Form approved

CDC's PUBLIC HEALTH INFRASTRUCTURE CENTER

Public Health Infrastructure Grant (PHIG) Targeted Eva

Purpose

Each recipient receiving funding through PHIG is required to submit an evaluation plan, other
Targeted Evaluation Plan (TEP.) The purpose of this Excel workbook is for recipients to (1) sub
(2) report progress on the implementation and (3) completion of their TEP to CDC.

How to Use

You may use this optional workbook to submit your TEP plan, Progress Report and Completion
and an outline for the following Excel sheets is provided below to help you navigate the work

1. TEP plans were due in GrantSolutions on November 15, 2023 (Section 1, blue tab

Table of Contents

A. Background Details
Date submitted, recipient name, and Evaluation POC

B. Evaluation Users and Focus
Project description, purpose, intended users, applicable strategies, type of evaluation, and ev

C. Evaluation Questions, Methods, and Implementation Plan
Evaluation questions, methods, and timeline

D. Optional Activities
Technical assistance, community of practice, and participation in the PHIG National Evaluatio

2. TEP Progress Reports are due in GrantSolutions on August 1, 2024 (Section 2, gr through 2-C). If your TEP has been revised since you submitted it in November 202 with your Progress Report in GrantSolutions. Please remember to update the Back tab 1-A) if your evaluation POC has changed.

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A. Progress
Stage of completion, progress to date, anticipated completion date, barriers or setbacks

B. Revisions
Updates or changes to TEP (if any) and rationale for changes

C. Preliminary Findings
Preliminary or interim findings (if applicable) and projected date for findings

3. TEP Completion Forms are due in GrantSolutions 60 days after completion of the
orange tab 3-A).

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A. Implementation
B. Program Insights and Use
C. Dissemination and Sharing

The public reporting burden of this collection of information is estimated to average 4 hours per respo
reviewing instructions, searching existing data sources, gathering, and maintaining the data needed,
reviewing the collection of information. An agency may not conduct or sponsor, and a person is not re
collection of information unless it displays a currently valid OMB control number. Send comments reg
estimate or any other aspect of this collection of information, including suggestions for reducing this b
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A. Background Details

1. Date submitted:

2. Recipient name:

3. Evaluation POC

Name:

Title:

E-mail address:

B. Evaluation Users and Focus

1. Name of evaluation project

2. What’s the purpose of this evaluation?

3. Who will use the information that comes out of this evaluation (i.e., intended users of the evaluation)?

4. What will the intended users of the evaluation do with the findings (e.g., inform program improvement, monitor progress, make changes to activities, allocate resources, etc.)?

5. Describe what are you evaluating. Recipients should provide a succinct and clear written description (e.g., intended outputs, outcomes, etc.) of what is to be evaluated. A full logic model may be helpful for clarifying the scope of the evaluation project and can be added as a supplemental document, but it is not required.

6. What strategy or activity is this evaluation associated with? (Please only select up to three.):

Strategy A1 - Workforce

Strategy A1.1 - Recruit and hire new public health staff

Strategy A1.2 - Retain public health staff

Strategy A1.3 - Support and sustain the public health workforce

Strategy A1.4 - Train new and existing public health staff

Strategy A1.5 - Strengthen workforce planning, systems, processes, and policies

Strategy A1.6 - Strengthen support for implmentation of this grant

Strategy A1 - Other

Strategy A2 - Foundational Capabilities

Strategy A2.1 - Strengthen accountability/performance management, including accreditation

Strategy A2.2 - Strengthen organizational competencies (e.g., IT, financial management, HR)

Strategy A2.3 - Enhance communications

Strategy A2.4 - Enhance or increase policy development and legal services and analysis

Strategy A2.5 - Strengthen community partnership development and engagement

Strategy A2.6 - Improve equity and organizational competencies addressing leadership, governance, and strategic planning

Strategy A2.7 - Implement plans to transition from COVID-19 response and other emergency response projects

Strategy A2 - Other

Strategy A3 - Data Modernization

Strategy A3.1 - Build the foundation to increase scalability, flexibility, reusability, sustainability, and interoperability of public health applications and data sources

Strategy A3.2 - Accelerate data into action by leveraging modern data standards and reusable processing approaches that make it easier to link data and more intuitive to troubleshoot issues

Strategy A3.3 - Develop a state-of-the-art workforce equipped with data science skillsets to be able to leverage modern tools

Strategy A3.4 - Support and extend partnerships to accelerate the exchange and use of data across the public health ecosystem and the identification and use of shared services

Strategy A3.5 - Manage change and governance by implementing modern best practices and guardrails for data and IT procurement, development, and governance

Strategy A3.6 - Advancing Electronic Laboratory Data Exchange

Strategy A3.7 - Sustain, enhance, or implement new laboratory information systems

Strategy A3.8 - Other

7. Describe the type of evaluation to be conducted (e.g., process and/or quality improvement, outcome, process and outcome, impact, economic, etc.)

8. Describe one evaluation translational product to be developed and describe the potential dissemination channels and intended audiences of the product. (Evaluation translational products can include but are not limited to reports, presentations, training or technical assistance resources, case studies, white papers, gray literature, or peer-reviewed publications.)

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C. Evaluation Questions, Methods, and Implementation Plan

1. What are your evaluation questions?

2. What methods will you use to answer the evaluation questions? You may use the table below or use the open text box to describe the methods you will be employing to answer the evaluation questions.

Evaluation Questions	Indicators

3. Describe the timeline of key steps for conducting the evaluation project. The table below shows a high-level workplan for carrying out the TEP – who is doing what, when, etc. You may also add more information in this text box.

Key Steps for TEP Implementation	Activity Timeframe

Data Source	Data Collection Methods

Output Indicator	Assigned To (e.g., title, role)

Analytical Plans

D. Optional Activities

1. What assistance do you anticipate needing to implement the TEP, and/or use the findings from the evaluation?

2. Please indicate your interest in the following (Yes, No, Unsure)

Receiving assistance from evaluation TA providers

Participating in an evaluation community of practice (CoP) with other recipients

Developing and implementing an evaluation project that will help support the National Evaluation Plan (being developed by the national evaluation team (NET), coordinated by the national partners.)[1]

[1]*This might entail, for example, being part of an evaluation project where multiple recipients who are working to evaluate a similar intervention might work together to engage in more aligned and standardized data collection or be engaged in writing up a case study. The National Evaluation Team (NET) may reach out to recipients who express interest in this and whose proposed evaluation topics fit with the national evaluation plan. At that time, the NET will provide additional information about what it would entail, and recipients can decide whether to participate.*

A. Progress

1. Please select the status that best describes the state of completion of your TEP. If you have multiple projects with a TEP, select the response that best represents the progress across all projects.

2. Please provide additional information to support the selected status above, including examples of progress (e.g., created a logic model, developed surveys or other data collection instruments, conducted document review, identified participants, began data collection).

3. When is your anticipated TEP completion date? (MM/DD/YYYY)

4. What barriers or setbacks are you experiencing as you continue planning and/or implementing your TEP, if any? Please select all that apply.

- Hiring or retaining evaluation staff (e.g., evaluation staff not hired, staff ☐
- Insufficient capacity of current staff to conduct TEP ☐
- Obtaining leadership buy-in ☐
- Accessing data (e.g., HR data) ☐
- Other ☒
  - If "Other" was selected, please describe:

B. Revisions

1. Has the TEP been updated or revised since you originally submitted it in November 2023? Please select all that apply.
If you select any of the "Yes" options, please edit the TEP template and submit it with this progress report.

- No, our plans have not changed ☒
- Yes, updated or revised our topic ☐
- Yes, updated or revised our evaluation questions ☐
- Yes, updated or revised our methods ☐
- Yes, updated or revised something else ☐

If you selected "updated or revised something else," please describe:

2. If you selected any of the "Yes" options above, please provide the rationale for changes.

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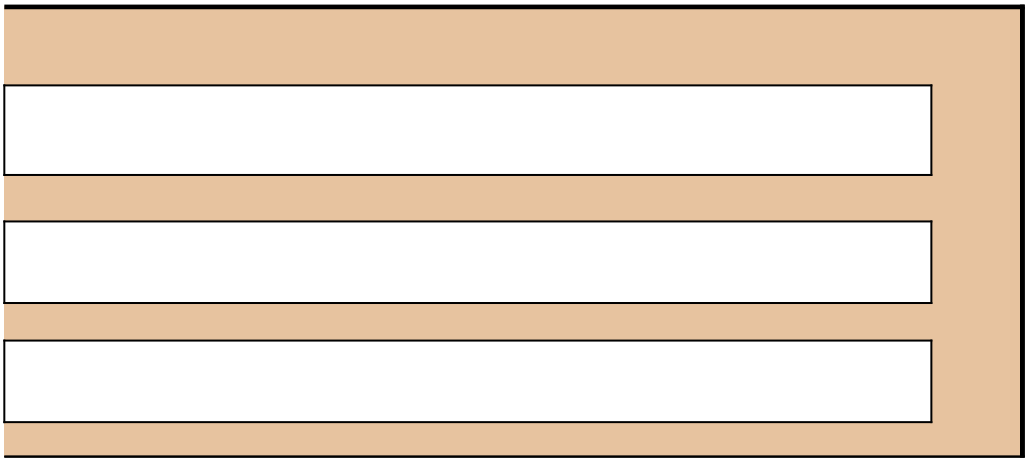
C. Preliminary Findings

1. Do you have any preliminary or interim findings from your TEP to share with CDC? Select yes or no.

2. If yes, please describe.

3. If no, when do you anticipate having preliminary or interim findings available to share with CDC? (MM/DD/YYYY)



A. Implementation

1. How would you describe the completion status of your TEP?

2. Please explain your response for your completion status.

B. Program Insights and Use

3. To what extent did the TEP help evaluation users gain important insights into PHIG activities?

4. Please explain your response, including any important insights gained.

5. To what extent did the TEP help propel or justify changes to PHIG activities?

6. Please explain your response, including any changes that were implemented to PHIG activities.

C. Dissemination and Sharing

7. What types of evaluation translational products have you created (or plan to create) from your TEP?

As a reminder, these can include, but are not limited to reports, case studies, technical assistance resources, white papers, peer-reviewed manuscripts, presentations, etc.

8. Which product(s) do you plan to submit/are you submitting to CDC?

Attach any products that are ready for submission. Please remember to submit to CDC no later than 60 days after TEP completion.