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CDC Global COVID-19

Supplemental Funding Monitoring and Evaluation

Program Implementation Indicator Reporting Guidance

April 2022

Table of Contents

| | |
|--|-----------|
| Acronyms | 2 |
| 1.0 Introduction | 3 |
| 2.0 Reporting Guidance and Considerations | 3 |
| 2.1 Selection of Indicators | 3 |
| 2.2 Reporting Periods, Frequency, and Deadlines | 4 |
| Semi-Annual Metrics Report:..... | 4 |
| Semi-Annual Progress Report: | 5 |
| FY21 Reporting for CARES Projects | 6 |
| Partners closing out CoAgs: | 6 |
| 2.3 Proposed Reporting Workflow | 7 |
| 2.4 Report Submission | 8 |
| Use of REDCap Data Collection Tool for Submission: | 8 |
| 3.0 Performance Measures | 8 |
| 3.1 Indicator Descriptions | 8 |
| 3.2 Summary Matrix Tables | 9 |
| 4.0 Appendices and Resources | 10 |
| Appendix A: Global COVID-19 Technical Areas, Themes, and Sub-Themes | 11 |

Acronyms

| | |
|----------------|--|
| AAR | After Action Review |
| ABHR | Alcohol Based Hand Rub |
| ARI | Acute Respiratory Infections |
| CICs | Community Isolation Centers |
| EMSI | Emergency Management Systems Integration |
| EQAP | External Quality Assurance Program |
| EVS | Environmental Cleaning Staff |
| FDA EUA | Food and Drug Administration Emergency Use Authorization |
| FGD | Focus group discussions |
| IEC | Information, Education, Communication |
| HCF | Healthcare Facility |
| HCW | Healthcare Worker |
| ILI | Influenza Like Illness |
| IPC | Infection Prevention and Control |
| KII | Key Informant Interviews |
| MMD | Multi-Month Dispensing |
| NITAG | National Immunization Technical Advisory Group |
| PHEM | Public Health Emergency Management |
| POE | Points of Entry |
| PT | Proficiency Testing |
| PPE | Personal Protective Equipment |
| QA | Quality Assurance |
| QC | Quality Control |
| QMS | Quality Management Systems |
| RCCE | Risk Communications and Community Engagement |
| RRT | Rapid Response Team(s) |
| SARI | Severe Acute Respiratory Infections |
| SOP | Standard Operating Procedures/Processes |
| TOT | Training of Trainer |
| WHO EUL | World Health Organization Emergency Use Listing |

1.0 Introduction

This document provides indicator measurement and reporting guidance for the Centers for Disease Control and Prevention’s (CDC) Program Implementation for Global COVID-19 reporting. Program Implementation reporting requirements for FY 2022 Q1Q2 include a metrics report and a progress report. The metrics report includes indicators based on CDC’s global COVID-19 funded priorities and operational considerations for the global COVID-19 emergency response. The progress report includes a qualitative narrative describing the status of activity implementation, challenges, and successes associated with implementation.

This guidance document details reporting for both the metrics and progress reports, though it focuses on the standard set of metrics (i.e., indicators) designed to measure and report global COVID-19 specific activities implemented by partners who received global COVID-19 supplemental funding as part of the Coronavirus Preparedness Emergency Supplemental Appropriations Act 2020 and/or the Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2021. For partners that previously reported to the International Task Force (ITF) on Emergency Supplemental Appropriations Act activities, note that the reporting requirements outlined in this document replace the ITF reporting process going forward.

The indicators are categorized under and aligned to technical areas including:

- Infection Prevention and Control
- Border Health
- Community Mitigation
- Emergency Management and Response
- Laboratory Diagnostics
- Surveillance and Epidemiology
- Vaccines
- Field Epidemiology and Training Programs (FETP)

These are further categorized by theme and sub-themes within each technical area (See Appendix A).

2.0 Reporting Guidance and Considerations

2.1 Selection of Indicators

CDC developed a ‘menu’ of 234 indicators covering a range of different activities within each technical area. Partners should select and report **only on the indicators representing specific activities for which they received funding from a COVID-19 appropriation** (i.e., COVID-19 supplemental funding as part of the Coronavirus Preparedness Emergency Supplemental Appropriations Act 2020 or CARES). Partners are not required to report on all the indicators within their relevant technical area(s).

New this reporting period are 25 additional Key Performance Indicators (KPIs), which are highlighted in the indicator menu. Implementing partners **are required to report on all KPIs that align with associated funded activities**. The KPIs are high-level indicators that reflect overall agency contributions and progress towards: (1) CDC global COVID-19 strategic objectives in the [CDC Global COVID Strategy \(2020-2023\)](#); and (2) general cross-agency global health protection advancements

Global COVID-19 M&E – Program Implementation Indicator Reporting Guidance

including CDC’s core technical areas that involve, but are not limited to: surveillance, workforce, emergency response operations, and national laboratory systems. The KPIs are a combination of existing ITF indicators that map to CARES projects as well as newly developed indicators for CARES. Therefore, data collected on these indicators will be used in reporting to help articulate contributions towards global health core capacities and as they relate to CDC’s strategic objectives. **If no KPI in a selected technical area reflects implementing partner activities for this reporting period, there is a space in the Semi-Annual Progress report to provide a narrative description** on progress towards global COVID-19 strategic objectives.

2.2 Reporting Periods, Frequency, and Deadlines

Partners are asked to report on the COVID-19 Program Implementation indicators on a **semi-annual basis**¹ to align with other funding reporting requirements. Table 1 provides a summary of the reporting requirements for both the Semi-Annual Metrics Report and the Semi-Annual Progress Report. More detailed information is provided below.

Table 1: FY22 Reporting Timelines for Semi-Annual Metrics and Progress Reports

| Reporting Requirements | | FY22 | | | |
|------------------------|--------------------------|------------------|------------------|-------------------------|------------------|
| | | Q1 Oct1-Dec31 | Q2 Jan1-Mar31 | Q3 Apr-Jun30 | Q4 Jul1-Sep30 |
| FY22 | Semi-Annual Metrics Due | April – May 2022 | | October – November 2022 | |
| | Semi-Annual Progress Due | April – May 2022 | | October – November 2022 | |

Semi-Annual Metrics Report: The current reporting period will include activities conducted during **FY22Q1 and FY22Q2 (1 October 2021 through 31 March 2022)**. All implementing partners funded with global COVID-19 supplemental funding, from the Coronavirus Preparedness Emergency Supplemental Appropriations Act 2020 and/or CARES Act, will report on their selected indicators for implemented activities in FY22Q1 and FY22Q2 using the REDCap metrics data collection tool (Appendix B).

Implementing partners should **complete one metrics report (REDCap form) for each country, and for each cooperative agreement** where funds are provided to support COVID-19 activities in one or more of the eight technical areas. If an implementing partner provides support for multiple technical areas within one country, the implementing partner should complete the reporting for each supported technical area within one REDCap form per cooperative agreement. If implementing partners work across multiple countries, they will need to complete a REDCap form for each country, and each cooperative agreement within the respective country.

¹ Going forward, partners that implement activities in the Vaccines technical area may be asked to report on vaccine indicators on a quarterly basis to comply with new interagency reporting requirements for vaccine indicators. Following this current reporting period, the Global COVID-19 M&E Team will share additional timelines and guidance on reporting vaccine indicators for FY22 Q3.

Global COVID-19 M&E – Program Implementation Indicator Reporting Guidance

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Reporting Period: FY22 Q1-Q2 (1 October 2021 – 31 March 2022)

Reporting Deadline: May 11, 2022

Instructions: Each implementing partner should complete one metrics report (e.g., REDCap form) for each country, and for each cooperative agreement where funds are provided to support COVID-19 activities in one or more of the eight technical areas. If you provide support for multiple technical areas within one country, complete the reporting for each supported technical area within one REDCap form per cooperative agreement. If you are funded to work across multiple countries, complete a REDCap form for each country, and each cooperative agreement within the respective country.

Please refer to the Program Implementation Indicator Reporting Guidance and/or the Indicator Reference Sheet for a detailed description of the indicators and guidance on completing the form.

Please DO NOT complete the data collection form if you have NOT started implementation activities.

IMPORTANT: New this reporting period are Key Performance Indicators (KPIs), which are highlighted in the indicator menu. You are **required to report on all KPIs that align with associated funded activities**. For all non-KPI indicators in the menu, note that you DO NOT need to report on all indicators within the technical areas that you support. Please only report on the indicators that are relevant to your work and leave responses blank for indicators that are not relevant to your work.

| | |
|---|---|
| Partner Name | <input type="text"/> |
| <small>* must provide value</small> | |
| Country (If multiple countries are included under an umbrella CoAg, please select "Multi-Country"; if CoAg is not country-specific, please select "Global") | <input type="text"/> |
| <small>* must provide value</small> | <small>Reminder: Please submit one report per country per CoAg.</small> |
| CoAg # | <input type="text"/> |
| <small>* must provide value</small> | |
| Reporting Period | <input type="text"/> |
| <small>* must provide value</small> | |

Semi-Annual Progress Report: Implementing partners are also encouraged to submit a Semi-Annual Progress Report (Appendix E) reflecting activities conducted during **FY22Q1 and FY22Q2 (1 October 2021 through 31 March 2022)**. The progress report enables implementing partners to describe activities, objectives, and project status, in addition to challenges, successes, and planned activities in each technical area for which COVID-19 funding was provided.

Implementing partners should complete **one progress report (REDCap form) for each country, and for each cooperative agreement** where funds were provided to support COVID-19 activities in one or more of the eight technical areas. Therefore, if implementing partners work across multiple countries, they will need to complete a separate progress report (i.e., REDCap data collection form) for each country, for each cooperative agreement.

Considerations for Completing Reports:

Global COVID-19 M&E – Program Implementation Indicator Reporting Guidance

- Research cooperative agreements (CoAgs) are exempt from these semi-annual metrics and progress reporting requirements and should report COVID-19 activities in their annual performance report (RPPR).
- The COVID-19 Program Implementation Semi-Annual Metrics Report(s) should be completed by implementing partners with support from Project Officers, HQ, in-country based SMEs, and associated partner staff and representatives.
- Implementing partners should **complete one metrics report (REDCap form) for each country, and for each cooperative agreement** where funds are provided to support COVID-19 activities in one or more of the eight technical areas. If an implementing partner provides support for multiple technical areas within one country, the implementing partner should complete the reporting for each supported technical area within one REDCap form per cooperative agreement. If implementing partners work across multiple countries, they will need to complete a REDCap form for each country, and each cooperative agreement within the respective country.
- Implementing partners that conducted activities funded by CARES Act prior to FY22 Q1 and Q2 **can submit a separate report for FY21 activities**, retroactively. They may do so by submitting a separate REDCap form that can be found in Appendix F. Please note this form consists of the same list of KPIs being reported on for FY22 Q1 and Q2 activities. If no KPI in a selected technical area reflects implementing partner activities for FY21, the implementing partner can instead provide a narrative description on FY21 progress on this same form. Please note, this form is separate from **FY22 Q1 and Q2** and can be used to report on all conducted activities funded by CARES Act in FY21.
- COVID-19 implementing partners will share the metrics and progress reports with their CDC Project Officer for review in time to meet the **11 May 2022** deadline for submission.
- If implementing partners need to stop and revisit the form at a later date before full submission, they can click the “Save & Return Later” button at the bottom of the REDCap page. Responses that have been entered will be saved and a unique return code will be auto-generated. The return code will be required to enter upon returning to the survey to finish the form. To return to the survey, use the same link as above and click the “Returning?” link at the top of the survey page to enter in the unique return code and continue where the survey was left off. Partners can also share this auto-generated return code with Project Officers so that they may review the report prior to submission.
- Implementing partners will directly submit their reports in REDCap after review by CDC Project Officers.
- After submitting the report, implementing partners should save a PDF version copy of the report for future reference.

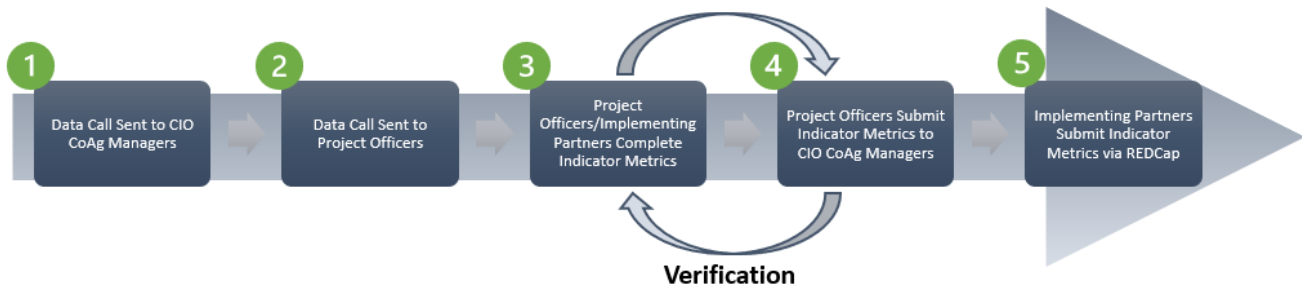
FY21 Reporting for CARES Projects: Implementing partners that conducted activities funded by CARES Act prior to FY22 Q1 and Q2 **can submit a separate report for FY21 activities (REDCap form)**, retroactively. They may do so by submitting one REDCap form (Appendix F) that consists of the same list of KPIs being reported on for FY22 Q1 and Q2 activities. If no KPI in a selected technical area reflects implementing partner activities for FY21, the implementing partner can instead provide a narrative description on FY21 progress on this form. This form is separate from **FY22 Q1 and Q2** and can be used to report on all conducted activities funded by CARES Act in FY21.

Partners closing out CoAgs: Implementing partners closing out CoAgs on or before 31 March 2022 may be eligible for an extended deadline to complete COVID-19 Program Implementation reporting requirements. If this applies to the cooperative agreement funding mechanism for your activity, please reach out to GHCUMANDE@cdc.gov.

2.3 Proposed Reporting Workflow

A proposed reporting workflow for completing the Semi-Annual Metrics Report and Semi-Annual Progress Report is described in **Figure 1** below. CIO CoAg Managers and Project Officers should also refer to any additional guidance provided by their Division and Center. This document includes an updated version of the COVID-19 Program Implementation Reporting FAQ (Appendix C). Please note the FAQ attached in Appendix C is for initial reference only as updated versions of the FAQ will be provided via email after each weekly drop-in call scheduled during the reporting period.

Figure 1: Proposed Reporting Cycle Workflow Process (FY22 Q1/Q2)



| | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|--------------------|---|---|---|---|--|
| <i>Who</i> | Global COVID-19 M&E Team | CIO CoAg Managers | Project Officers/IPs | CIO CoAg Managers | Implementing Partners |
| <i>Document(s)</i> | <ul style="list-style-type: none"> Data collection tool (REDCap) Reporting Guidance FAQ Indicator Reference Sheet | <ul style="list-style-type: none"> Data collection tool (REDCap) Reporting Guidance FAQ Indicator Reference Sheet | <ul style="list-style-type: none"> Data collection tool (REDCap) Reporting Guidance FAQ Indicator Reference Sheet | <ul style="list-style-type: none"> Completed data collection tool (REDCap) | <ul style="list-style-type: none"> Completed data collection tool (REDCap) |
| <i>Action</i> | <ul style="list-style-type: none"> Share documents Conduct Q&A calls | <ul style="list-style-type: none"> Share documents | <ul style="list-style-type: none"> Communicate with and provide IP's with all relevant information in a timely manner Complete Indicator Metrics (REDCap) | <ul style="list-style-type: none"> Verify Indicator Metrics (REDCap) | <ul style="list-style-type: none"> Submit final Indicator Metrics via REDCap submission link Submit final Progress Report via REDCap submission link |

Step 1: The *Global COVID-19 Monitoring and Evaluation (M&E) Team* (GHCUMandE@cdc.gov) will send the REDCap data collection tool links, reporting guidance, indicator reference sheet, and FAQ to *Project Officers*. The Global COVID-19 M&E Team will also schedule a series of drop-in calls to provide any updates to the guidance and respond to any questions on program implementation reporting. Please look for additional communication and invites for the following drop-in calls:

- Thursday April 7th 8 – 9 am EST
- Thursday April 14th 8 – 9 pm EST
- Thursday April 21st 7 – 8 am EST

Global COVID-19 M&E – Program Implementation Indicator Reporting Guidance

- Thursday April 28th 8 – 9 pm EST
- Thursday May 5th 9 – 10 am EST

Step 2: The *Global COVID-19 M&E Team* (GHCUMandE@CDC.gov) will share an FYA email with *CIO CoAg Managers* containing the action request sent to *Project Officers*.

Step 3: *Project Officers* will communicate with *implementing partners* to share documents and provide reporting guidance and assistance where needed in the selection of indicators and completion of the REDCap data collection tools. *Implementing partners* will report against relevant indicators for supported areas, complete the progress report and share the draft completed REDCap data collection tool with the *Project Officer* using the ‘Save & Return Later’ function described above.

Step 4: *Project Officers* should review the completed REDCap report(s) for completeness and accuracy.

Step 5: After *Project Officers* review, *implementing partners* will submit the reports directly via REDCap as described in section 2.4 below.

2.4 Report Submission

FY22 Q1/Q2 Reporting: For the reporting period of **1 October 2021 – 31 March 2022** covering FY22 Q1 and Q2 activities, implementing partners will submit their completed COVID-19 (1) Semi Annual Metric Report(s), and (2) Progress Report(s) using the REDCap Data Collection Tools to the Project Officer for verification (see explanation above for using the ‘Save & Return Later’ function). After verification, the implementing Partner will submit the verified report by **11 May 2022**.

FY21 Reporting: For the reporting period of **1 October 2020 – 30 September 2021** covering **FY21 Q1-Q4** activities, implementing partners will submit their completed COVID-19 FY21 form (Appendix F) to the Project Officer for verification (see explanation above for using the ‘Save & Return Later’ function). After verification, the implementing Partner will submit the verified report by **11 May 2022**. This form is optional, please reach out to GHCUMandE@cdc.gov if more time is needed.

Use of REDCap Data Collection Tool for Submission: Partners should complete one metrics report and one progress report using the REDCap data collection tool (i.e., submit each REDCap link) for each country, per cooperative agreement where the partner received funds to support COVID-19 activities in one or more of the eight technical areas. If your organization works across multiple countries, please select “multi country” in REDCap then identify which country the report is for. You will complete one metrics form and one progress report form per country, per cooperative agreement. For any questions or concerns, please reach out to your project officer or email GHCUMandE@cdc.gov.

3.0 Performance Measures

3.1 Indicator Descriptions

Appendix D: COVID-19 Implementing Partner Indicator Reference Sheet includes detailed operational guidance, reporting criteria and definitions for numerator and denominator values, as applicable, for each indicator. The indicator reference sheet should be used in conjunction with the REDCap data collection tool to ensure complete and accurate entries.

3.2 Summary Matrix Tables

As noted above, implementing partners are **not** expected to report against all indicators, but must report on KPIs **that align with associated funded activities**. In “4.0 Appendices and Resources” at the end of the document, summary matrix tables provide an overview of the indicators included in the Semi-Annual Metrics Report across the different technical areas. A total of 234 indicators covering priority technical areas have been developed for use by implementing partners. A breakout of the indicators by technical area is provided in Table 2.

Table 2: Distribution of Indicators Across Priority Technical Areas

| Technical Area | Total # of Indicators | New for FY22Q1/Q2 | KPIs |
|--|-----------------------|-------------------|------|
| 1: Infection Prevention and Control | 21 | 2 | 2 |
| 2: Border Health | 33 | 11 | 5 |
| 3: Community Mitigation | 40 | 11 | 4 |
| 4: Emergency Operations and Response | 26 | 16 | 3 |
| 5: Laboratory Diagnostics | 42 | 1 | 2 |
| 6: Surveillance | 26 | 6 | 5 |
| 7: Vaccines | 43 | 19 | 4 |
| 8: Field Epidemiology Training Programs (FETP) | 4 | 0 | 0 |

Global COVID-19 M&E – Program Implementation Indicator Reporting Guidance

4.0 Appendices and Resources

| Appendix | Description | File |
|---|--|---|
| Appx A: Global COVID-19 Technical Areas, Themes, and Sub-Themes | Table outlining the technical areas and the corresponding themes and sub-themes. | N/A |
| Appx B: Global COVID-19 Program Implementation Semi-Annual Metrics Data Collection Tool (REDCap) | Link to Semi-Annual Metrics REDCap Data Collection Tool. | Semi-Annual Metrics REDCap |
| Appx C: Global COVID-19 Program Implementation Reporting FAQ | Document contains response to frequently asked questions (FAQs). Note this document is updated as new information comes available. Updates will be shared via email. | Global COVID-19 Program Implementation Reporting FAQ |
| Appx D: Global COVID-19 Implementing Partners Indicator Reference Sheet | Provides additional information and reporting description for each indicator. | Global COVID-19 Implementing Partners Indicator Reference Sheet |
| Appx E: Global COVID-19 Program Implementation Semi-Annual Progress Report | Link to the Semi-Annual Progress Report REDCap Data Collection Tool. | Semi-Annual Progress Report REDCap |
| Appx F: Global COVID-19 Program Implementation FY21 Data Collection Tool (REDCap) | Link to the optional FY21 CARES Act REDCap Data Collection Tool. | FY21 CARES Act Report REDCap |

Appendix A: Global COVID-19 Technical Areas, Themes, and Sub-Themes

| Technical Areas | Themes | Sub-themes |
|-----------------------------------|---|--|
| Infection Prevention and Control | <ul style="list-style-type: none"> • Cross-cutting • Patient Screening & Triage • Health Care Worker (HCW) Screening • Inpatient Isolation and Cohorting | <ul style="list-style-type: none"> • Facility Level Procedures • Training • Staff • Space • Supplies and Equipment • Activity Initiated • Facility Level Procedures • Training |
| Border Health | <ul style="list-style-type: none"> • POE General Capacity • POE Infrastructure • POE IPC • POE Risk Communication • Data and Surveillance Systems for Mobile Populations • Cross-border Coordination • BH Operational and Legal Frameworks | N/A |
| Community Mitigation | <ul style="list-style-type: none"> • Communication • Country Operations Support • Clinical Mitigation • Community Mitigation • Policy | <ul style="list-style-type: none"> • Telehealth • Home-based Care • Water, Sanitation, and Hygiene (WASH)/Hygiene • Water, Sanitation, and Hygiene (WASH)/Sanitation • Water, Sanitation, and Hygiene (WASH)/Water Supply • Water, Sanitation, and Hygiene (WASH)/ABHR Production and Distribution • Water, Sanitation, and Hygiene (WASH)/Communal Points • Water, Sanitation, and Hygiene (WASH)/Households • Contact Tracing |
| Emergency Operations and Response | <ul style="list-style-type: none"> • Strengthening of International Emergency Response Capacity • Strengthening of International Emergency Operations • Multilateral Emergency Response Support | <ul style="list-style-type: none"> • Workforce • Processes |

Global COVID-19 M&E – Program Implementation Indicator Reporting Guidance

| | | |
|-------------------------------|--|---|
| Laboratory Diagnostics | <ul style="list-style-type: none"> • Laboratory Training and Technical Assistance • Laboratory Quality Control/Quality Assurance • Laboratory Procurement | <ul style="list-style-type: none"> • Site Level Accounting • Site Participation • Activity Outcome |
| Surveillance and Epidemiology | <ul style="list-style-type: none"> • SARS-CoV-2 Data to ILI/SARI Platforms • Surveillance-related Trainings • Surveillance-related Activities • One Health | N/A |
| Vaccines | <ul style="list-style-type: none"> • Program Planning and Implementation • NITAG/Policy support for COVID vaccine implementation • Support for Demand and Communication Activities • Vaccine Safety/Field investigations for AEFI • Data Management & Use • Workforce Development & Training • Program Evaluation | <ul style="list-style-type: none"> • COVID-19 Vaccine Preparedness • Continuity of Vaccination Programs |
| FETP | N/A | N/A |