NCIPC Partner’s Portal

Core SIPP

User Training Manual

Version 2.0

CENTERS FOR DISEASE CONTROL AND PREVENTION

Introduction

Use the NCIPC Partner's Portal, Core SIPP section to create and submit your Annual Progress Report (APR) to CDC. Your APR is a comprehensive report on your program's goals. The APR is organized by sections to enable you to manage the strategies, activities, sub-activities, indicators, and progress information. The system provides areas that allow you to add, edit, and save the information.

Each section in the manual focuses on a specific area or topic in the system and provides requirements, explanations, and instructions.

You can make additional copies of the manual and share with your colleagues.

System Basics

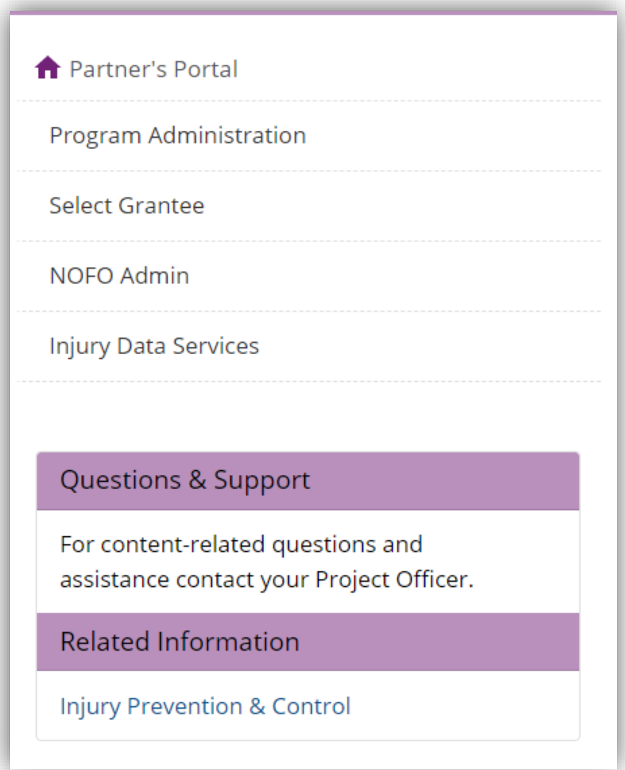
Accessing the Partner's Portal

You can access Partner's Portal through CDC's Secure Access Management System (SAMS.) Recipients added to the Partner's Portal receive an email notification from SAMS.

Navigating and Entering Information

The Navigation Bar

The navigation bar is located on the left side of the pages. It allows you to access your APR from any page in the system.



*Use the options provided within the system when navigating between pages, e.g., navigation bar options, **Back to task details** link, etc. Do not use the browser **Back** button, as doing this may result in unexpected behavior and results.*

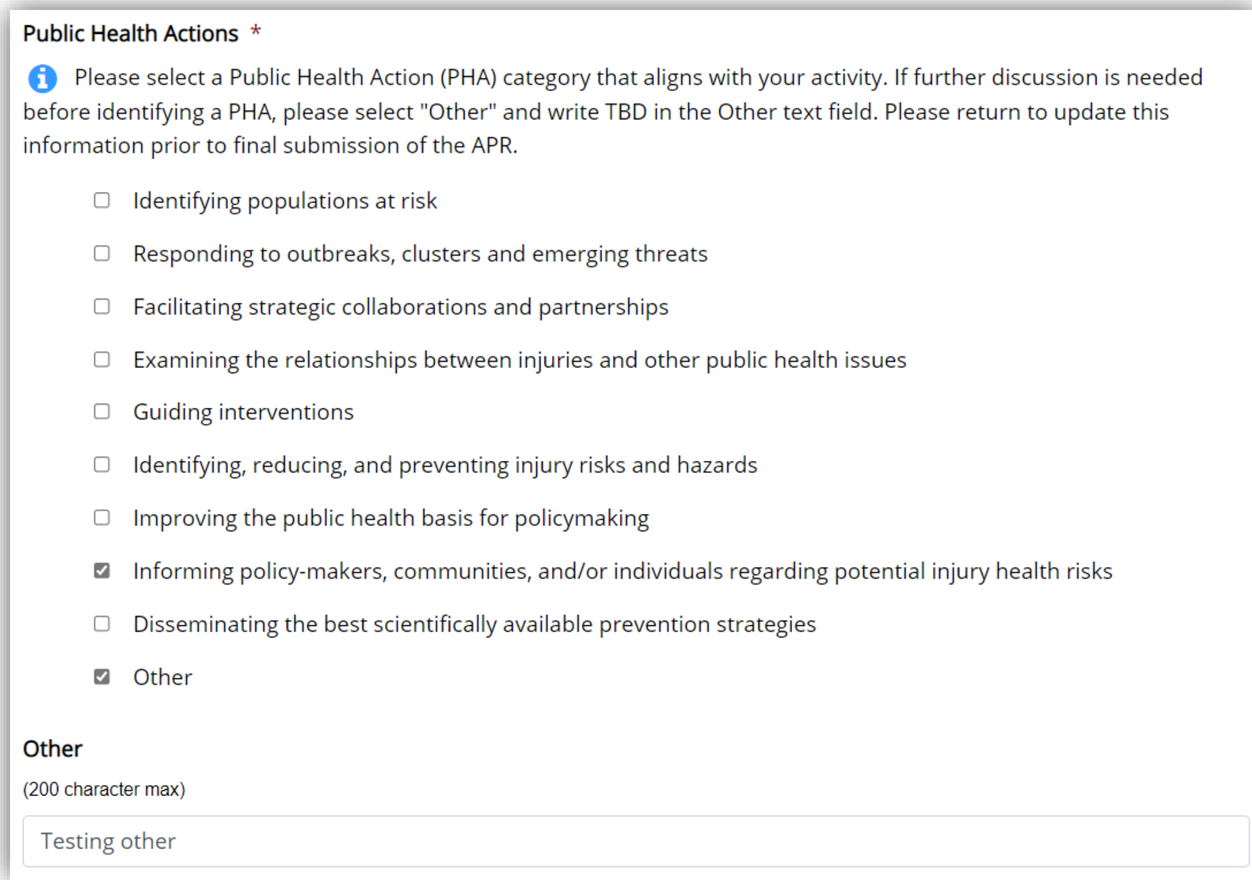
Check-in/Check-out

You must check out a section in order to edit it, and then check it back in after making your changes using the **Check-out to Edit** and **Check-in** buttons displayed at the top of each section. If you do not check a section back in after 4 hours, the section will become available for someone else to check out and edit. All unsaved changes will be lost if you do not save your work often. You may need to refresh your browser to see changes made by another team member if someone else has checked out a section of the APR. You can click the link for the section or press F5 or Ctrl+R on your keyboard to refresh the browser.

Check Boxes

Whenever a list of check box options is shown, you may check all that apply. In cases where your desired choice may not be available, you can select an *Other* check box, if available and enter the information in an *Other* text box, if provided.

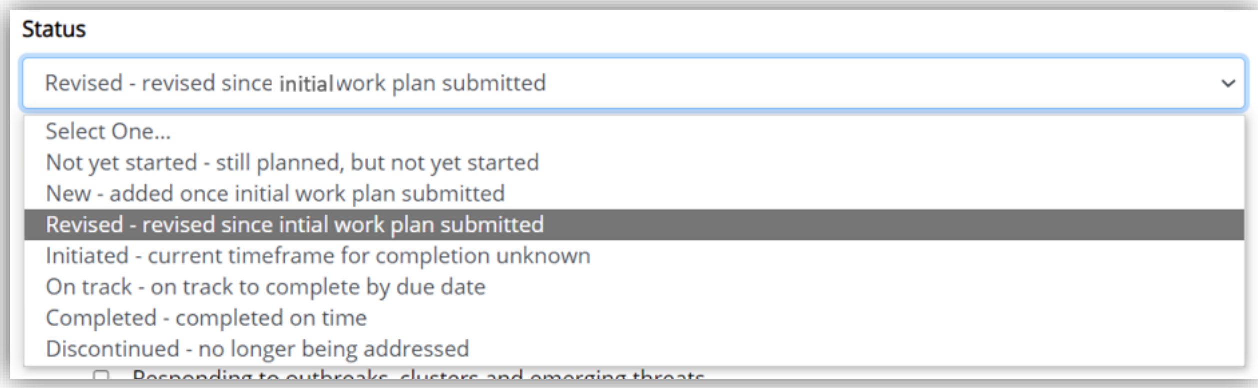
Example:



Dropdown Lists

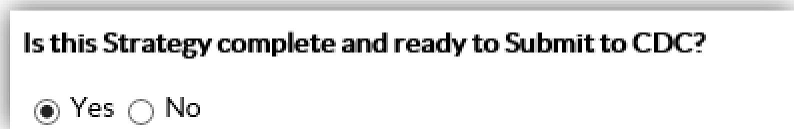
When options are provided in a drop-down list, only one choice can be selected. Click the down arrow to display the list and select an item. In cases where your desired choice may not be available, you can select an *Other* option, if available and enter the information in an *Other* text box, if provided.

Example:

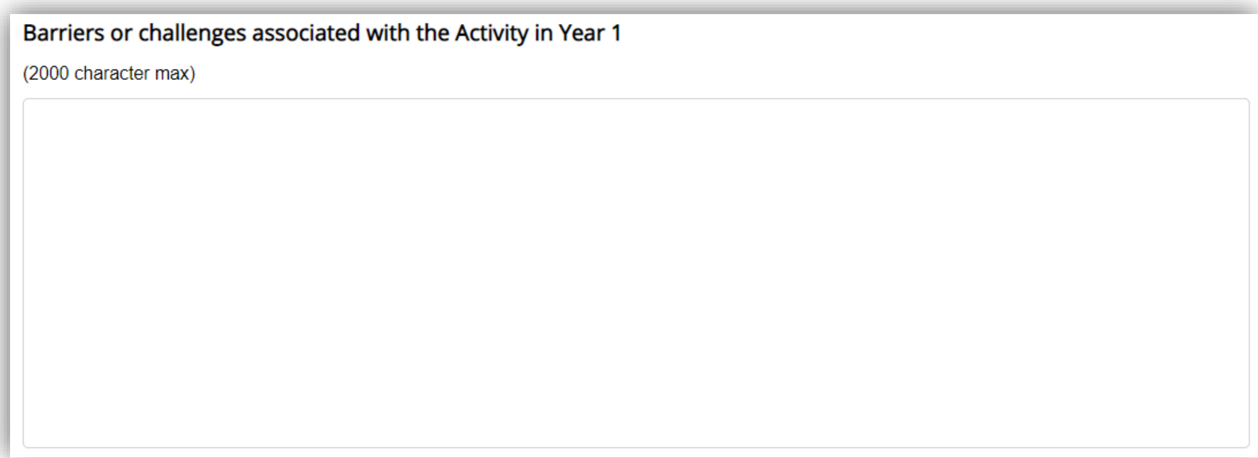


Radio Buttons
Radio buttons are used when there are several options, such as *Yes* or *No*, and only one choice is allowed.

Example:



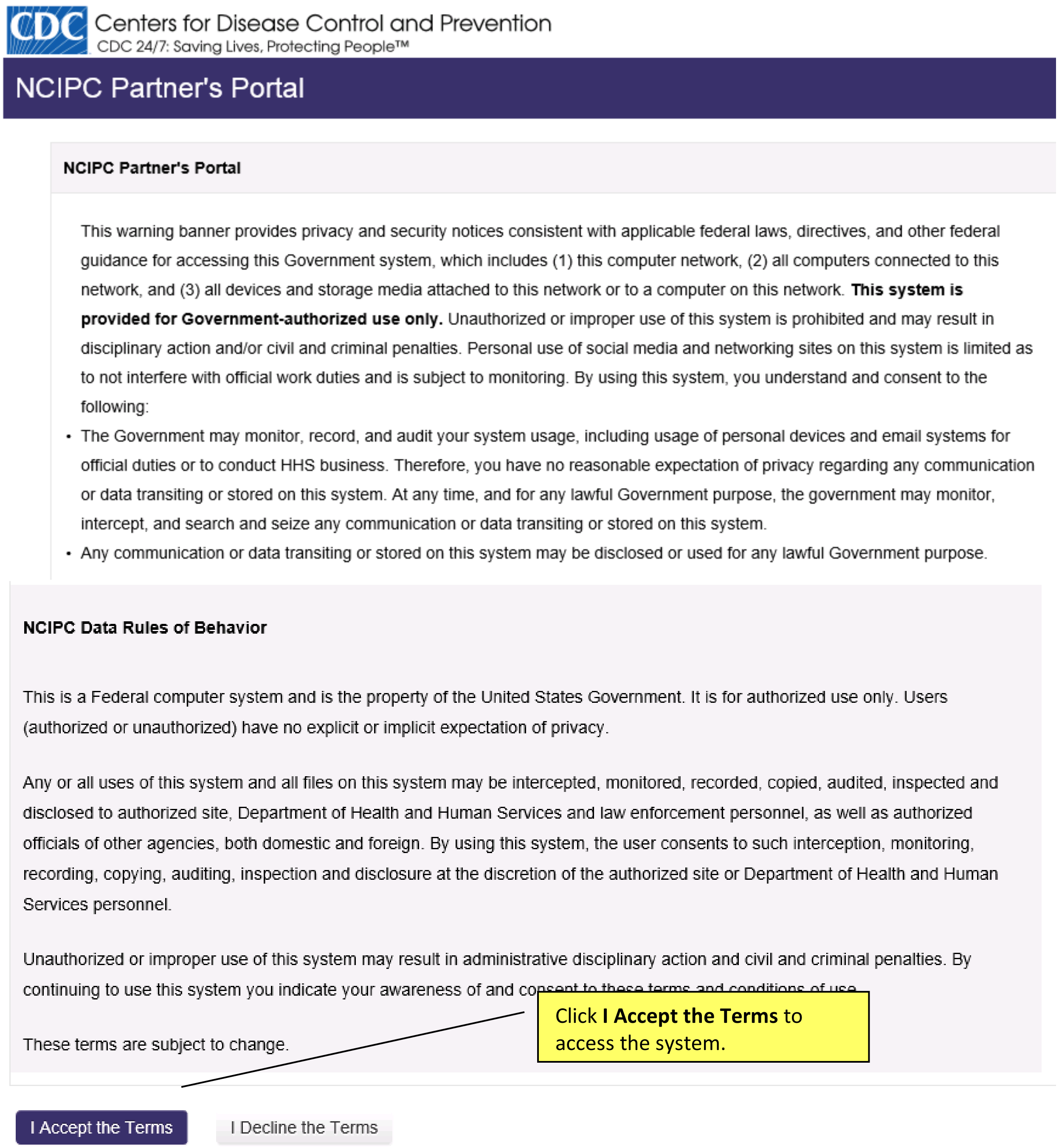
Text Boxes
A text box allows you enter text into a text field. The number of characters that you can type into a text box is limited and specified. In the example below, you can enter up to 2000 characers in the text box. After 2000, the system no longer accepts any more characters. You can copy text from another program and paste it into a text box in Core SIPP.



! *When copying text from Microsoft Word, we recommend that you paste the text into Notepad first and then copy it from Notepad and paste it into the text box in Core SIPP. This is because Word sometimes has hidden characters that may count towards the maximum characters allowed for a text box.*

The Agreement Page

The agreement page is first when you access the Partner's Portal. Please be sure to read the terms and the Rules of Behavior, and then click **I Accept the Terms** in order to access the system.



Centers for Disease Control and Prevention
CDC 24/7: Saving Lives, Protecting People™

NCIPC Partner's Portal

NCIPC Partner's Portal

This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network or to a computer on this network. **This system is provided for Government-authorized use only.** Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties. Personal use of social media and networking sites on this system is limited as to not interfere with official work duties and is subject to monitoring. By using this system, you understand and consent to the following:

- The Government may monitor, record, and audit your system usage, including usage of personal devices and email systems for official duties or to conduct HHS business. Therefore, you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this system.
- Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

NCIPC Data Rules of Behavior

This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy.

Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected and disclosed to authorized site, Department of Health and Human Services and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection and disclosure at the discretion of the authorized site or Department of Health and Human Services personnel.

Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use.

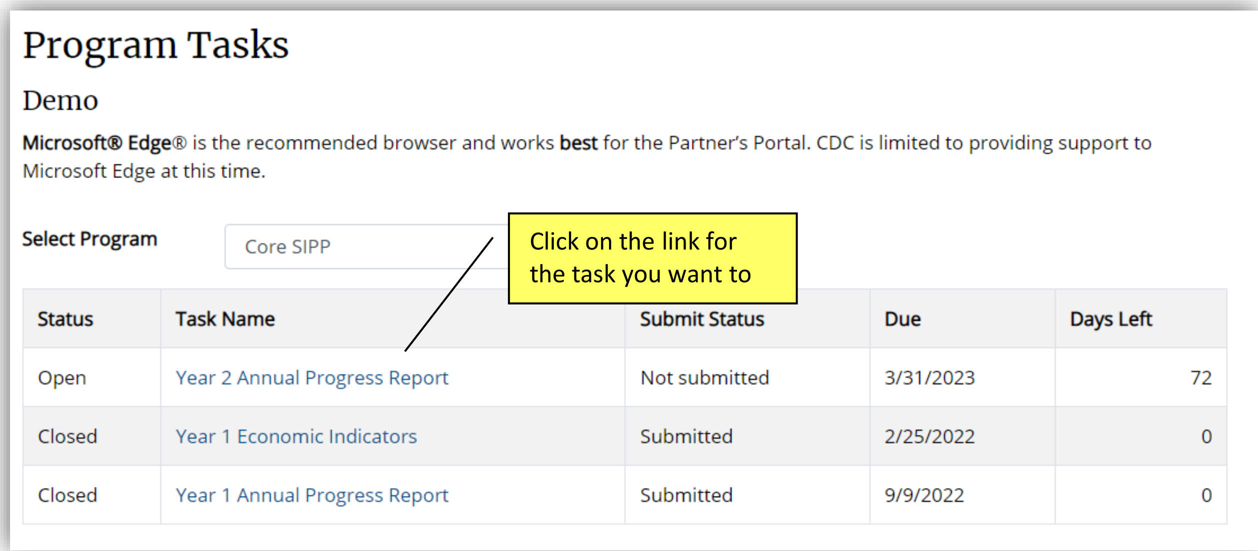
These terms are subject to change.

Click **I Accept the Terms** to access the system.

I Accept the Terms | I Decline the Terms

The Welcome Page

After agreeing to the terms of use, the system displays the Program Tasks page. The page identifies your program and has a table that displays your program's open tasks and other information about the task, such as the status, due date, etc.


Program Tasks

Demo

Microsoft® Edge® is the recommended browser and works **best** for the Partner's Portal. CDC is limited to providing support to Microsoft Edge at this time.

Select Program: Core SIPP

Status	Task Name	Submit Status	Due	Days Left
Open	Year 2 Annual Progress Report	Not submitted	3/31/2023	72
Closed	Year 1 Economic Indicators	Submitted	2/25/2022	0
Closed	Year 1 Annual Progress Report	Submitted	9/9/2022	0

The information for the program task is described in a table. The information displayed in the table is described below.

Column	Description/Instructions
Status	Displays the status of the APR. The following statuses are available. Chapter 1: Open: This program task is available for editing. Chapter 2: Closed: The submission date of this program task has passed. This column is sortable. To sort a list by this column, click the column heading.
Task Name	A link that identifies the program task. Click on the link to display the Task Details page and start working on the APR.
Submit Status	Indicates whether the APR has been submitted to CDC or not. A status of *not submitted* means that the APR has not been submitted to CDC while a status of *submitted* means that the APR has been submitted to CDC. **Note:** A program task with either *submitted* or *not submitted* status can be edited and submitted to the CDC.

Due	Displays the due date for the program task. This is the date that the program task must be submitted to the CDC. If the submission date has passed for a task, a zero (0) is displayed in this column. This column is sortable. To sort a list by this column, click the column heading.
Days Left	Indicates how many days you have left before the submission due date. If the submission date has passed for a task, a zero (0) is displayed in this column. This column is sortable. To sort a list by this column, click the column heading.

The Task Details Page

Use the Task Details page to complete and submit your APR. The fields on this page allow you to view, add, and update all the components of your APR. Several team members can work on the APR at the same time, as the system utilizes a check-in/check-out feature which ensures that only one individual can work on a particular section at any given time. To work on a section, simply check out the section, update it, and check it back in when you're done. The system updates the *Edit Status* of a section each time it's checked in or out, thereby making it easy to know when a section is checked out and when it becomes available for editing. An item that is checked out for editing by a team member can only be viewed by other team members.

Viewing Strategy/Activity Information

A strategy consists of activities. An activity is an overarching strategy/approach to a burden that is addressed across multiple years or the entire 5-year project period. Activities describe work to be accomplished and the manner in which results will be measured and achieved. Defining your activities is the starting point of completing your APR. The *Task Details* page displays all the strategies and associated activities. There is no limit to the number of activities that you can add to a strategy, but each strategy must have at least one activity upon submission of the APR. You can add an activity, edit an existing activity, or delete an activity. You must check out an activity before you can edit it. If you have checked out an activity, the system displays a **Check-in** button that you can click to check the activity back in and make it available to others for editing. The information displayed is view-only if the section is checked out by someone else. Although you cannot edit or delete the strategy when it is checked out to another team member, you can still view it.

There are two sections: Core SIPP Base and Core SIPP Enhanced. Core SIPP Enhanced has an additional strategy—*Implementation and Enhanced Evaluation*. Depending on your jurisdiction, you may or may not be required to complete the Enhanced section.

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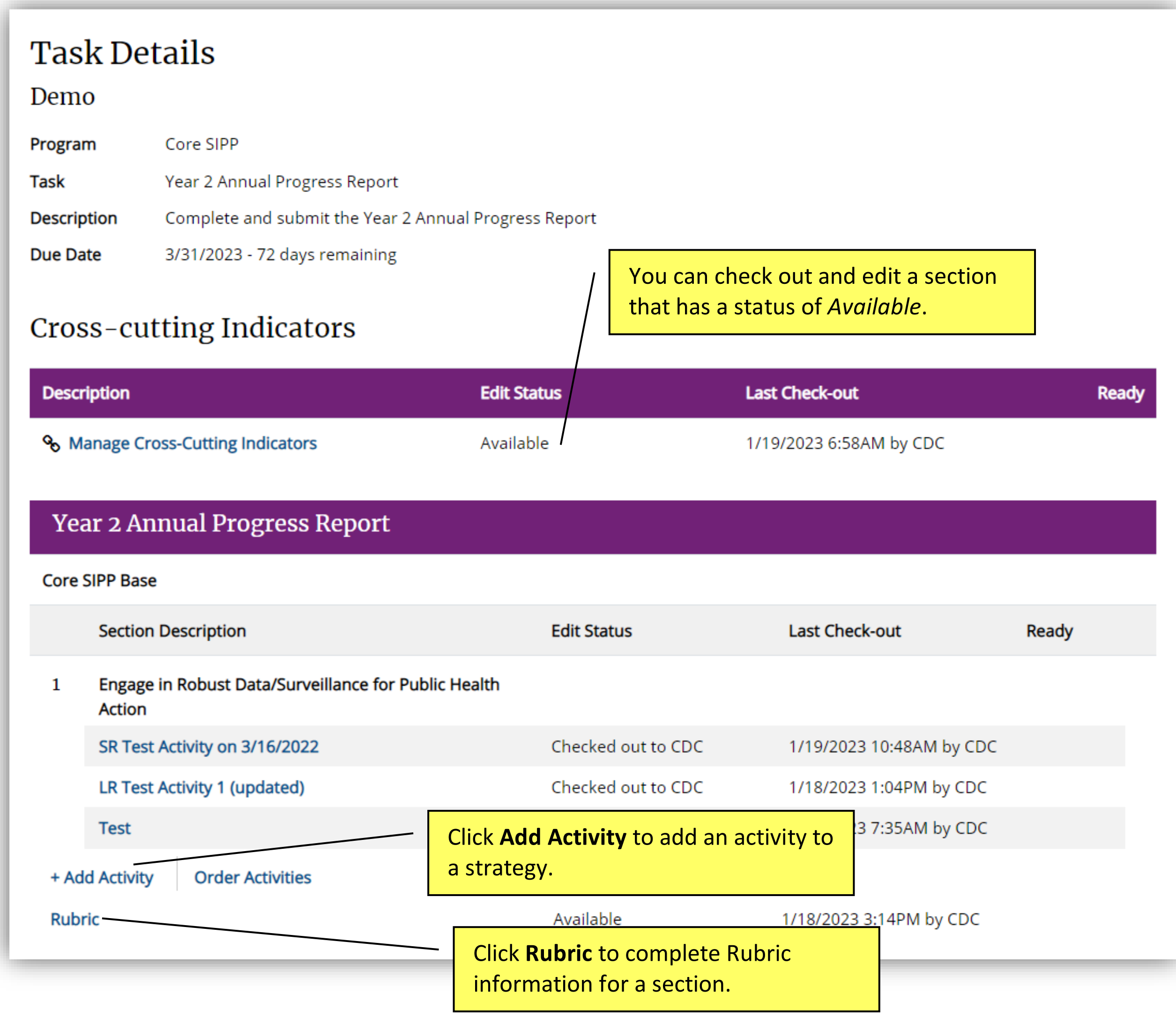
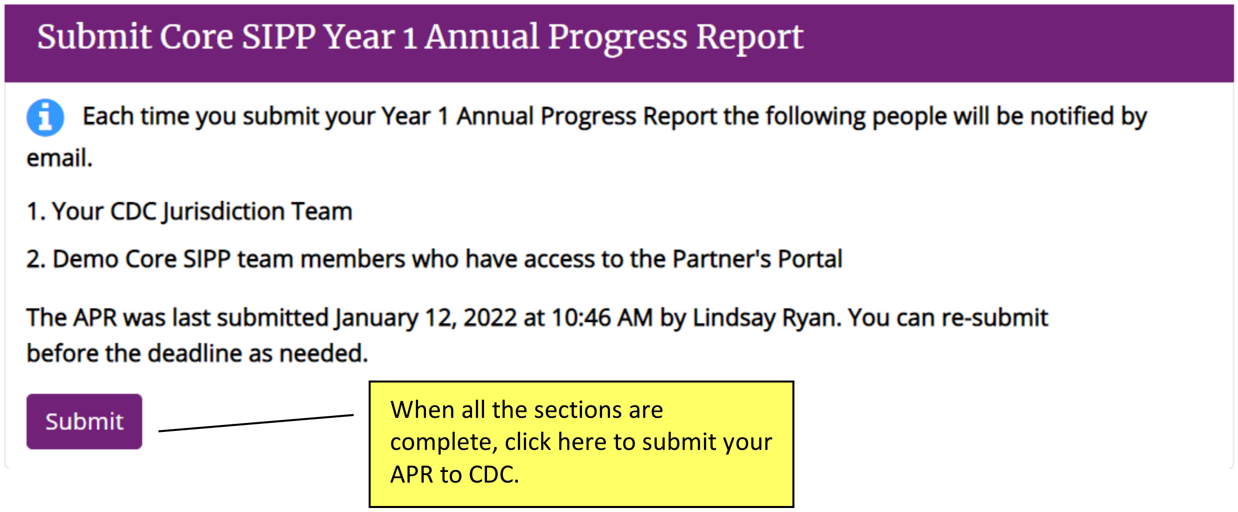
- *You must check out a section in order to edit it, and then check it back in after making your changes. If you do not check in a section for more than 4 hours, the section becomes available for someone else to check it out. All unsaved changes will be lost.*
- *If another team member has checked out a section of the APR, you may need to refresh your browser before you can see the changes made by the team member. To refresh the browser, simply click the link for the section or press F5 or Ctrl+R on your keyboard.*
- *If another team member has checked out a section of the APR, you may need to refresh your browser before you can see the changes made by the team member. To refresh the browser, simply click the link for the section or press F5 or Ctrl+R on your keyboard.*



The Task Details Page, Continued

Submit


Submit Core SIPP Year 1 Annual Progress Report
Each time you submit your Year 1 Annual Progress Report the following people will be notified by email.
1. Your CDC Jurisdiction Team
2. Demo Core SIPP team members who have access to the Partner's Portal
The APR was last submitted January 12, 2022 at 10:46 AM by Lindsay Ryan. You can re-submit before the deadline as needed.
Submit
When all the sections are complete, click here to submit your APR to CDC.

Creating and Submitting your APR

Your Annual Progress Report (APR) is a comprehensive report on your program's work. The APR consists of sections that you can use to manage the strategies, indicators, activities, progress information, etc. that make up your APR. The system provides areas that allow you to add, edit, and save the information.

When you have completed all the information for a section, select *Yes* in the *Is this section complete and ready to submit to CDC?* field. If you select *Yes*, the system displays a check mark (✔) for the Strategy section on the Task Details page. When every section displays a check mark, you are ready to submit your APR to CDC.

! *You must check out a section in order to edit it, and then check it back in after making your changes. If you do not check in a section for more than 4 hours, the section becomes available for someone else to check it out. All unsaved changes will be lost.*

You must complete the information in the sections before submitting your APR.

- Core SIPP Base Activities
- Core SIPP Enhanced Activities (if applicable)
- Rubric
- Success Stories

Add an Activity

Activities are part of a comprehensive plan for attaining your program's goals. An activity consists of overview information, indicators, progress information, next year’s work plan, etc. You can add activities to the different strategies in the APR, track progress on your activities on a yearly basis, and document the results. You can add a new activity or work with an existing activity.

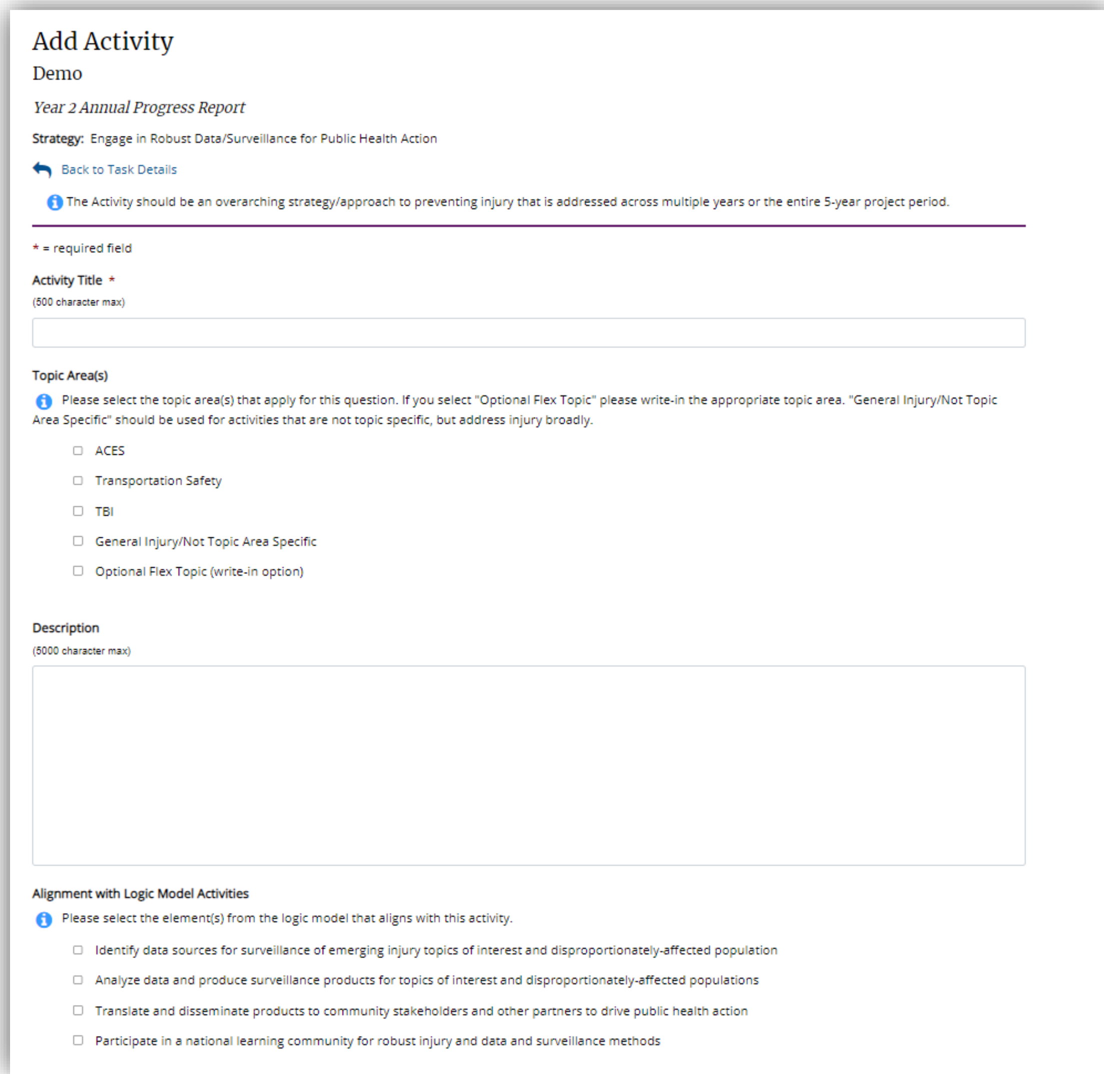
To add an activity, click the **Add Activity** link under the desired strategy.

Add Overview Information for an Activity

The first step in adding an activity is to add the overview information which consists of information such as the title and description of the activity, the topic areas that the activity affects, barriers and challenges, etc.

To add overview information to an activity:

1. Access the *Task Details* page and locate the section that you want to add the activity.
2. Under the desired section, Click the **Add Activity** link. The system displays the Add Activity Overview page.



Add Activity

Demo

Year 2 Annual Progress Report

Strategy: Engage in Robust Data/Surveillance for Public Health Action

Back to Task Details

The Activity should be an overarching strategy/approach to preventing injury that is addressed across multiple years or the entire 5-year project period.

* = required field

Activity Title *
(500 character max)

Topic Area(s)

Please select the topic area(s) that apply for this question. If you select "Optional Flex Topic" please write-in the appropriate topic area. "General Injury/Not Topic Area Specific" should be used for activities that are not topic specific, but address injury broadly.

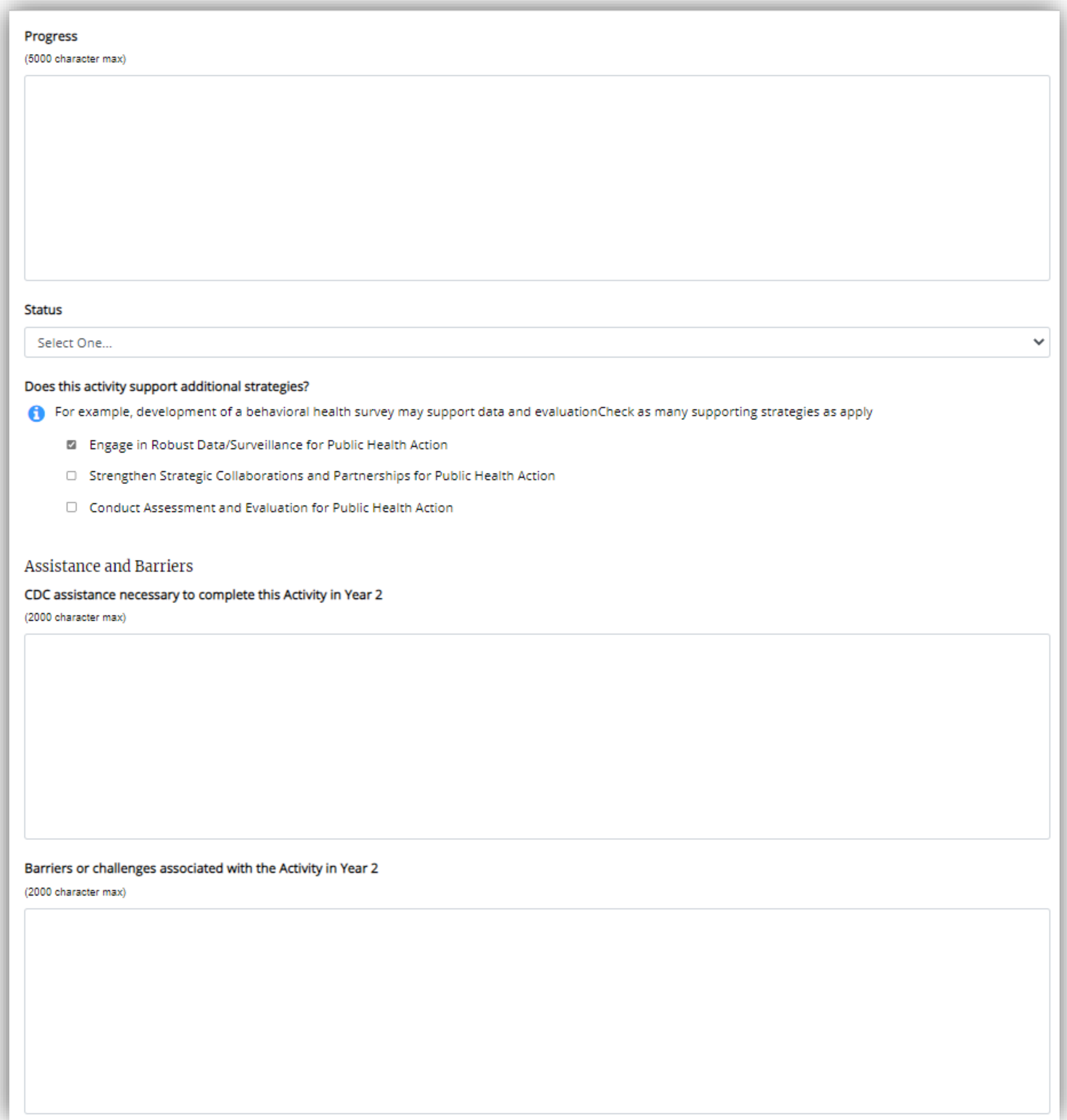
- ☐ ACES
- ☐ Transportation Safety
- ☐ TBI
- ☐ General Injury/Not Topic Area Specific
- ☐ Optional Flex Topic (write-in option)

Description
(5000 character max)

Alignment with Logic Model Activities

Please select the element(s) from the logic model that aligns with this activity.

- ☐ Identify data sources for surveillance of emerging injury topics of interest and disproportionately-affected population
- ☐ Analyze data and produce surveillance products for topics of interest and disproportionately-affected populations
- ☐ Translate and disseminate products to community stakeholders and other partners to drive public health action
- ☐ Participate in a national learning community for robust injury and data and surveillance methods

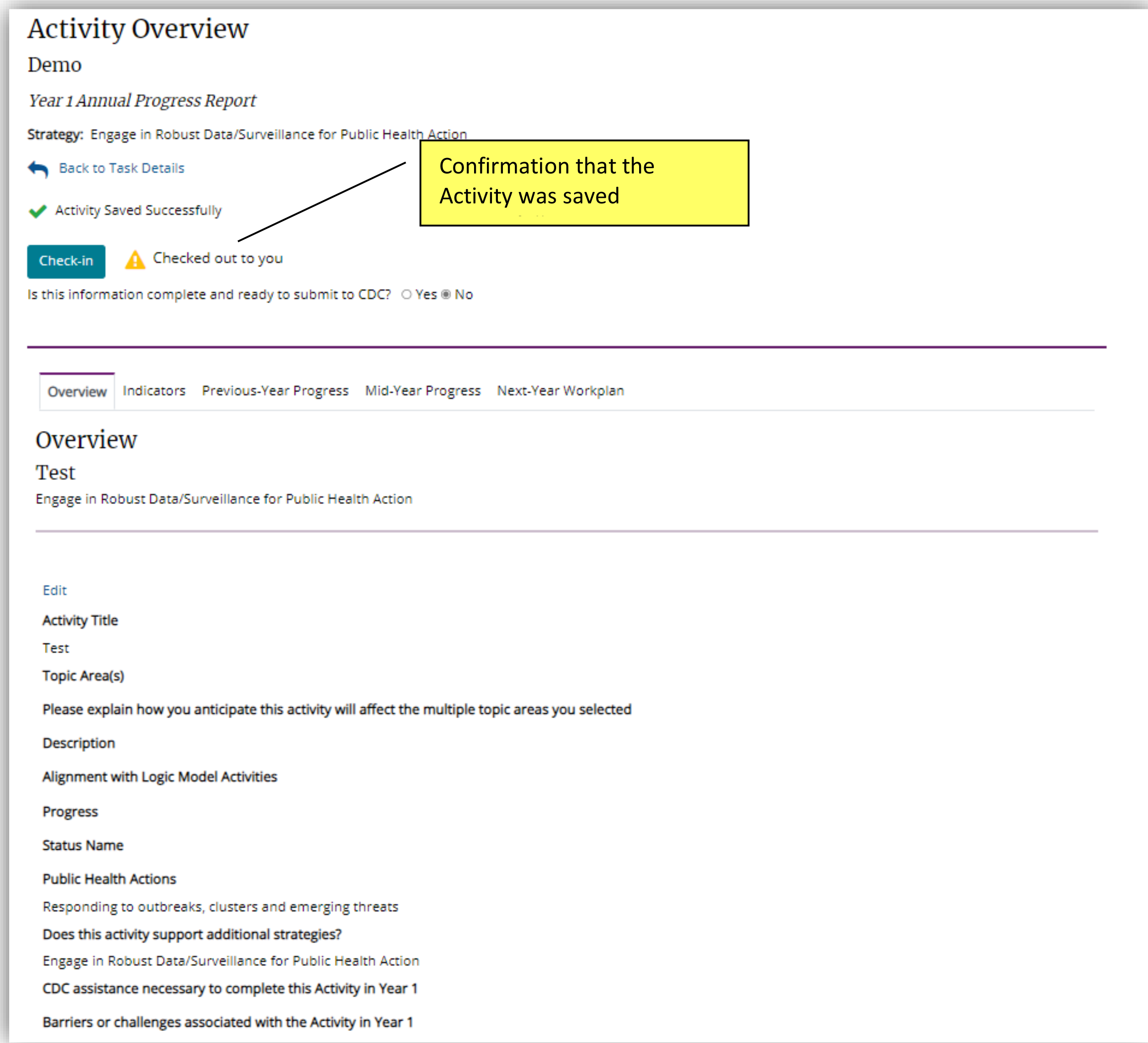


1. Complete the fields on the page as described below.
    a. *Activity Title*: Enter a descriptive title for the activity, e.g., “Increase the number of Data Surveillance Centers in Cobb County.” Maximum text is 500 characters, about 100 words.
    b. *Topic Area*: select the topic areas that the activity(ies) address. If the desired topic is not displayed, select *Optional Topic (write-in option)* and enter the topic in the *Other Flex Topic Area(s)* text box. If you need to add more topic areas, click the **Add** link and enter another topic area. Maximum text for the *Other Flex Topic Area(s)* text box is 200 characters, about 40 words.

c. *Please explain how you anticipate this activity will affect the topic areas you selected above:* describe in detail the effects that you believe the activity you are creating will have on the topic areas you selected or added in the previous field. Maximum text is 1500 characters, about 300 words.
d. *Description: E*nter a detailed description of the activity. Maximum text is 2000 characters, about 400 words
e. *Alignment with logic model activities*: Select all the logic models that align with the activity.
f. *Progress: E*nter a description of the progress that has been made so far for the activity. Maximum text is 2000 characters, about 400 words.
g. *Status:* Select the status that best describes the progress, e.g. Not Yet Started, New, On Track, Completed, etc.
h. *Does this activity support additional strategies? S*elect the additional strategies that this activity supports.
i. *CDC assistance necessary to complete this Activity in Year YYY:* Enter a detailed description of the assistance needed from CDC in order to complete this activity in the performance year. Maximum text is 2000 characters, about 400 words.
j. *Barriers or challenges associated with the Activity in Year YYYY*: Describe the barriers or issues encountered in the process of achieving success for this activity during the specific year. Maximum text is 2000 characters, about 400 words

2. Click **Save** to save the activity information and remain on the page. Click **Save & close** to save the activity information and go to the Overview tab of the new Activity.

! *If you do not complete the required field when you click **Save**, the system displays an error. Correct all errors and click **Save** again*



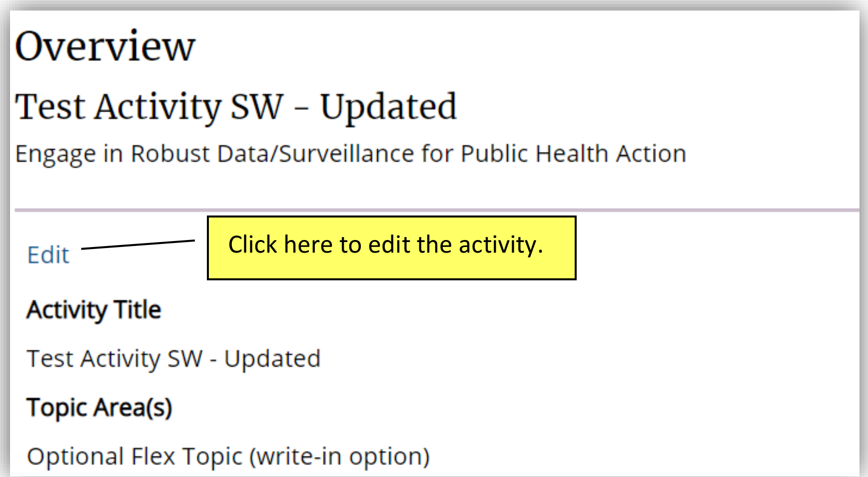
The fields for creating an activity and editing an activity are the same. The only difference is that when creating a new activity, the fields are blank, when editing an existing activity, the fields are prepopulated by the activity information.

Edit an Already Existing Activity

After creating an activity, you can edit the activity and save your edits.

To edit an already existing activity:

1. On the *Task Details* page, locate the activity that you want to edit and click on it. The system displays the activity details. If the activity is not already checked out to you, click **Check-out**.

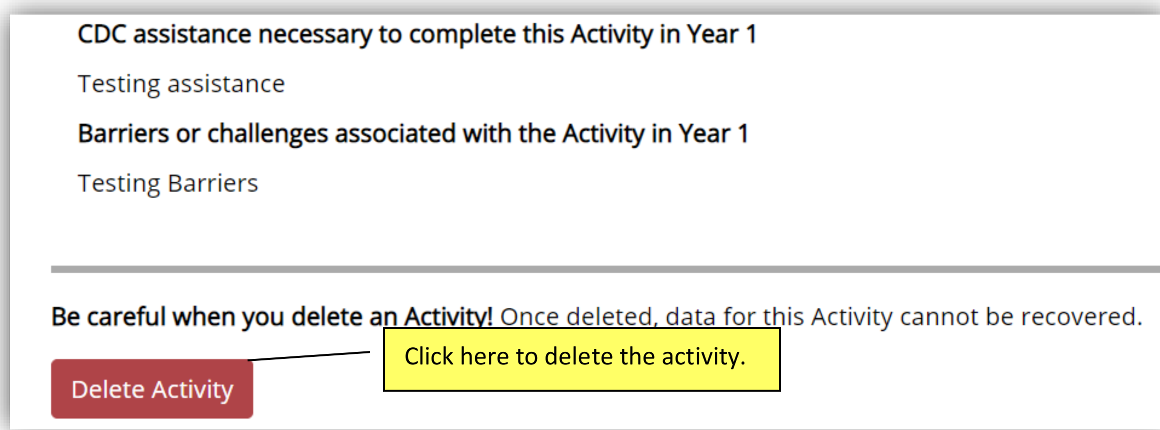


2. Click the **Edit** link. The system displays the *Edit Activity Overview* page and makes the page editable.
3. Update the Overview information and other sections as desired.
4. Click **Save** to save the activity information and remain on the page or click **Save and Close** to save the activity information and return to the Activity overview.

Delete an Activity

To delete an activity:

1. Locate the activity and click on it. The system displays the activity details. If the activity is not already checked out to you, click **Check-out**.
2. Scroll to the bottom of the activity. The system displays a **Delete Activity** button at the bottom of the activity.



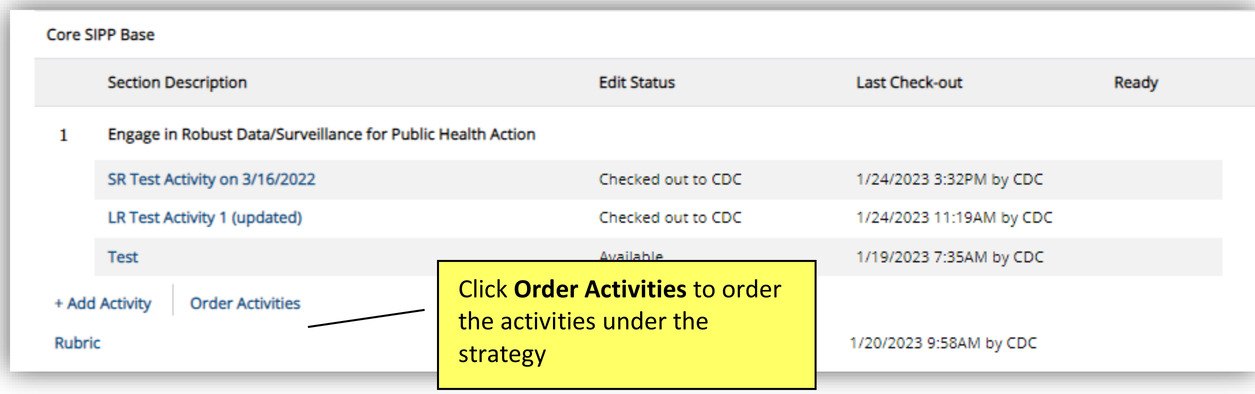
3. Click the **Delete Activity** button. The system displays a confirmation message.
4. Click **Delete** to confirm the deletion. The system deletes the activity and displays a confirmation message. Once an activity is deleted, it is no longer available in the system.

! *Always check with your Project Officer and Evaluation Officer before deleting an activity!*

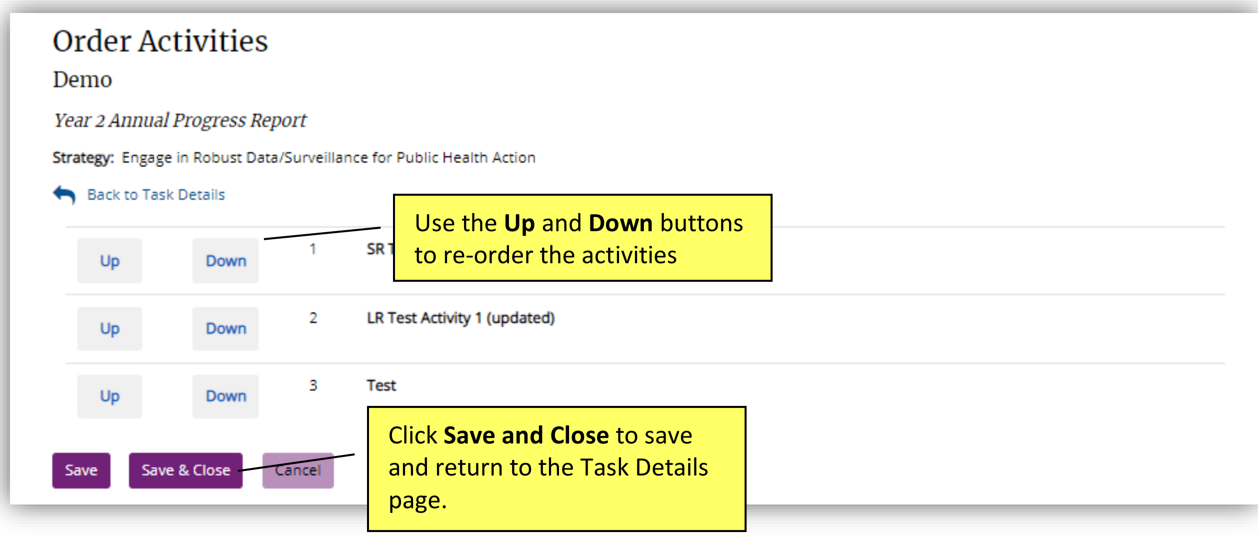
Ordering Activities

You can now choose how your activities are ordered under each strategy. To change the order, follow the steps below:

1. Click **Order Activities** under the appropriate strategy



2. Use the **Up** and **Down** buttons to re-order the activities and click **Save and Close.**



Working with Indicators

Indicators are used for measuring progress in an activity. You can add an indicator, edit the indicator, or delete it. An indicator can be activity specific or cross-cutting.

For additional information on indicators, refer to the "Checklist for Effective Evaluation."

Expanding and collapsing the indicators list

When the Add/Edit Indicator page is first displayed only the indicator titles are displayed. To view the details for an indicator, click + next to the indicator. To collapse it again and hide the details, click the − next to the indicator. To expand all the indicators, click the **Open All** link at the top right of the list. To collapse all the indicators, click the **Close All** link.

Activity Specific Indicators

Indicators can be activity specific or cross-cutting. Activity specific means that the indicator is measuring progress for only one activity.

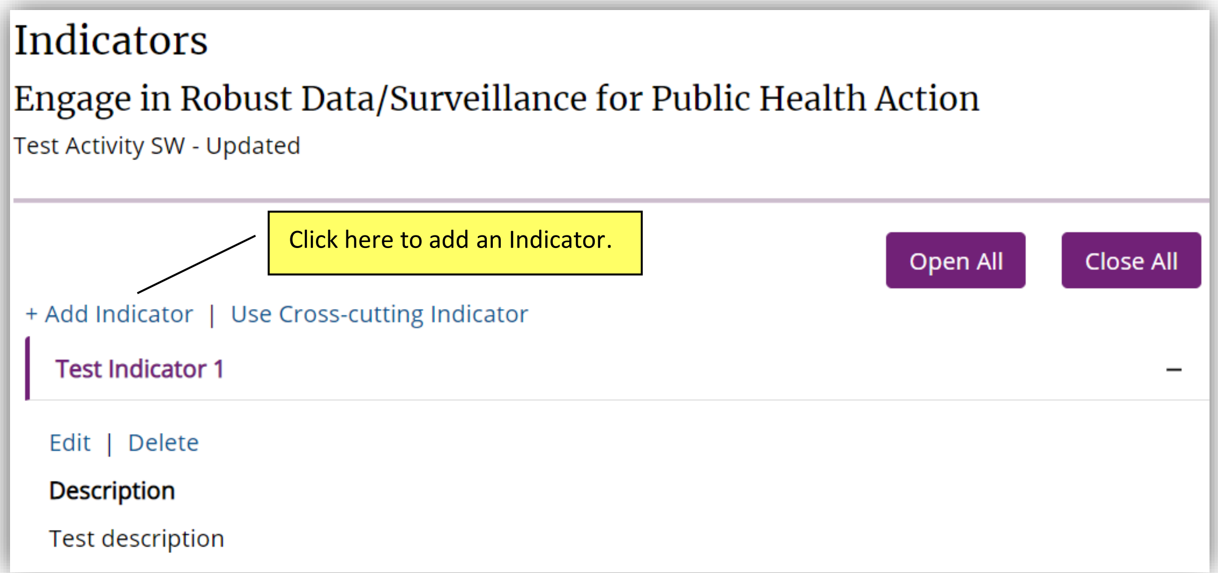
Indicators added directly into an activity (see Add an Activity Specific Indicator) are activity specific indicators.

Add an Activity-Specific Indicator

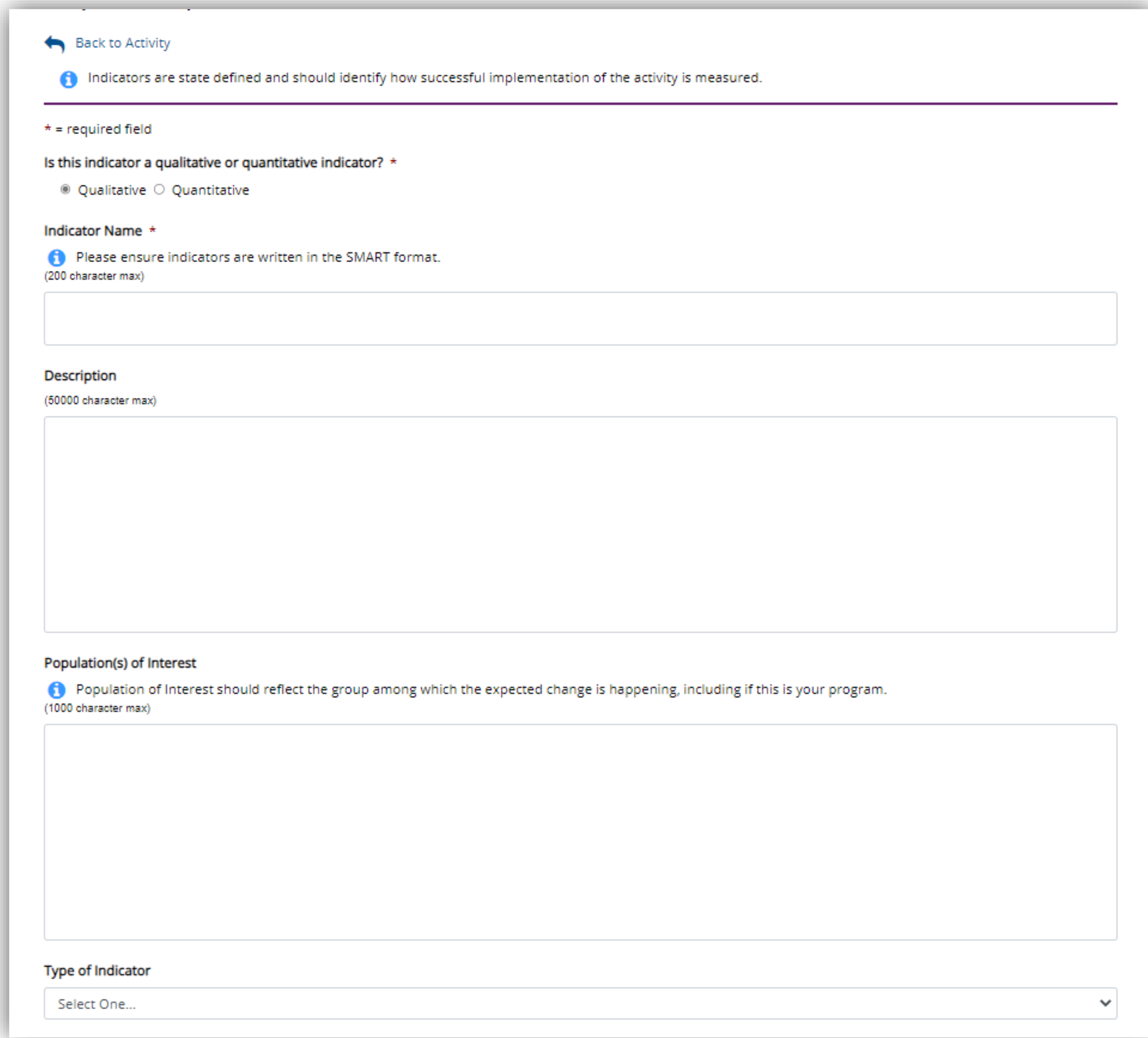
To add an activity-specific indicator to your activity:

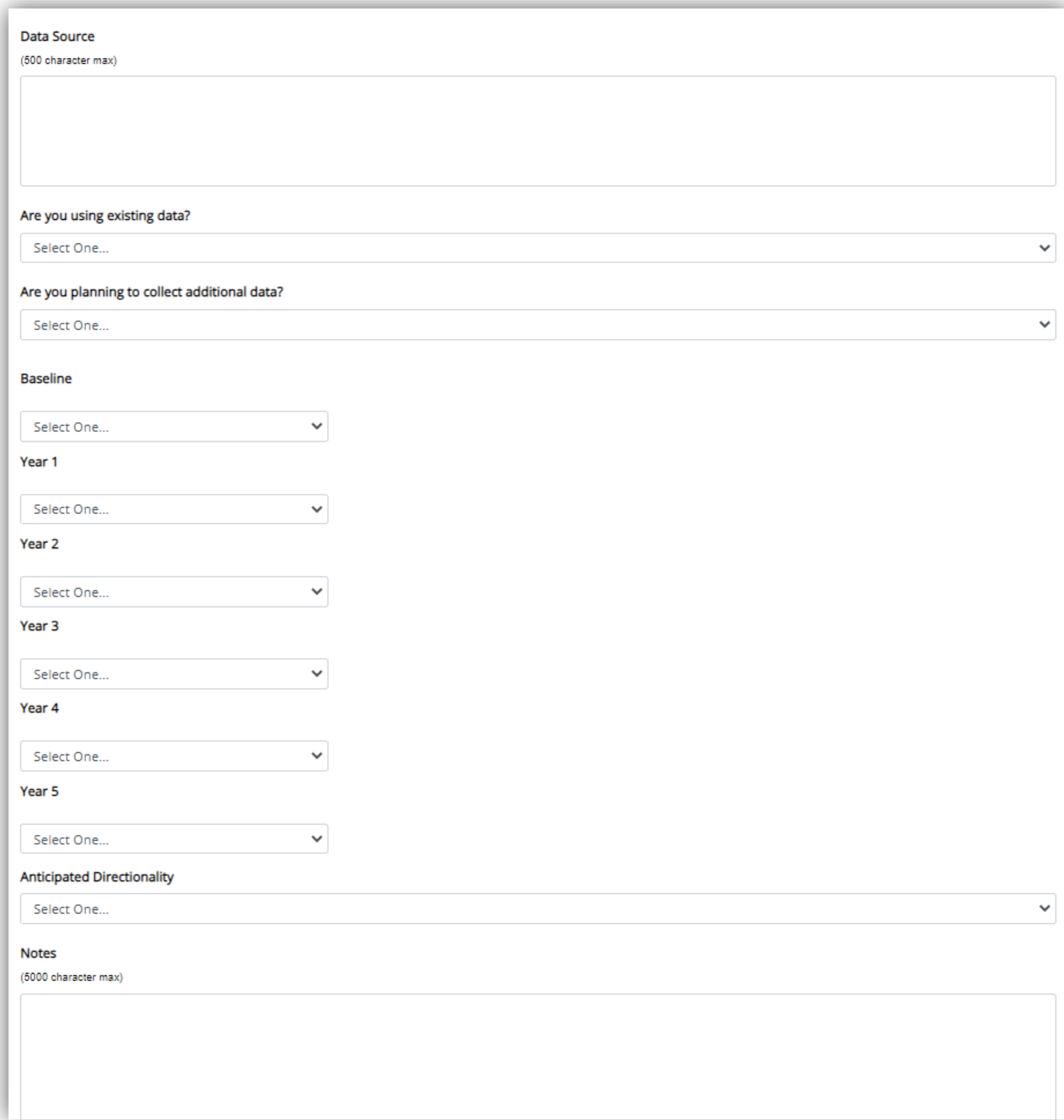
1. On the *Task Details* page, locate the activity to which you want to add the indicator and click on it. The system displays the activity details. If the activity is not already checked out to you, click **Check-out** to make it editable.

2. Click the *Indicators* tab. The system displays the *Indicators* section.



3. Click the **Add Indicator** link. The system displays the *Add Activity Indicator* page.


Back to Activity
Indicators are state defined and should identify how successful implementation of the activity is measured.
* = required field
Is this indicator a qualitative or quantitative indicator? *
Qualitative
Quantitative
Indicator Name *
Please ensure indicators are written in the SMART format.
(200 character max)
Description
(50000 character max)
Population(s) of Interest
Population of Interest should reflect the group among which the expected change is happening, including if this is your program.
(1000 character max)
Type of Indicator
Select One...



4. Complete the fields on the *Add Activity Indicator* page as follows:
    a. *Is this indicator qualitative or quantitative?:* Choose whether the indicator is qualitative or quantitative. All following fields will be the same regardless of selection, but value field will increase if qualitative.
    b. *Indicator Name*: Enter the name for the indicator. Maximum text is 200 characters, about 40 words. This field is required.

c. *Description*: Enter a detailed description of the indicator. Maximum text is 2000 characters, about 400 words.
d. *Population(s) of Interest*: Enter a short description of the population(s) specified in and addressed by the indicator. Maximum text is 1000 characters, about 200 words.
e. *Type of Indicator*: Select the type of duration of the indicator. The available types are Process, Short-Term, Intermediate, and Long-Term (available only to Core SIPP Enhanced).

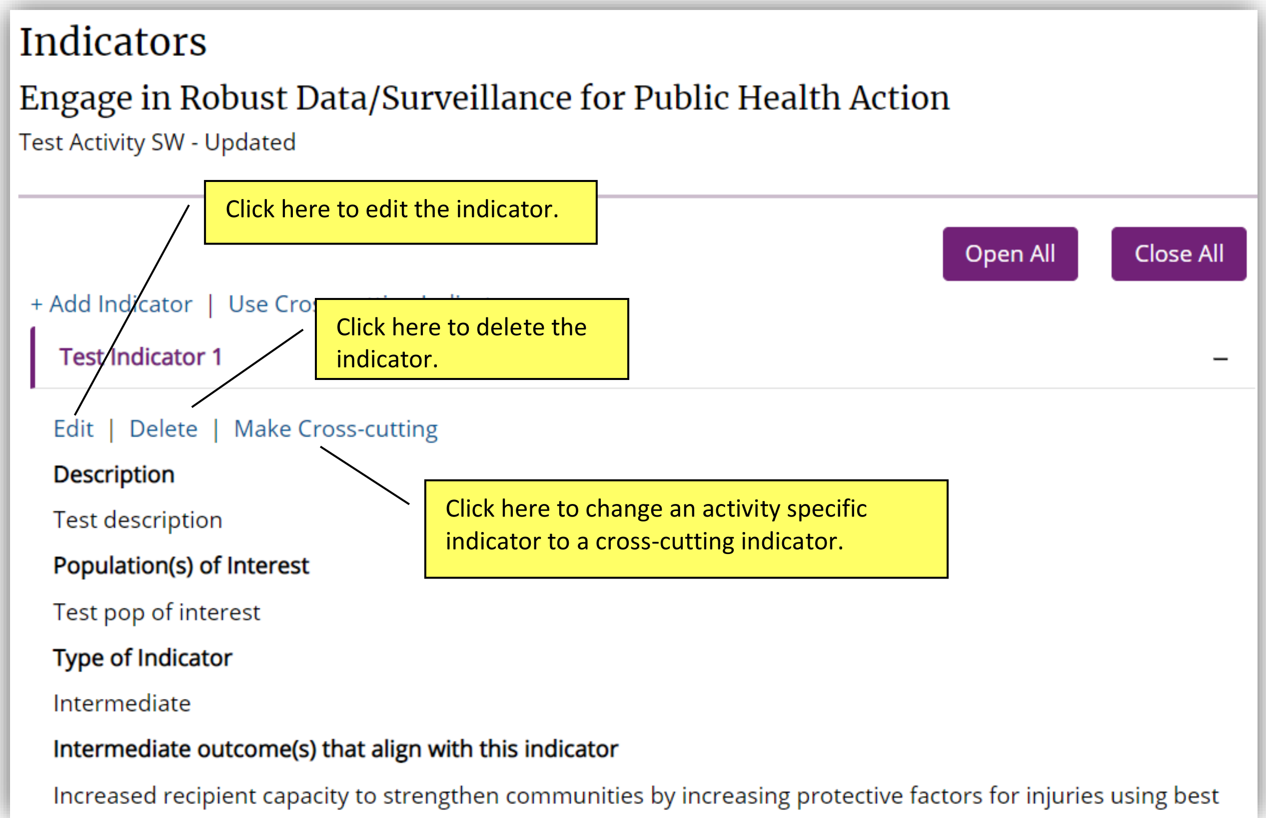
! The fields displayed after selecting an indicator type will vary based on the selected in the *Type of Indicator* dropdown. *The Long-term option is available only to Core SIPP Enhanced recipients.*

f. Do one of the following:
   - If you selected *Short-term* in the *Type of Indicator* field, select the short-term outcome(s) that align with this indicator.
   - If you selected *Intermediate* in the *Type of Indicator* field, select the intermediate outcome(s) that align with this indicator.
   - If you selected *Long-Term* in the *Type of Indicator* field, select the long-term outcome(s) that align with this indicator.
g. *Data Source*: Enter the data source associated with the indicator. Maximum text is 500 characters, about 100 words.
h. *Are you using existing data?:* Select yes or no from the drop-down.
i. *Are you planning to collect additional data?:* Select yes or no from the drop-down.
j. *Unit* field: Select the unit of measurement (Count, Percent, Proportion, or Rate) that will be used to measure the indicator. This field will only show if the indicator is quantitative.
k. *Baseline*: In the first dropdown, select the baseline year for what will be measured. In the *Value* text box, enter the value for the year. For example, if the baseline for year 1 is 2021 and the value is 10%, select *Percent* as the Unit, select 2018 as the Baseline year, and enter **10** in the Value text box. Do not include the % sign.
   - Complete the Years and Values information for Years 1-4. For each year, enter the corresponding value.
l. *Anticipated Directionality*: Select the direction of change that will be measured by indicator by selecting to increase the value, decrease the value, or keep it stable.
m. *Notes*: Enter notes or comments that you want to associate with the indicator. Maximum text is 2000 characters, about 400 words.

4. Click **Save** to save the indicator information and remain on the page or click **Save and Close** to save the indicator information. The system adds the indicator and displays a success message.

Edit an Activity Specific Indicator

After adding an indicator, you can edit it and save your changes. The form for editing an indicator is similar to the form for adding one. The difference is that the fields on the *Edit Indicator* page are pre-populated by the existing indicator's information.

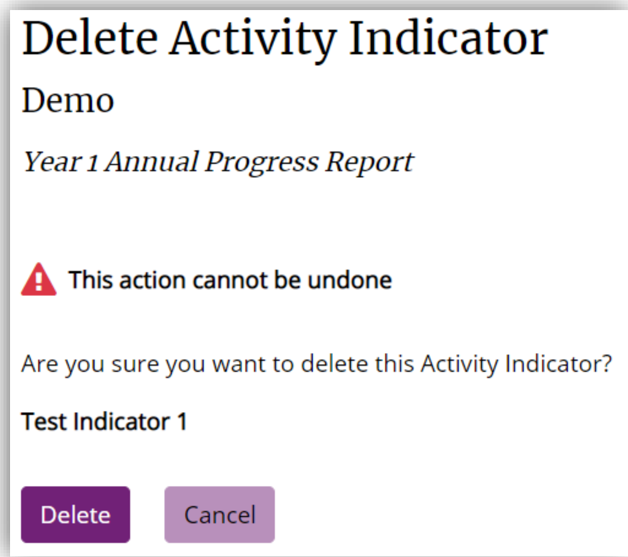


Delete an Activity-Specific Indicator

To delete an indicator:

1. Locate the indicator and click on it.

2. Click the **Delete** link for the indicator. The system displays a confirmation message.



3. Click the **Delete** button in the confirmation message. The system deletes the indicator and displays a success message.

Cross-Cutting Indicators

Cross-cutting indicators are identified by this graphic .

Cross-cutting indicators are indicators used for measuring progress across multiple activities. There are multiple ways to make and use a cross-cutting indicator, such as:

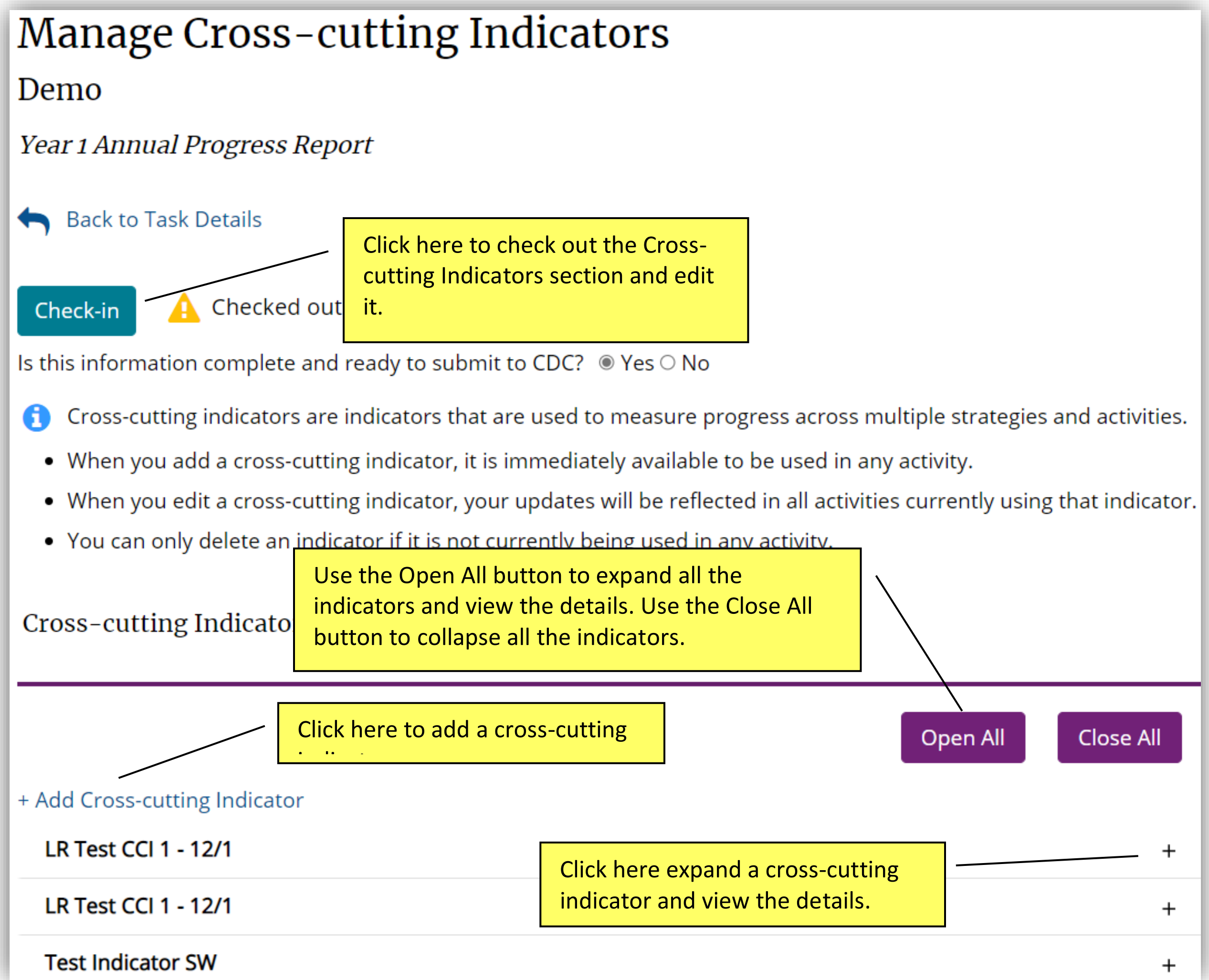
3. Adding an indicator in the Manage Cross-Cutting Indicators section
4. Adding an activity specific indicator and making it cross-cutting
5. Use a cross-cutting indicator in a specific activity

Cross-cutting indicators can only be edited in the Manage Cross-Cutting Indicators Section of the Portal. Updates made to a cross-cutting indicators will be reflected in all the activities that use the cross-cutting indicator. You can add a cross-cutting indicator and edit or delete a cross-cutting indicator that is checked out to you. You can delete a cross-cutting indicator if it is not used in any activity. To delete a cross-cutting indicator, you must remove its association to any activity first, and then delete it from the *Manage Cross-cutting Indicators* page.

Managing Cross Cutting Indicators

To work with cross-cutting indicators:

1. On the *Task Details* page, click on the **Manage Cross-cutting Indicators** link in the *Description* column and when the *Manage Cross-cutting Indicators* page displays, click the **Check-out to Edit** button.



Add a Cross-cutting Indicator

The fields for adding a cross-cutting indicator are similar to the fields for adding an indicator that is not cross-cutting. To add a cross-cutting indicator, click the **Add Cross-cutting**

Indicator link and complete the fields as described in the Activity Specific Indicators

Indicators can be activity specific or cross-cutting. Activity specific means that the indicator is measuring progress for only one activity.

Indicators added directly into an activity (see Add an Activity Specific Indicator) are activity specific indicators.

Add an Activity-Specific Indicator section.

Edit a Cross-cutting Indicator

To edit a cross-cutting indicator, click the **Edit** link for the cross-cutting indicator and edit the fields as desired.

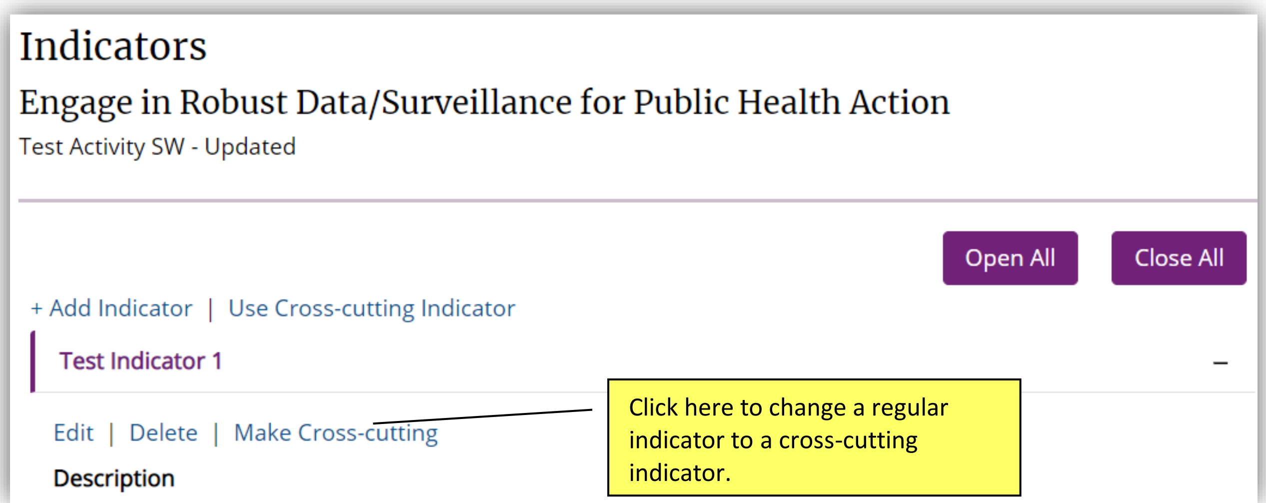
! *Updates made to a cross-cutting indicator will be reflected in all the activities that use the cross-cutting indicator.*

Change an Activity Specific Indicator to a Cross-cutting Indicator

To change an activity specific indicator to a cross-cutting indicator:

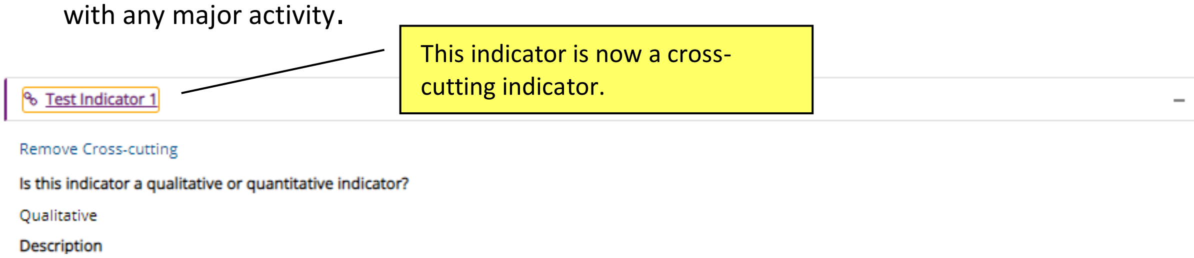
! *When you make an indicator cross cutting the indicator becomes available to use in other activities. The new cross-cutting indicaotr can only be updated in the Manage Cross-Cutting Indicators section, found on the Task Details page.*

1. Access the indicator by clicking on it. The system displays the details for the indicator.



2. Click the **Make this indicator Cross-cutting** link. The system displays the *Make this Indicator Cross-cutting* pop-up window.

3. Click **Make Cross-cutting**. The system displays a success message and changes the indicator to a cross-cutting indicator, making it available in other activities associated with any major activity.

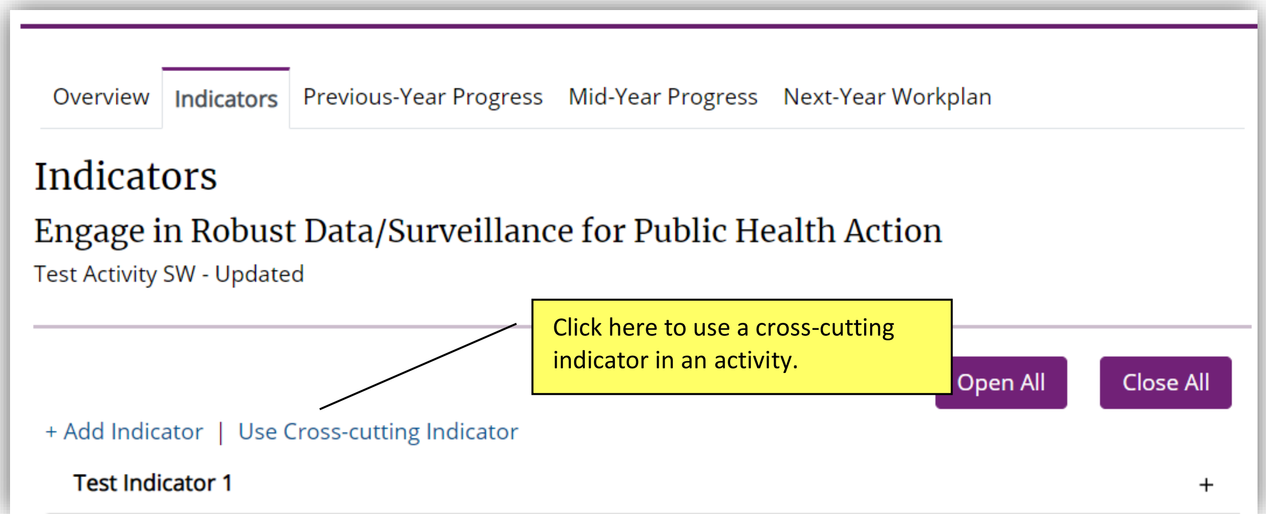


Include a Cross-cutting Indicator in an Activity

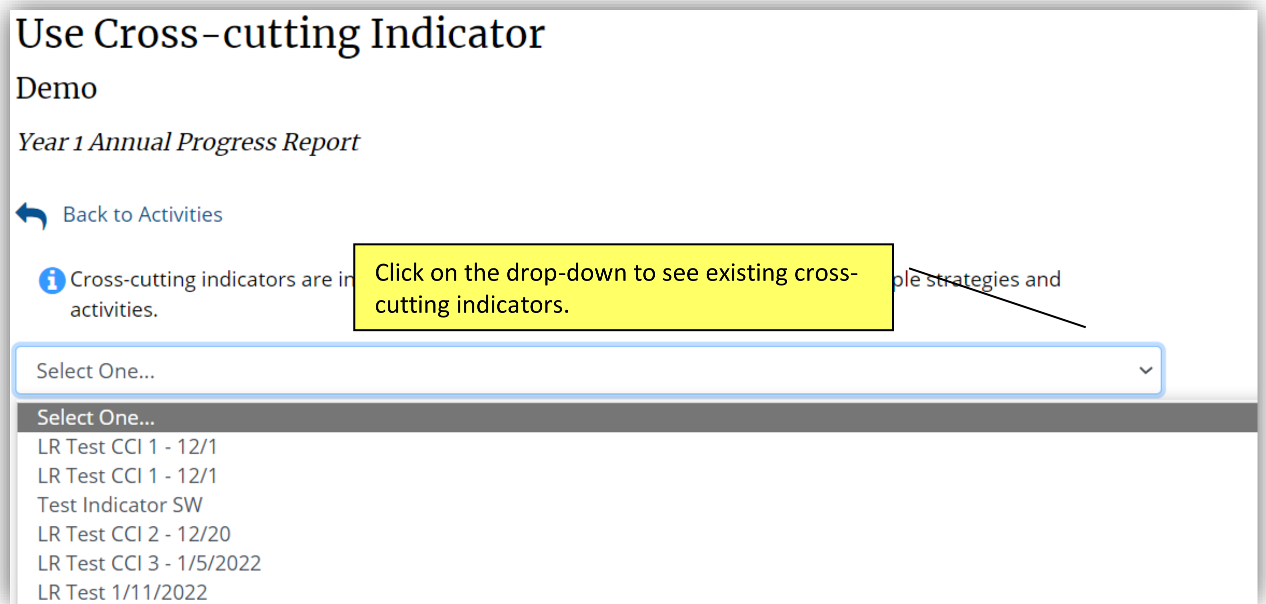
To use a cross-cutting indicator in your activity:

1. On the Task Details page, select the activity in which you want to use a cross-cutting indicator and click the *Indicators* tab. The system displays the indicators associated with

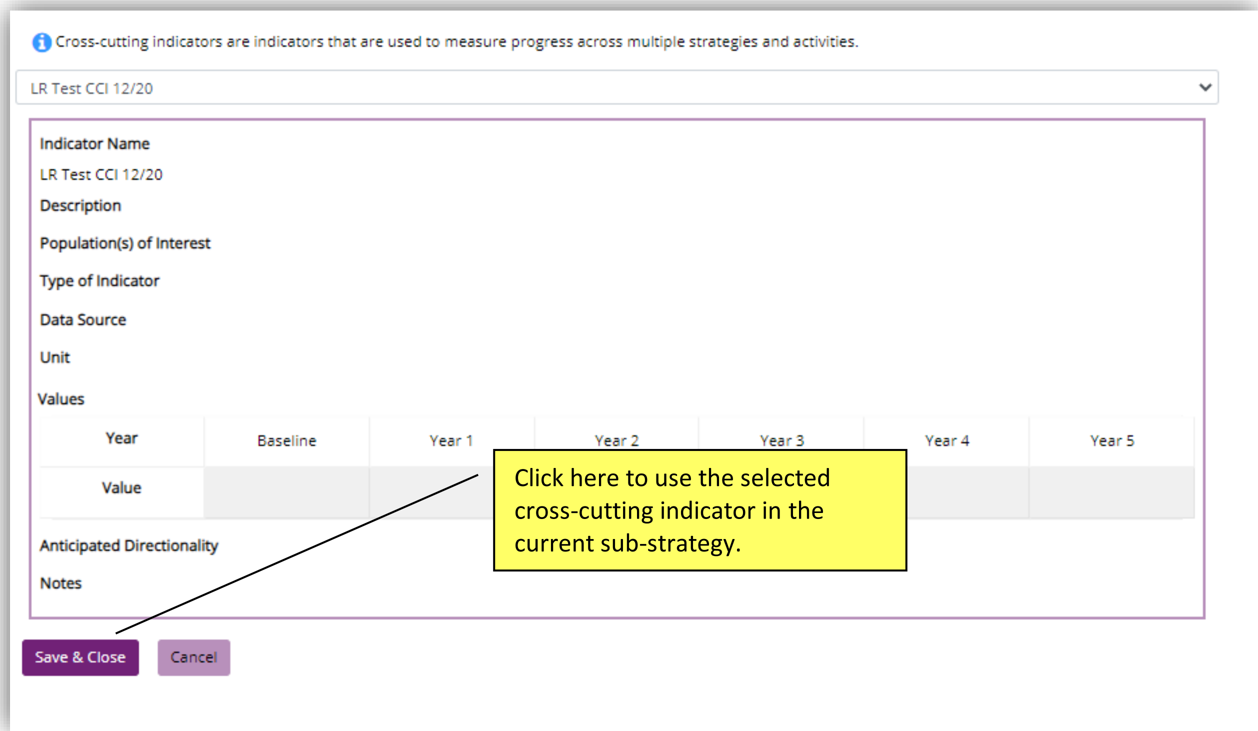
the activity.



2. Click the **Use Cross-cutting Indicator** button and when system displays the *Use Cross-cutting Indicator* page, click on the field to view the existing cross-cutting indicators.



3. In the *Cross-cutting Indicator* dropdown, select the desired cross-cutting indicator. The system displays the details for the selected indicator.



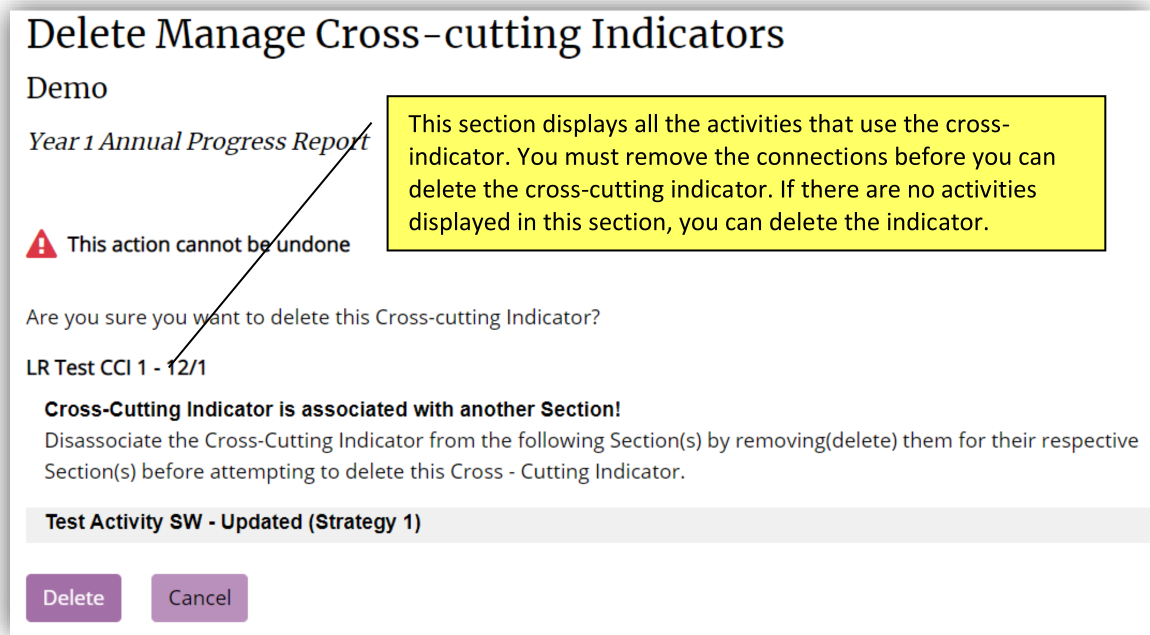
4. Click the **Save & Close** button. The uses the cross-cutting indicator in the selected activity and displays a success message.
5. Click the Indicators tab. Note that the system has added the cross-cutting indicator to the activity. The cross-cutting activity is denoted by the following graphic .

Delete a Cross-cutting Indicator

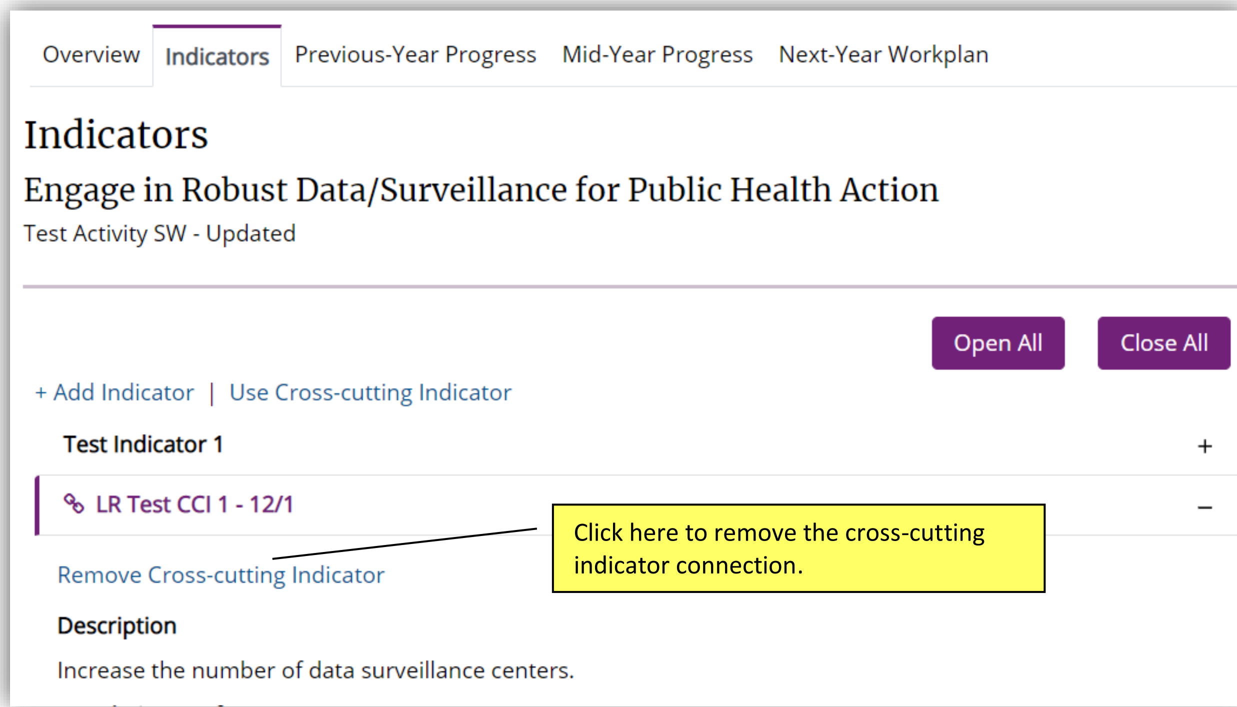
Cross-cutting indicators that are not used in an activity may be deleted. To delete a cross-cutting indicator, remove its association to any activity first, and then delete it.

To delete a cross-cutting indicator:

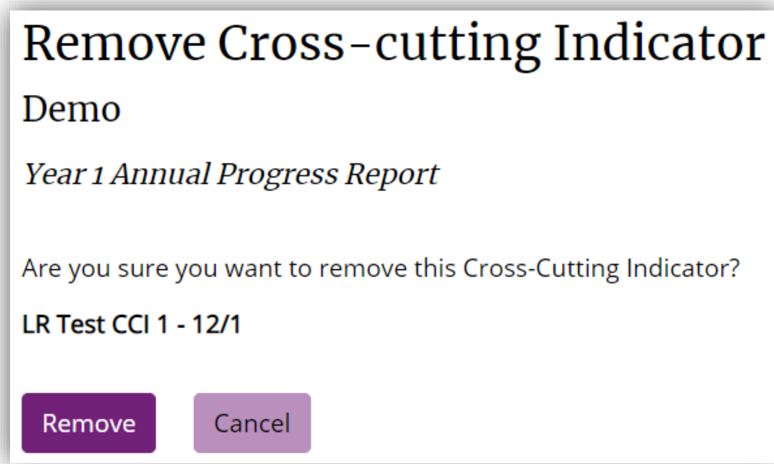
1. Access the *Task Details* page and click the **Manage Cross-cutting Indicators** link. The system displays the *Manage Cross-cutting Indicators* page.
2. Click on the cross-cutting indicator that you want to delete and click the **Delete** link. The system displays a message letting you know that the cross-cutting indicator is used in another section.



3. If there are no activities displayed in this section, you can delete the indicator. If this section displays activities that use the cross-cutting indicator, go to each activity and remove the cross-cutting indicator from the activity as seen in the screenshot below.



4. Click **Remove Cross-cutting Indicator** to remove the connection to the cross-cutting indicator. The system displays a confirmation message.



5. Click the **Remove** button. The system removes the connection to the cross-cutting indicator, makes the cross-cutting available to be deleted, and displays a confirmation message.

! *When you click **Remove**, the connection to the cross-cutting indicator is removed. The cross-cutting indicator still remains in the system and is available to be used in other activities.*

6. Remove all cross-cutting indicator connections and then proceed to delete the cross-cutting indicator.

Previous Year Progress, Mid-Year Progress, and Next Year Workplan

The Previous Year Progress tab is where you will update your progress from the last 6 months of the previous program year (3/1/2022-7/31/2022).

The Mid-Year Progress tab is where you will be doing your progress reporting on your sub-activities for the current reporting period (8/01/2022-2/28/20223). Sub-activities included in this section are annual activities submitted in the workplan of the previous year's APR (or, in this case, the workplan submitted in the initial months of the funding).

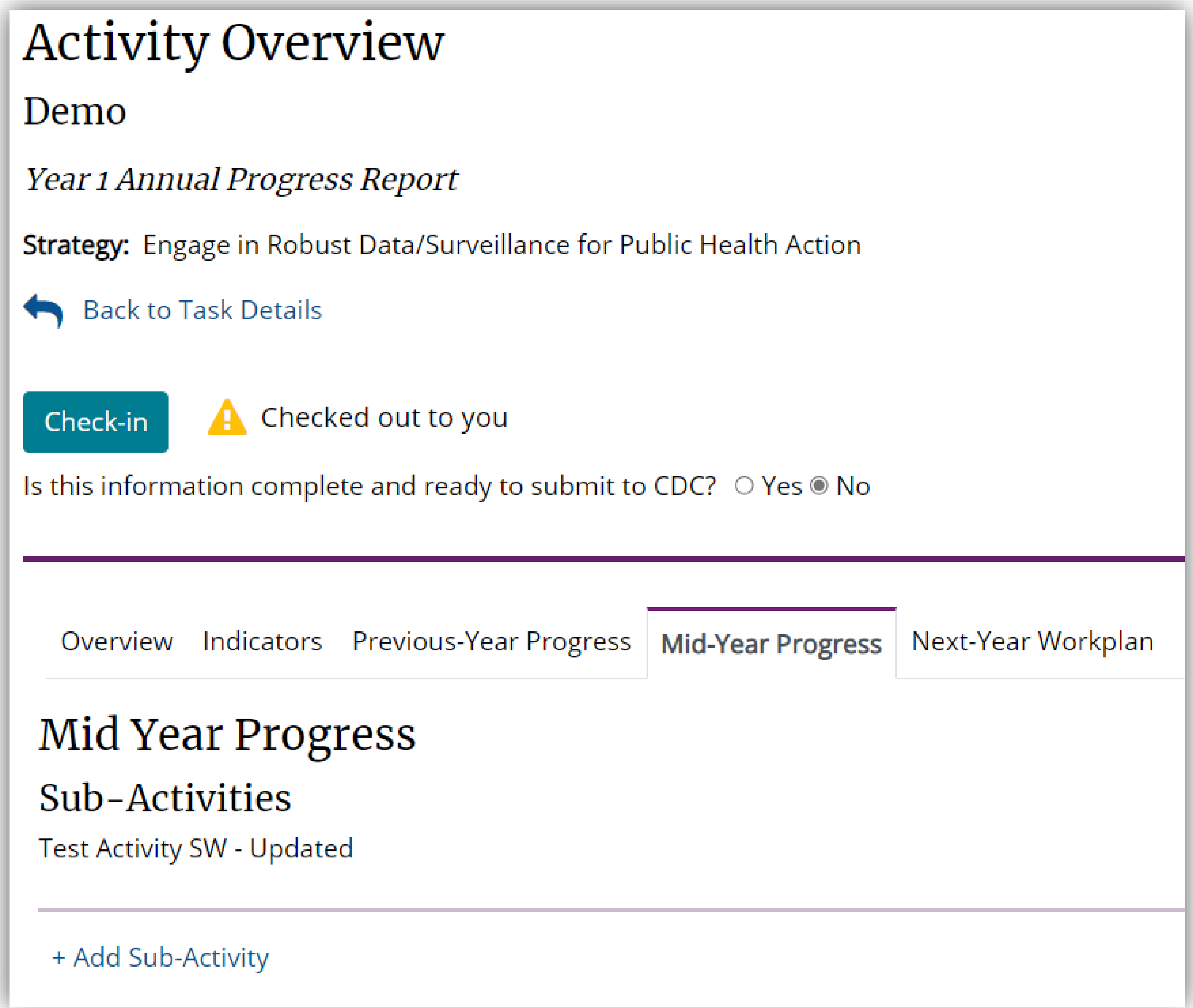
You can also add sub-activities to your Next Year Work Plan. Click on the Next Year Work Plan tab and follow the same steps above. Next Year Work Plan sub-activities are sub-activities you intend to implement in the upcoming budget year (8/1/2023 – 7/31/2024).

Add/Edit Sub-Activities

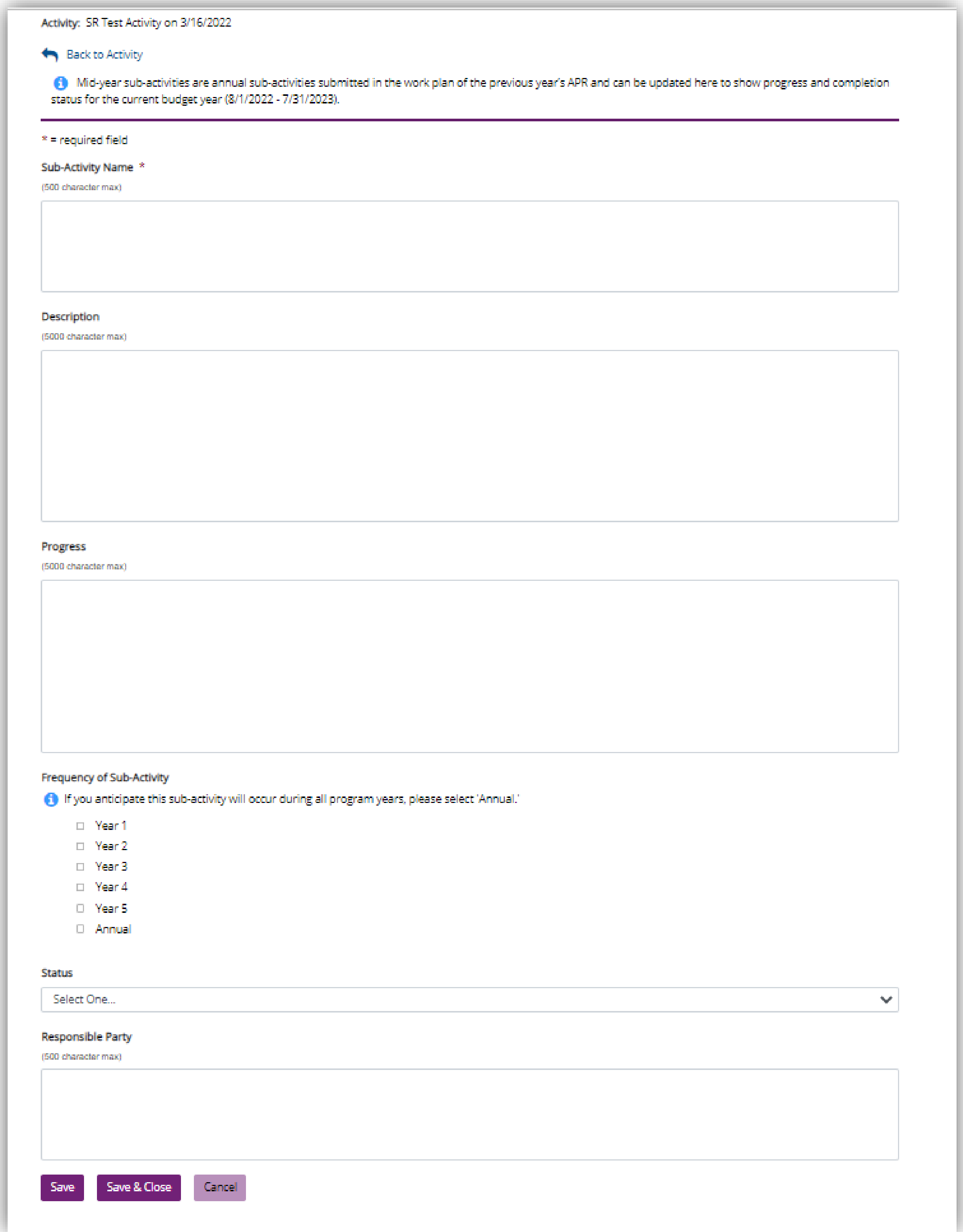
You will be able to enter sub-activities in all three progress reporting tabs (previous year progress, mid-year progress, and next year workplan). Sub-activities are the smaller activities that help to accomplish the large Activity they fall under.

To add a sub-activity:

1. Under the desired strategy, click on the activity to add or edit, and then click the appropriate progress reporting tab. The example below is looking at Mid-Year Progress.



2. Click the **Add Sub-Activity** link, the system displays the Edit Mid-Year Sub-Activity page.


Activity: SR Test Activity on 3/16/2022

Back to Activity

Mid-year sub-activities are annual sub-activities submitted in the work plan of the previous year's APR and can be updated here to show progress and completion status for the current budget year (8/1/2022 - 7/31/2023).

* = required field

Sub-Activity Name *

(500 character max)

Description

(5000 character max)

Progress

(5000 character max)

Frequency of Sub-Activity

If you anticipate this sub-activity will occur during all program years, please select 'Annual.'

- Year 1
- Year 2
- Year 3
- Year 4
- Year 5
- Annual

Status

Select One...

Responsible Party

(500 character max)

Save | Save & Close | Cancel

3. Complete the fields on the page as follows:
    a. *Sub-Activity Name*: Enter the name of the sub-activity that you want to add to the mid-year progress. Maximum text is 500 characters, about 100 words. This field is required.
    b. *Description*: Enter a detailed description of the sub-activity. Maximum text is 2000 characters, about 400 words.
    c. *Progress*: Enter a description of progress you made for the mid-year activity. Maximum text is 2000 characters, about 400 words.
    d. *Frequency of Sub-Activity*: Select program year(s) in which the sub-activity occurs. If you anticipate this sub-activity will occur during all program years, please select *Annual*.
    e. *Status*: Select the status that best describes the current state of the sub-activity, e.g., *Initiated-current timeframe for completion unknown*, *On track-on track to complete by due date*, or *Completed-completed on time*, etc.
    f. *Responsible Party*: Enter the name of the party that is responsible for completing this progress. Maximum text is 500 characters, about 100 words.
4. Click the **Save** button to save the information and remain on the page or click the **Save and Close** button to save the information and return to the Activity page. The system saves the progress entry.

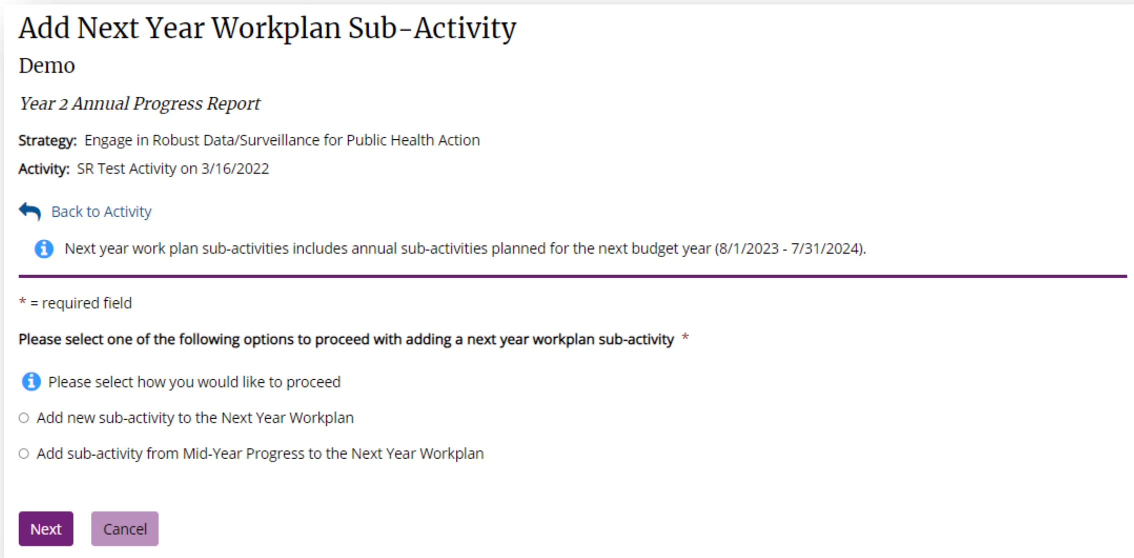
Once you have added your sub-activity, you can then continue to edit the sub-activity or delete it.

Sub-Activity Automation

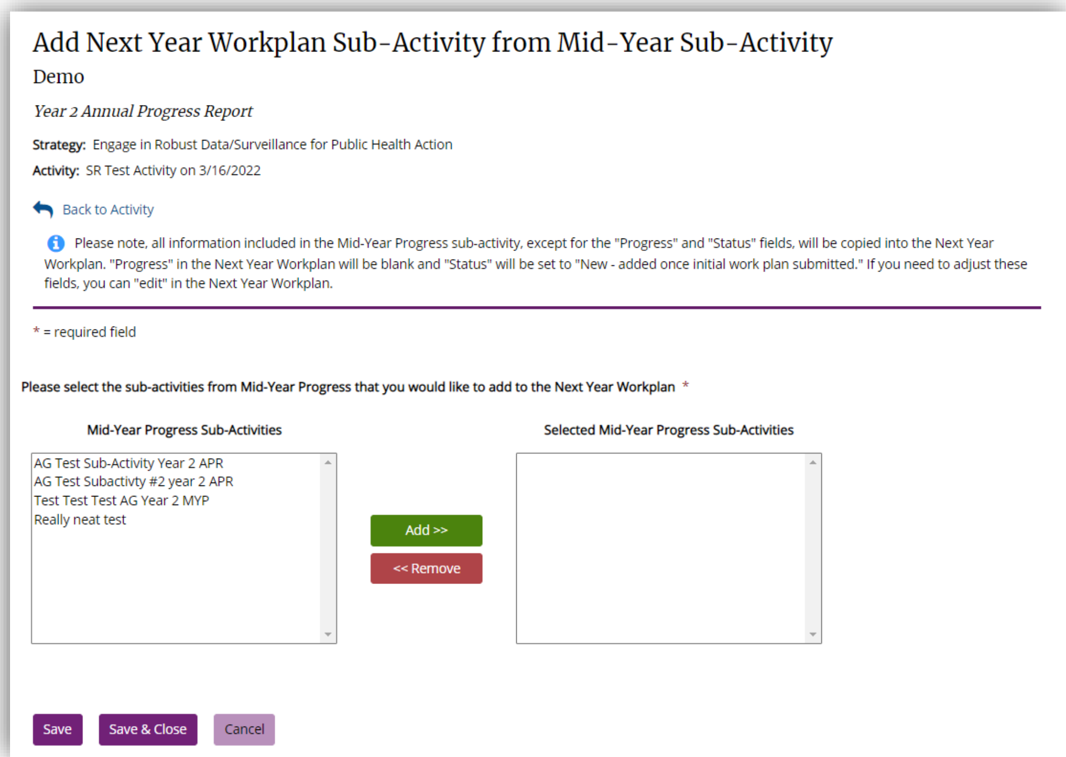
In the Core SIPP Year 2 APR, there is added functionality to allow you to copy sub-activities from your Mid-Year Progress directly into your Next Year Workplan, without having to re-type them. To do this, follow the below instructions:

1. Add or edit your sub-activities in the Mid-Year Progress tab, first (follow instructions from Add/Edit Sub-Activities
2. Then, navigate to the Next Year Work-Plan Tab and click **Add Sub-Activity**
3. A page will load with the option to either add a new sub-activity or to add a sub-activity from the mid-year progress tab.

4. If you select "Add new sub-activity to the Next Year Workplan" you will be directed to the sub-activity form for a new sub-activity.



5. If you select "Add sub-activity from Mid Year Progress to the Next Year Workplan," you will be directed to another new page.



6. On this page, you select one or more sub-activities that you entered in Mid-Year Progress to copy into the Next Year Workplan. To select multiple sub-activities at once, hold the "ctrl" button on your keyboard while you make your selections.
7. When you have made your selections, use the red arrow to move the selected sub-activities in the box that says, "Selected Mid-Year Progress Sub-Activities."
8. If you need to adjust, you can use the remove arrow to adjust your selections.
9. Once your selections are finalized, you can click **Save & Close** and the selected sub-activities will be copied into your Next Year Workplan.
    a. For this copied sub-activities, the Progress field will be blank, and the Status will be set to "New – added once initial work plan submitted."

Rubric

The Rubric section displays prompts that allow you to assess your organization and help CDC to understand your organization's Core SIPP work and process. For each prompt, check any of the items that apply to your Core SIPP work for this reporting period.

!!!

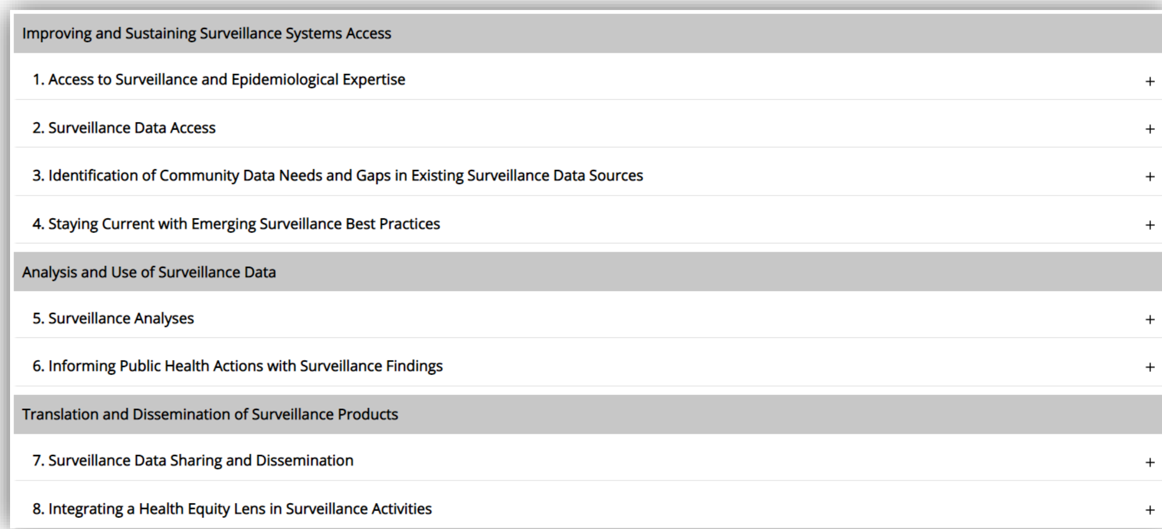
- *The assessment in this section is not intended to score or compare you to other jurisdictions, but rather to get an accurate sense of your own unique program.*
- *Try to give an accurate estimate of items that have been fully completed this specific period.*
- *CDC does not expect most items to apply to every program; but wants to understand genuine change over time and not just see more items checked.*
- *As much as reasonably possible, consider the connections to your Core work and the activities you have identified through Core when thinking about your capacity.*
- *Even though you may not be implementing programs, you are still implementing new strategies, activities, and processes to support work through your state, communities, and partners.*
- *When the rubric displays, you can click the **Print** button and print the rubric for an overall review.*

Rubric is available for the following sections

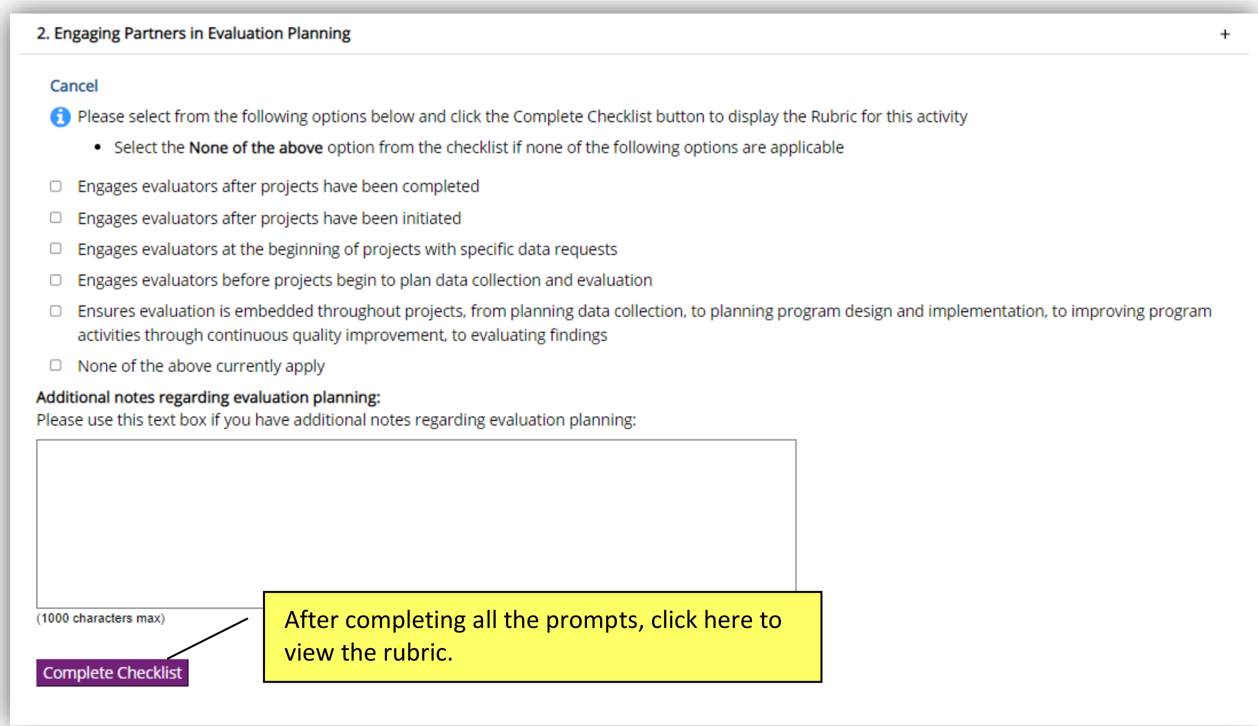
- Engage in Robust Data/Surveillance for Public Health Action
- Strengthen Strategic Collaborations and Partnerships for Public Health Action
- Conduct Assessment and Evaluation for Public Health Action

To complete the prompts for a section and view the Rubric, do the following:

1. Click the **Rubric** link under the desired section. The system displays the activities for the selected section.



2. Click on an activity to expand the activity and click the **Edit** link. The system displays the prompts for the rubric.



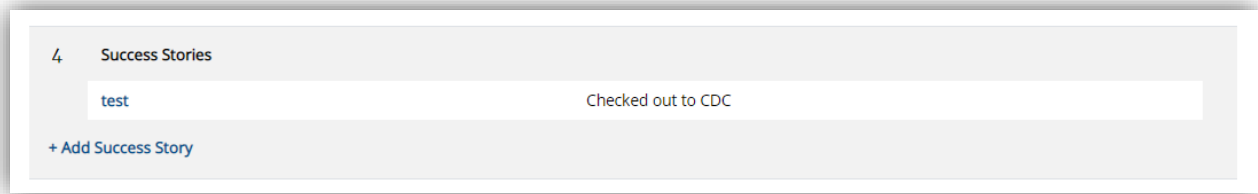
3. Complete all the prompts and click **Complete Checklist**. Select *None of the above currently apply* if none of the options displayed are applicable. The system displays the

rubric based on the selected option and estimates your current work for a particular item. The screenshot below displays an example of the rubric when all the options are selected.

Activity	Assessment / Evaluation Initiation	Assessment / Evaluation Emergence	Assessment / Evaluation Expansion	Assessment / Evaluation Integration	Assessment / Evaluation Sustainability
Engaging Partners in Evaluation Planning	The program engages evaluators after projects have been completed.	The program engages evaluators after projects have been initiated.	The program engages evaluators at the beginning of projects with specific data requests.	The program engages evaluators before projects begin to plan data collection and evaluation.	The program ensures evaluation is embedded throughout projects, from planning data collection, to planning program design and implementation, to improving program activities through continuous quality improvement, to evaluating findings.
Additional notes regarding evaluation planning:					

Success Stories

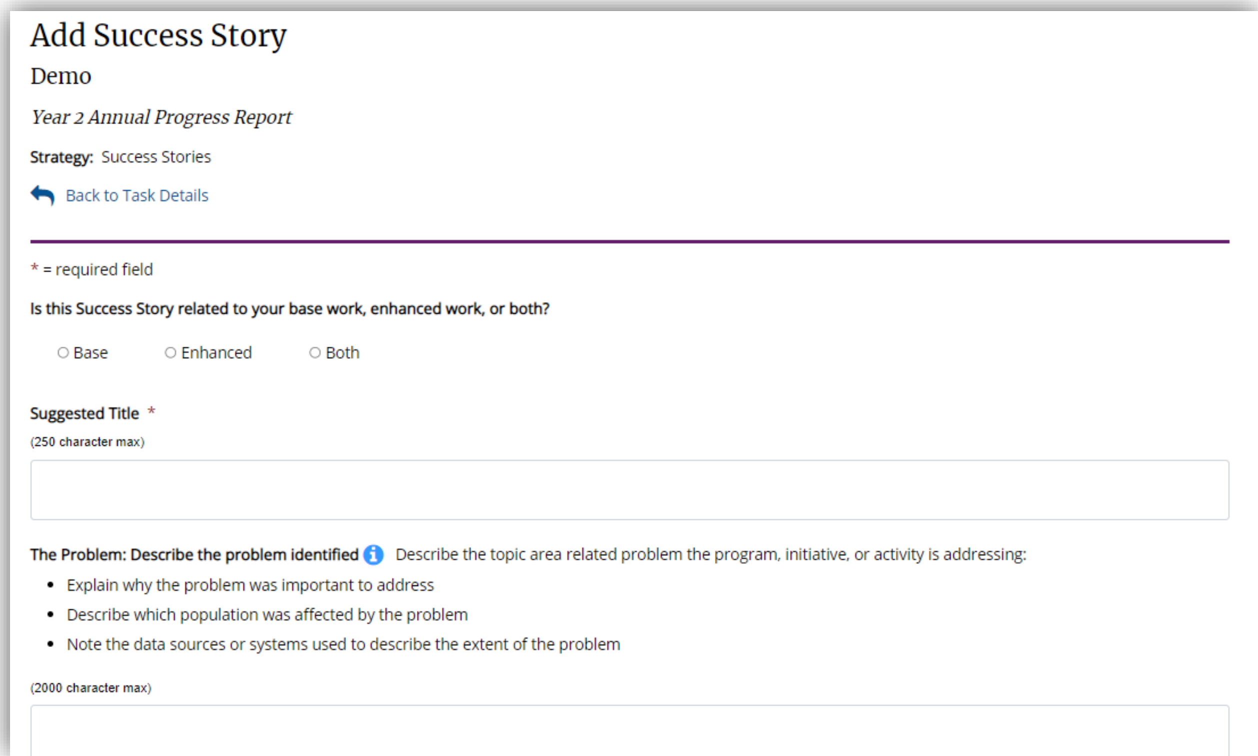
Use the *Success Stories* section to add success stories of your program. You can add a success story, edit the information added, and also delete a success story.



Add a Success Story

To add a success story:

1. Click the **Add Success Story** link in the *Success Stories* section. The system displays the Add Success Story page and the fields for adding the success story's summary information.



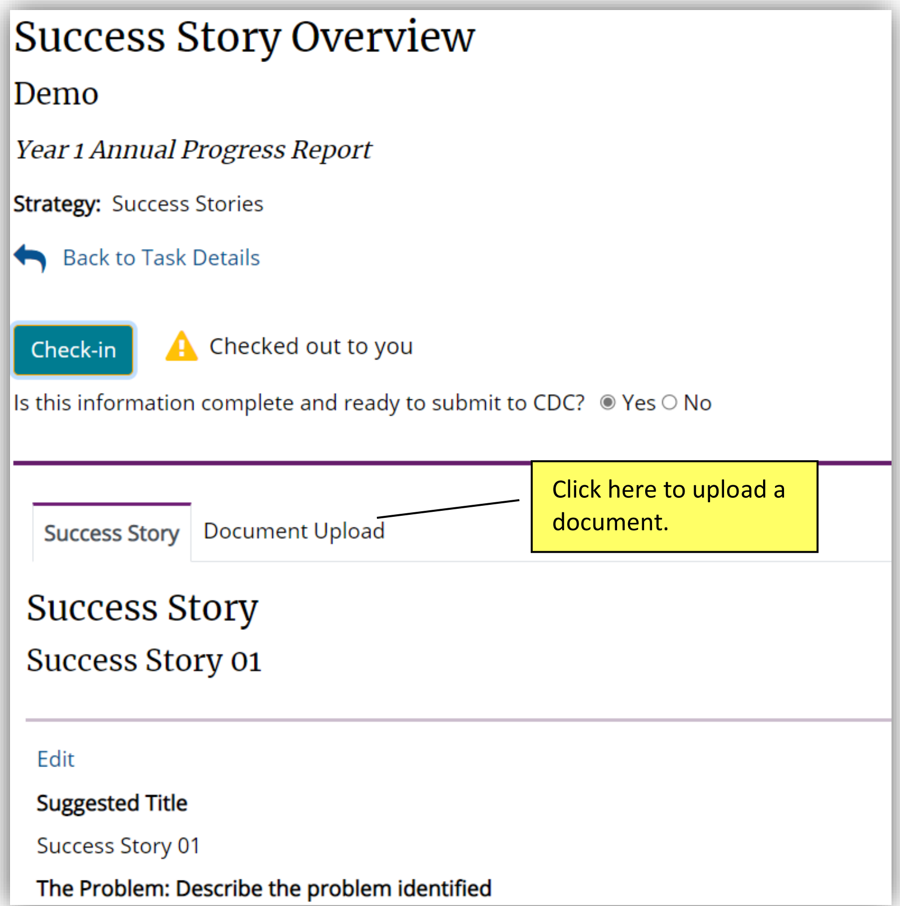
2. *Is this Success Story Related to your base work, enhanced work, or both?:* This question will only show for Enhanced recipients. Select the appropriate radio button.

3. In the *Suggested Title* field, enter a title for the success story. Maximum text is 250 characters, about 50 words.
4. In the *Problem: Describe the problem identified* field, describe the problem by specifying the topic areas related to the problem that the program, initiative, or activity is addressing; explaining why the problem was important to address; describing the population that was affected by the problem and noting the data sources or systems used to describe the extent of the problem.
5. In the *Narrative: How was Core SIPP funding used to address the problem?* field, describe your program, initiative, or activity aimed to address the problem by specifying the program, initiative, or activity you are highlighting; specifying who was involved in developing, supporting, or leading the program, initiative, or activity, and describing how the activity is innovative, including references, and identifying the methods used.
6. In the *Outcomes and Impact: What outcomes (short-, intermediate-, or long-term) resulted from your actions* field, describe the evaluation of the activity by identifying the measurable short-term and/or long-term outcomes that demonstrate how the activity addressed the problem. In your first year, you can focus on short-term outcomes. Be sure to avoid stories lacking an outcome.
7. In the *Lessons Learned: What lesson(s) was learned that can help others with similar problems in the future? (optional)* field, share any lessons learned from your program, initiative, or activity highlighted in the success story, if any. Be sure to provide a conclusion that effectively wraps up the story; provide a summary of the problem, activity, and outcomes, and also include barriers overcome or facilitators that contributed to success.
8. In the *Check if any of the following are being submitted to complement your story* field, select the additional materials, if any, that you will upload to complement your story. If the desired material is not listed, select *Other* and specify it in the field provided.
9. Click the **Save** button to save the information and remain on the page or click the **Save and Close** button to save the information and return to the *Success Story* page.

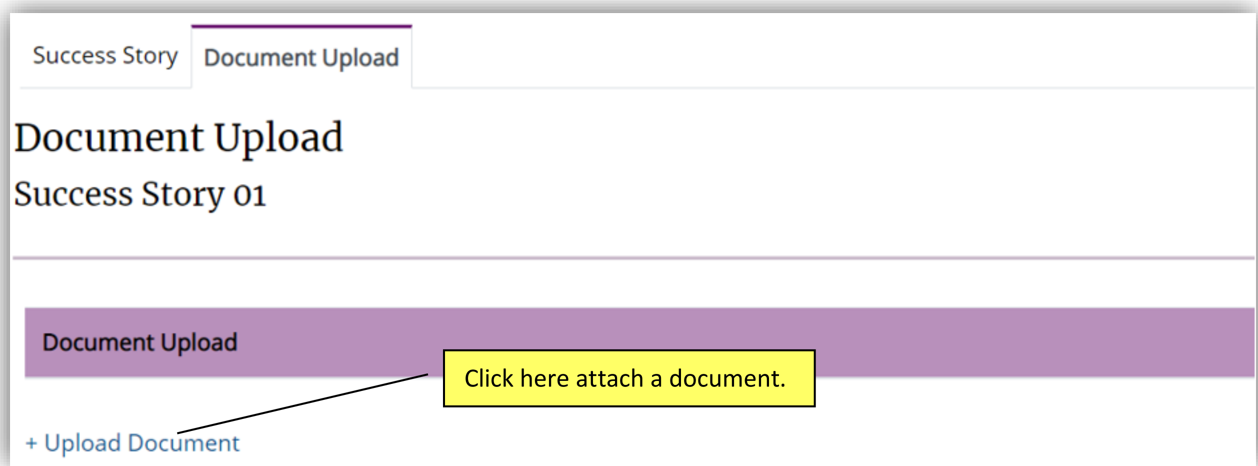
Upload a Document to your Success Story

After adding your success story, you can upload a document. To add a document to your success story:

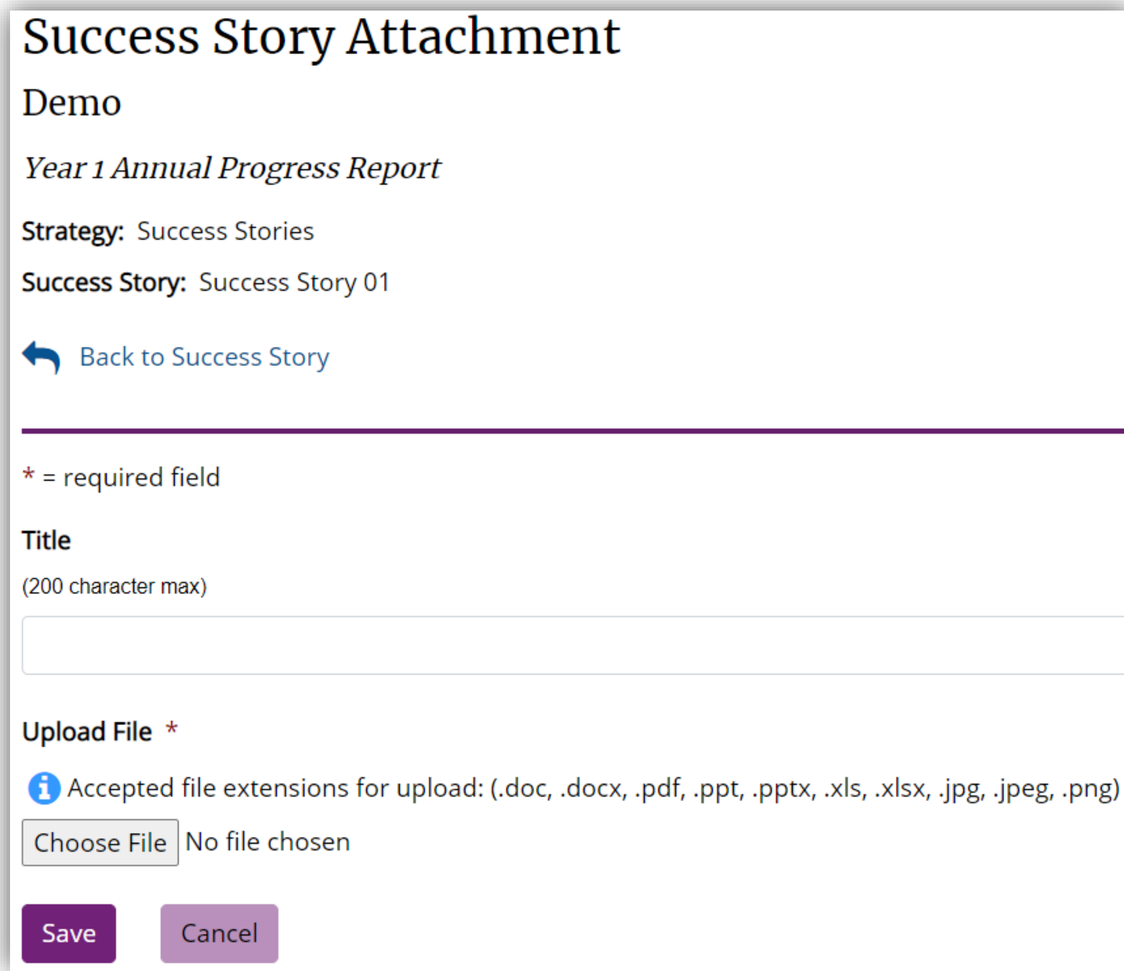
1. Click on the success story. The system displays the details for the success story.



2. Click the *Document Upload* tab.



3. Click the **Upload Document** link. The system displays the *Success Story Attachment* page.



4. In the Title field, enter a concise title for the success story. Maximum text is 200 characters, about 40 words.
5. Click Choose File and navigate to the location where the file is saved.
6. After uploading the file, click the **Save** button. The system displays a success message and attaches the document to the success story.

Edit a Success Story

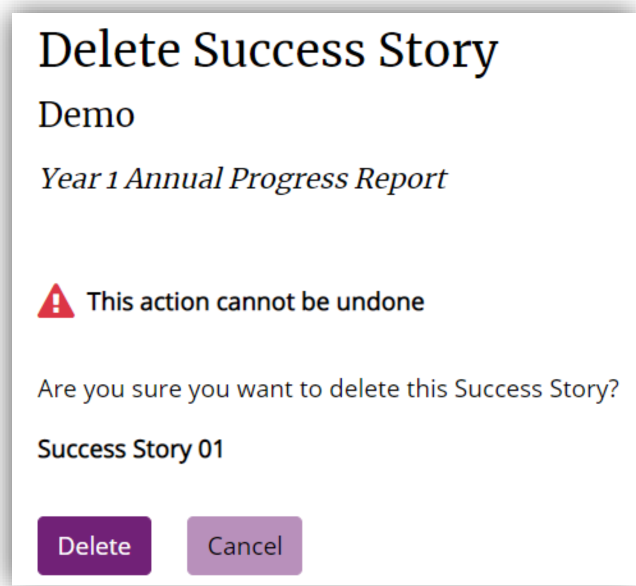
To edit a success story:

1. Click on the success story and click the **Check-out to edit** button.
2. Click the **Edit** link for the success story and update the fields as necessary.
3. After completing the fields, click the **Save** button. The system saves the success story information.

Delete a Success Story

To delete a success story:

1. Click on the success story and click the **Check-out to edit** button.
2. Click the **Delete** button at the bottom of the success story. The system displays a message asking you to confirm the deletion..



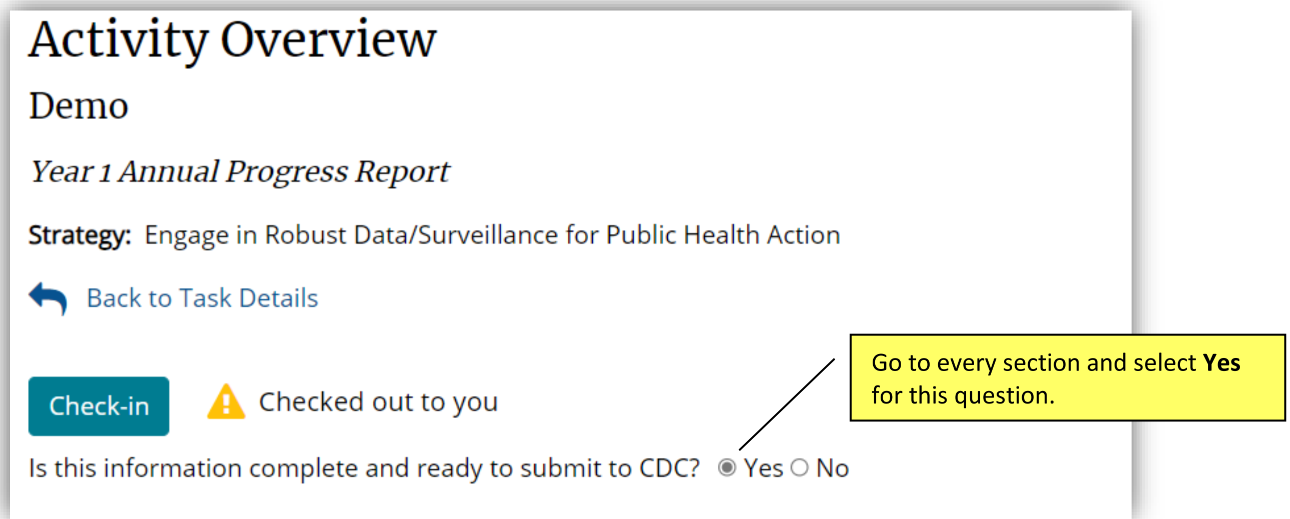
3. Click **Delete** in the confirmation message. The system deletes the success story.

Submit Your APR

After completing your APR, you may submit it to CDC. You can still make changes prior to the due date and re-submit it.

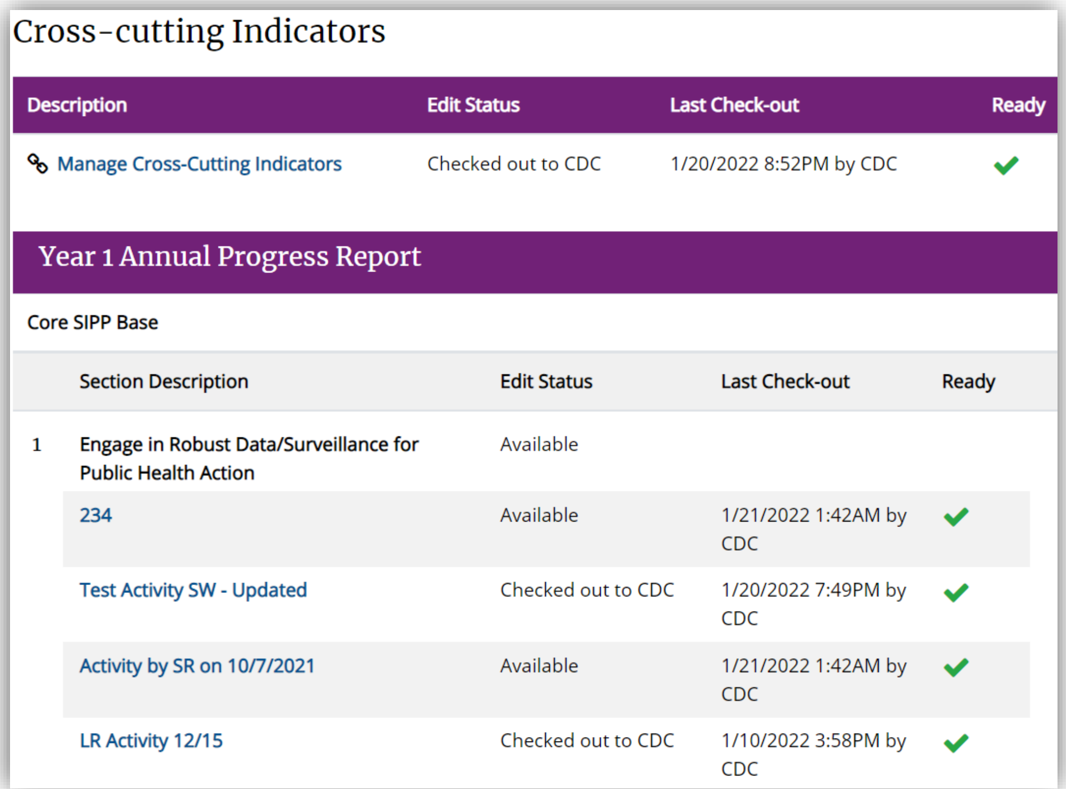
To submit your APR to CDC:

1. Select *Yes* for the question *Is this section complete and ready to submit to CDC?* This question is displayed at the top of every section in your APR.

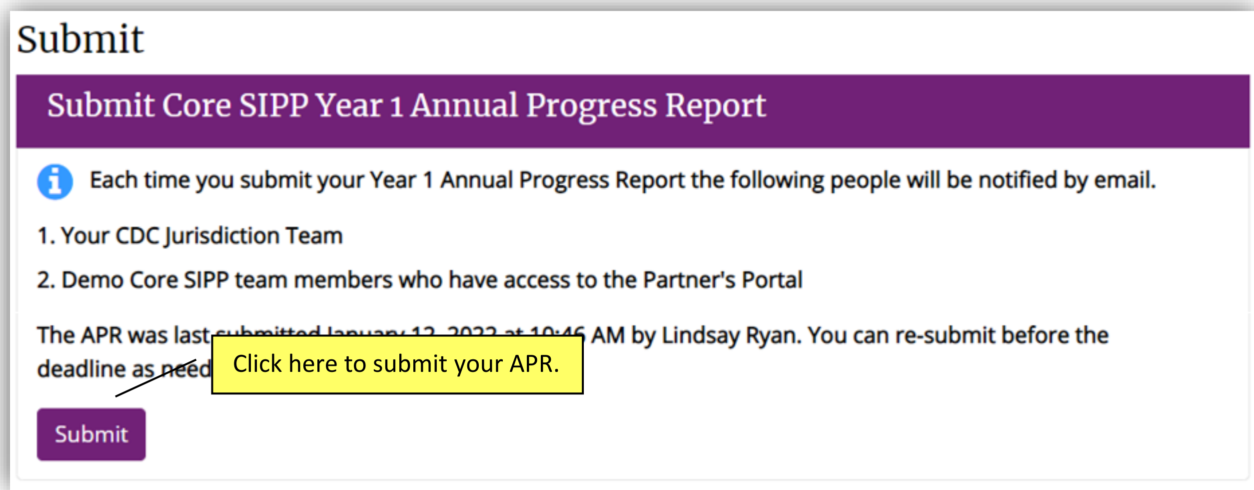


When you select Yes, the system displays a check mark ( ) in the last column of each APR section to indicate that the section is complete and ready to be submitted to CDC. This is simply a visual indication of complete sections.

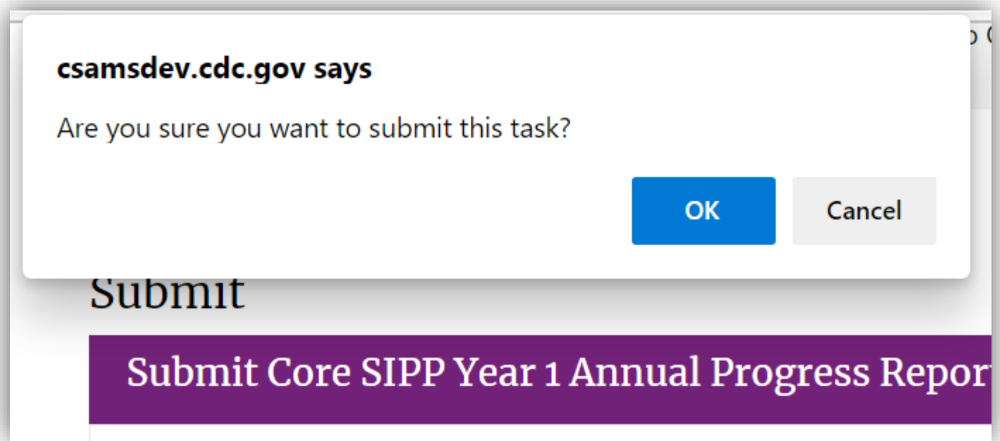
2. Verify that all the sections have a check mark.



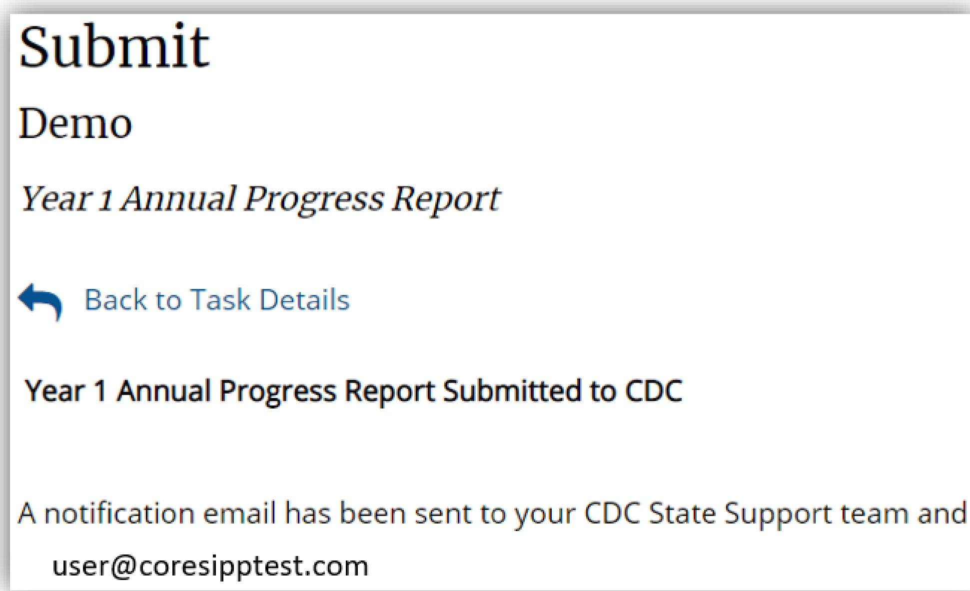
3. Scroll to the bottom of the page.



4. Click the **Submit APR** button. The system displays a message asking you to confirm the submission.



5. Click **OK**. The system submits the APR, changes the status of your APR, sends a confirmation email to all team members in your state who have access to the Partner's Portal for Core SIPP and the CDC State Support Team, and displays a confirmation message.

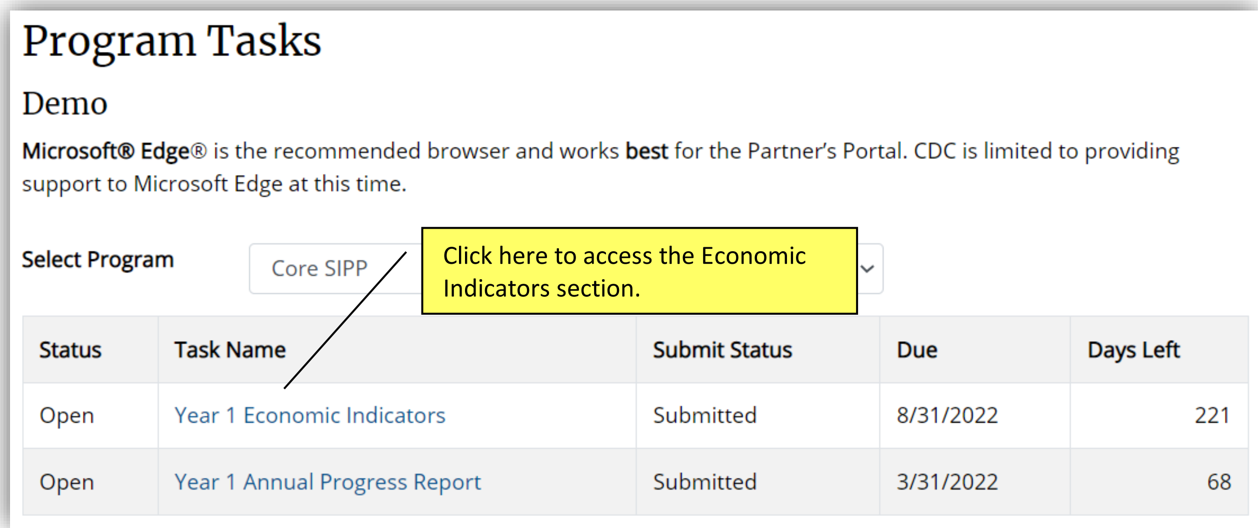


Economic Indicators

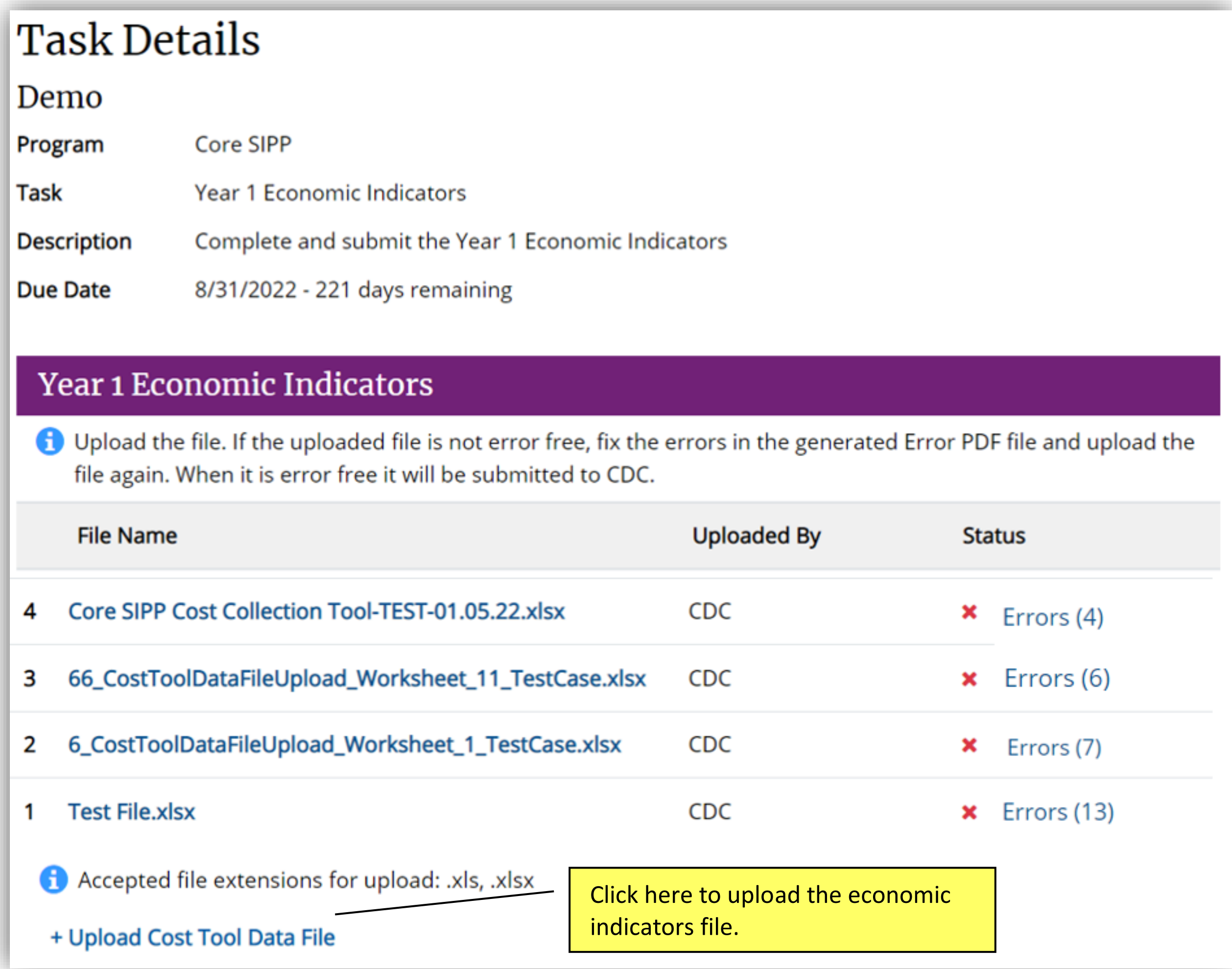
Use the Economic Indicators section to upload and submit economic indicators for a specific year. When you upload a document, the system checks the document for errors. If errors are detected, the system displays the error details in a file. Correct the errors and re-submit the file. When the file no longer contains errors, the system automatically submits the file to CDC.

To upload economic indicators:

1. Select *Yes* for the question *Is this section complete and ready to submit to CDC?* This question is displayed at the top of every section in your APR.



2. Click the *Year 1 Economic Indicators* link. The system displays the Task Details page and lists the economic indicators that have been uploaded. The system displays the following information in the table displayed.
    - File name: name of file that was uploaded
    - Uploaded By: identifies the person who uploaded it
    - Status: status of the file. If there are errors, the system displays an error file and the number of errors in the file.



3. Click the *Upload Cost Tool Data File* link. The system displays a standard Windows page for uploading a file.
4. Navigate to the location where the file is saved and upload the file. The system uploads the file and does one of the following:
   - Displays a success message and submits the file to CDC if the file is error free.
   - Displays an error file and the number of errors found if there are errors in the file.

! *Accepted file extensions for upload are .xls, and .xlsx.*

5. If there are errors identified, review the errors listed, correct the errors in your spreadsheet, and upload the file again. If free of errors, the system uploads the file and submits it to CDC.

Questions

Have questions? Please send an email to your CDC Project Officer and copy the following email address: partnersportal@cdc.gov.