an Annual Objective

1. On the navigation tree, select the AO that you want to delete.

**Result:** The system displays AO details in the right display pane.

**Annual Objective**

1.01 - Decrease the number of adult obesity prevalence from 75 to 25 by June 2018. [view](#) | [edit](#) | [delete](#)

**Progress** [add](#)

Progress Period	Description	Target Met
No information entered.		

**Evidence-Based Intervention** [show details](#)

1.1.1 - Health Systems Changes: Screening for and management of obesity in adults

**Activities**

Title	Lead Personnel	Timeframe	
Activity 1: Program Collaboration			<a href="#">view</a>   <a href="#">edit</a>
Activity 2: External Partnerships			<a href="#">view</a>   <a href="#">edit</a>
Activity 3: Cancer Data and Surveillance			<a href="#">view</a>   <a href="#">edit</a>
Activity 4: Implementing the EBI			<a href="#">view</a>   <a href="#">edit</a>
Activity 5: Program Monitoring and Evaluation			<a href="#">view</a>   <a href="#">edit</a>

Click to delete an AO

2. Click the **delete** link for the AO.
3. Click the **OK** button to confirm your decision to delete the AO.

**Result:** The system deletes the AO.



- An AO with associated progress information, activities, and products cannot be deleted. You must first delete associated information before you can delete the AO.
- Once an AO is deleted, it is no longer available in the system.
- If you delete an AO, all existing associations to EBIs and activities will also be deleted.

## Viewing Annual Objective history

You can view the details of changes that have been made to an AO by clicking the **View History** link when viewing or editing the AO.

1. On the navigation tree, select the AO for which you want to view historical information.

**Result:** The system displays AO details in the right display pane.

**Annual Objective**

**1.01** - Decrease the number of adult obesity prevalence from 75 to 25 by June 2018. [view](#) | [edit](#) | [delete](#)

**Progress** [add](#)

Progress Period	Description	Target Met
No information entered.		

**Evidence-Based Intervention** [show details](#)

**1.1.1** - Health Systems Changes: Screening for and management of obesity in adults

**Activities**

Title	Lead Personnel	Timeframe	
Activity 1: Program Collaboration			<a href="#">view</a>   <a href="#">edit</a>
Activity 2: External Partnerships			<a href="#">view</a>   <a href="#">edit</a>
Activity 3: Cancer Data and Surveillance			<a href="#">view</a>   <a href="#">edit</a>
Activity 4: Implementing the EBI			<a href="#">view</a>   <a href="#">edit</a>
Activity 5: Program Monitoring and Evaluation			<a href="#">view</a>   <a href="#">edit</a>

Click to view AO information

2. Click the **view** link for the AO.

**Result:** The system displays the *View Annual Objective* section.

**View Annual Objective** Last Updated: 02/02/2018

[View History](#)

Related Project Period Objective: **1.00** - Increase the number of health insurance coverage during treatment from 10 to 20 by June 2022.

\* Objective ID: 1.01

\* Population Focus: General

\* Scope: City, County, Local

\* Level Of Change: - Community/Population  
- Policy

\* Type Of Change: - Policy  
Policy: - Breast  
- CRC screening

\* Setting: - Community  
- Faith-based  
- School  
- Work Site

Click to view AO history

3. Click the **View History** link.

**Result:** The system displays the *View Objective History* pop-up window.

**View Objective History**

Date of Change	Updated by	Explanation
2/2/2018	Ebhomielen, Ruby	Added one more level of change (Individual).
2/2/2018	Siebold, Wendi	Added an EBI.

Close

The following information is displayed in the section.

<b>Date of change</b>	This column displays the date a change was made to AO.
<b>Updated by</b>	This column displays the name of the user who made the change to the AO.
<b>Explanation</b>	This column displays the description of the change that was made to the AO.

4. After viewing objective history, click the **Close** button.

**Result:** The system closes the *View Objective History* pop-up window and returns to the *Annual Objective Summary*.

## Annual Objective Progress

The Annual Objective Progress section allows you to track and record progress information for an AO.

### Adding AO Progress information

1. On the navigation tree, select the AO for which you want to add a progress entry.

**Result:** The system displays the AO details in the right display pane.

**Annual Objective**

1.01 - Decrease the number of adult obesity prevalence from 75 to 25 by June 2018. [view](#) | [edit](#) | [delete](#)

**Progress** [add](#)

Progress Period	Description	Target Met
No information entered.		

**Evidence-Based Intervention** [show details](#)

1.1.1 - Health Systems Changes: Screening for and management of obesity in adults

**Activities**

Title	Lead Personnel	Timeframe
Activity 1: Program Collaboration		<a href="#">view</a>   <a href="#">edit</a>
Activity 2: External Partnerships		<a href="#">view</a>   <a href="#">edit</a>

*Note: A yellow callout box points to the 'add' link in the Progress section, containing the text: 'Click to add AO progress information.'*

2. Click the **add** link in the *Progress* section.

**Result:** The system displays the *Add Annual Objective Progress* section in the right display pane. Notice that the system displays the related AO in the *Related Annual Objective* field in SMART format.

**Add Annual Objective Progress**

Related Annual Objective:	<b>1.01</b> - Decrease the number of adult obesity prevalence from 75 to 25 by June 2018.
Progress Period:	June 30, 2017 - December 29, 2017
Objective's Target Met:	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Ongoing
Current Measurement:	<input type="text"/> <input type="checkbox"/> Unknown at this time
Describe Progress:	<div style="border: 1px solid #ccc; padding: 5px;"><div style="border-bottom: 1px solid #ccc; height: 200px; width: 100%;"></div><div style="font-size: small; text-align: right;">Characters: 0 / Maximum: 5000</div></div>
Facilitating Factors of Success:	<div style="border: 1px solid #ccc; padding: 5px;"><div style="border-bottom: 1px solid #ccc; height: 20px; width: 100%;"></div></div>

3. In the *Objective's Target Met* field, indicate by selecting *Yes*, *No*, or *Ongoing* if the annual objective's target has been met, not met, or still ongoing.
4. In the *Current Measurement* field, enter the current measurement used for the progress information. Maximum text is 10 numeric digits. If you do not know the current measurement, select the *Unknown* check box. If you select *Unknown*, the *Current Measurement* field is not required.
5. In the *Describe Progress* field, enter a description for the annual objective progress. Maximum text is 5000 characters, about 1000 words.
6. In the *Describe specific partner contributions including activities that supported this progress* field, describe how the partner's contributions have supported the annual objective's progress. Be sure to include activities. Maximum text is 5000 characters, about 1000 words.
7. In the *Facilitating Factors of Success* field, describe the factors that will facilitate the success of the annual objective. Maximum text is 5000 characters, about 1000 words.
8. In the *Barriers/Issues Encountered* field, describe the barriers or issues encountered in the process of achieving success. Maximum text is 5000 characters, about 1000 words.

9. In the *Plans to Overcome Barriers/Issues Encountered* field, describe the plans or strategy that you will use to overcome the barriers or issues encountered. Maximum text is 5000 characters, about 1000 words.
10. In the *Unanticipated Outcomes Resulting from the* field, describe any unanticipated outcomes that have resulted from the project period objective. Maximum text is 5000 characters, about 1000 words.
11. Click the **Save** button to save the information.  
**Result:** The system saves the progress. If any fields are incomplete or invalid when you click **Save**, the system displays an error. Correct all invalid fields and click **Save** again.

## Editing an Annual Objective progress entry

1. On the navigation tree, select the AO for which you want to edit a progress entry.

**Result:** The system displays the AO details in the right display pane.

**Annual Objective** [hide details](#)

1.01 - Decrease the number of adult obesity prevalence from 75 to 25 by June 2018. [view](#) | [edit](#) | [delete](#)

**Progress** [add](#)

Progress Period	Description	Target Met	
June 30, 2017 - December 29, 2017	We have made considerable progress with this AO. The number is being reduced.	Ongoing	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

Click to edit AO progress entry

**Evidence-Based Intervention** [hide details](#)

1.1.1 - Health Systems Changes: Screening for and management of obesity in adults

**Activities**

Title	Lead Personnel	Timeframe	
Activity 1: Program Collaboration			<a href="#">view</a>   <a href="#">edit</a>
Activity 2: External Partnerships			<a href="#">view</a>   <a href="#">edit</a>

2. Click the **edit** link on the same row as the AO progress information to edit.  
**Result:** The system displays the *Edit Annual Objective Progress* section in the right display pane.



**Edit Annual Objective Progress** Last Updated: 02/02/2018


Related Annual Objective: **1.01** - Decrease the number of adult obesity prevalence from 75 to 25 by June 2018.

Progress Period: June 30, 2017 - December 29, 2017

Objective's Target Met:  Yes  No  Ongoing

Current Measurement:   Unknown at this time

Describe Progress: 

 We have made considerable progress with this AO. The number is being reduced.



**Note**

- The page for entering initial AO progress information and modifying existing information are identical. The only difference is that the *Edit* page displays the existing PPO progress information, while the fields in the page for entering initial information are blank.

- Modify the fields as necessary.
- Click the **Save** button to save the information.

**Result:** The system saves the modified information. If any fields on the page are incomplete or invalid when you click **Save**, the system displays an error. Correct all invalid fields and click **Save** again.

### Deleting an Annual Objective progress entry

- On the navigation tree, select the AO for which you want to delete a progress entry.  
**Result:** The system displays the AO details in the right display pane.

**Annual Objective** [hide details](#)

**1.01** - Decrease the number of adult obesity prevalence from 75 to 25 by June 2018. [view](#) | [edit](#) | [delete](#)

**Progress** [add](#)

Progress Period	Description	Target Met	
June 30, 2017 - December 29, 2017	We have made considerable progress with this AO. The number is being reduced.	Ongoing	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

Click to delete AO progress entry

**Evidence-Based Intervention** [hide details](#)


**1.1.1** - Health Systems Changes: Screening for and management of obesity in adults

**Activities**

Title	Lead Personnel	Timeframe	
Activity 1: Program Collaboration			<a href="#">view</a>   <a href="#">edit</a>
Activity 2: External Partnerships			<a href="#">view</a>   <a href="#">edit</a>

- Click the **delete** link for the progress entry.  
**Result:** The system displays a confirmation message.

### Delete Annual Objective Progress

 Are you sure you want to delete **We have made considerable progress with this AO. The number is being reduced.** as a Progress?

3. Click the **Yes** button to confirm your decision to delete the AO progress entry.

**Result:** The system deletes the AO progress entry.



- Once an AO progress entry is deleted, it is no longer available in the system.
-

# Products

Products are any outputs created as a result of performing or achieving an objective. Products may include journal articles, policy documents, survey instruments, etc.

## Adding a product

1. On the navigation tree, click the AO for which you want to add a product.

**Result:** The system displays the AO details in the right display pane.

**Annual Objective**

**1.01** - Decrease the number of adult obesity prevalence from 75 to 25 by June 2018. [view](#) | [edit](#) | [delete](#)

**Progress** [add](#)

Progress Period	Description	Target Met	
June 30, 2017 - December 29, 2017	We have made considerable progress with this AO. The number is being reduced.	Ongoing	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

**Evidence-Based Intervention** [show details](#)

**1.1.1** - Health Systems Changes: Screening for and management of obesity in adults

**Activities**

Title	Lead Personnel	Timeframe	
Activity 1: Program Collaboration			<a href="#">view</a>   <a href="#">edit</a>
Activity 2: External Partnerships			<a href="#">view</a>   <a href="#">edit</a>
Activity 3: Cancer Data and Surveillance			<a href="#">view</a>   <a href="#">edit</a>
Activity 4: Implementing the EBI			<a href="#">view</a>   <a href="#">edit</a>
Activity 5: Program Monitoring and Evaluation			<a href="#">view</a>   <a href="#">edit</a>

**Products** [add](#)

Title	Type	File Name
No information entered.		

Click to add a new product

2. Click the **add** link in the *Products* section.

**Result:** The system displays the *Add Annual Objective Products* section in the right display pane. Notice that the system displays the related AO in the *Related Annual Objective* field in SMART format.

### Add Annual Objective Product

Related Annual Objective: **1.01** - Decrease the number of adult obesity prevalence from 75 to 25 by June 2018.

\* Product Title:

\* Product Description: 

ABC

Characters: 0 / Maximum: 1500

\* Product Type:

Attachment:    
File size cannot exceed 10MB

3. In the *Product Title* field, enter a descriptive title for the product. Maximum is 200 characters, about 40 words.
4. In the *Product Description* field, enter a description for the product. Maximum is 1500 characters, about 300 words.
5. In the *Product Type* field, select a product type from the drop-down list. If the product type is not included in the list, select *Other (specify)*, and enter it in the *Other* text box. Maximum text for the *Other* field is 100 characters, about 20 words.
6. In the *Attachment* field, click **Browse** to navigate to the location where the document is saved, and select the document.



#### Note

- To edit an attached file, you should edit the copy of the file on your computer, then you must delete the attached file and then upload it again.

7. Click the **Save** button.

**Result:** The system adds the product. If any fields on the page are incomplete or invalid when you click **Save**, the system displays an error. Correct all invalid fields and click **Save** again

## Editing a product

1. On the navigation tree, select the AO for which you want to edit the product.

**Result:** The system displays the AO details in the right display pane.

**Evidence-Based Intervention** [hide details](#)

1.1.1 - Health Systems Changes: Screening for and management of obesity in adults

**Activities**

Title	Lead Personnel	Timeframe	
Activity 1: Program Collaboration			<a href="#">view</a>   <a href="#">edit</a>
Activity 2: External Partnerships			<a href="#">view</a>   <a href="#">edit</a>
Activity 3: Cancer Data and Surveillance			<a href="#">view</a>   <a href="#">edit</a>
Activity 4: Implementing the EBI			<a href="#">view</a>   <a href="#">edit</a>
Activity 5: Program Monitoring and Evaluation			<a href="#">view</a>   <a href="#">edit</a>

Click to edit a product

**Products** [add](#)

Title	Type	File Name	
AO Obesity Product	Policy document		<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>



### Note

- The page for entering initial product information and modifying existing information are identical. The only difference is that the *Edit* page displays the existing product information, while the fields in the page for entering initial information are blank.

- Click the **edit** link for the product.

**Result:** The system displays *Edit Annual Object Product* page.

**Edit Annual Objective Product** Last Updated: 02/02/2018

Related Annual Objective: **1.01** - Decrease the number of adult obesity prevalence from 75 to 25 by June 2018.

Product Title:

Product Description: 

ABC
↓

Pertinent documents associated with adult obesity prevalence.

Characters: 60 / Maximum: 1500

Product Type:

Attachment:

File size cannot exceed 10MB

- Modify the fields as necessary.
- Click the **Save** button to save the information.

**Result:** The system saves the modified information. If any fields on the page are incomplete or invalid when you click **Save**, the system displays an error. Correct all invalid fields and click **Save** again.

## Deleting a product

- On the navigation tree, select the AO for which you want to delete the activity.
 

**Result:** The system displays the AO details in the right display pane.

**Evidence-Based Intervention**[hide details](#)

1.1.1 - Health Systems Changes: Screening for and management of obesity in adults

**Activities**

Title	Lead Personnel	Timeframe	
Activity 1: Program Collaboration			<a href="#">view</a>   <a href="#">edit</a>
Activity 2: External Partnerships			<a href="#">view</a>   <a href="#">edit</a>
Activity 3: Cancer Data and Surveillance			<a href="#">view</a>   <a href="#">edit</a>
Activity 4: Implementing the EBI			<a href="#">view</a>   <a href="#">edit</a>
Activity 5: Program Monitoring and Evaluation			<a href="#">view</a>   <a href="#">edit</a>

Click to delete a product

**Products** [add](#)

Title	Type	File Name	
AO Obesity Product	Policy document		<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

- Click the **delete** link for the product.

**Result:** The system displays a confirmation message.**Delete Annual Objective Product**

 Are you sure you want to delete **AO Obesity Product** as a Product?

Yes

No

- Click the **OK** button to confirm your decision to delete the product.

**Result:** The system deletes the product.

- Once a product is deleted it is no longer available in the system