

Form approved

OMB Control Number: 0920-1282

Expiration date: 6/30/2026

Appendix B: Screenshots of Component A Recipient Performance Measures Salesforce Data Entry Fields for OE22-2203: Strengthening U.S. Public Health Infrastructure, Workforce, and Data Systems Grant Program

Public reporting burden of this collection of information varies from 22 hours to 56 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer; 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333; Attn: OMB-PRA (0920-1282)

Performance Measure Reporting Cadence

A1 and A2 Performance Measures are due in PHIVE no later than 60 days after each fiscal 6-month mark through the 5-year period of performance.

	Year 1	Year 2	Year 3	Year 4	Year 5
Reporting Period 1	August 1, 2023	August 1, 2024	August 1, 2025	August 1, 2026	August 1, 2027
Reporting Period 2	February 1, 2024	February 1, 2025	February 1, 2026	February 1, 2027	Close-out TBD

Guidance for Reviewing Screenshots

- The name of the jurisdiction provided for each screenshot (Chicago Department of Health) is an example of where the recipient agency's name who is filling out the form would show up.
- The name indicated in the "Last Modified By" field (Elizabeth Griffin) is an example of the name of the person who last modified the template.
- Field labels in Salesforce are limited to 40 characters with spaces. Where field labels could not directly mirror labels from the performance measure guidance, additional help text is provided for recipients to see full field names or definitions (indicated in speech bubbles on each screenshot).
- Field labels follow the layout of performance measure guidance with fields reading from left to right, top to bottom across the page.

Data Quality & Context Questions

Recipient agencies will report on these data elements for each measure by selecting the measure in the "Related Measure" field. These questions pertain to data quality and any additional (optional) contextual information to support the data provided by the recipient.

 Data Quality & Context
Chicago Department of Health

Last Modified Date: Month DD, YYYY | Last Modified By: [Elizabeth Griffin](#)

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Related Measure

Adheres to established definitions? ⓘ Does the data adhere to the definitions established by CDC in the performance measures guidance? 

Agency priority? ⓘ Does this performance measure reflect one of your agency's priorities for this grant? 

Additional Context / Information ⓘ Provide any additional context or information related to this measure. 

Questionable or low/poor quality data? ⓘ Are the data provided questionable or low/poor quality? Select "Yes" if you feel that, for any reason, the data for this performance measure are of poor quality, incomplete, or uncertain validity, or if you have doubts about whether this measure should be interpreted as accurate for your agency for this reporting period. 

Data Limitations ⓘ Describe any data limitations, including reasons unable to report, and steps taken to obtain data and/or improve data quality in the future. If you reported on these data using a definition that was different than provided in CDC's guidance, please describe. 

Last Modified By

KEY

-  Editable field
-  Help text with field definition & guidance

NOTE: Fields without pencil will be auto-populated using formula or Salesforce automation.

A1.1 Hiring Measure

For Hiring Measures (A1.1), recipients will enter a record like the one below for each job classification and program area.



Hiring

Chicago Department of Health

Last Modified Date

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Month DD, YYYY

[Elizabeth Griffin](#)

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Editable field



Help text with field definition & guidance

NOTE: Fields without pencil will be auto-populated using formula or Salesforce automation.

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August 12, 2023

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[Elizabeth Griffin](#)

Job Classification / Program Area

Job classification/program area to which these data elements relate

▼ Total Positions Filled by Job Classification / Program Area

Recipient Agency Total Positions

Total number of positions filled by job classification / program area in recipient agency



Year 1 Goal

Year 1 Goal by job classification / program area previously reported to CDC; pre-populated



LHDs Funded Total Positions

Total number of positions filled by job classification / program area in LHDs funded by state recipient (state recipients only)



Year 5 Goal

Year 5 Goal by job classification / program area previously reported to CDC; pre-populated



▼ Positions filled with Current Employees by Job Classification / Program Area

Recipient Agency Current Employees

Positions filled with current employees by job classification / program area in recipient agency



LHDs Funded Current Employees

Positions filled with current employees by job classification / program area in LHDs funded by state recipient (state recipients only)



▼ Positions filled with New Hires by Job Classification / Program Area

Recipient Agency New Hires

Positions filled with new hires by job classification / program area in recipient agency



LHDs Funded New Hires

Positions filled with new hires by job classification / program area in LHDs funded by state recipient (state recipients only)



▼ Additional Information

“Other” Job Classifications

Provide additional comments, including description of “Other” Job Classification not captured above



“Other” Program Area

Provide additional comments, including description of “Other” Program Area not captured above



A1.2 Retention Measure

Retention

Chicago Department of Health

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▼ **Retention rate, including permanent and temporary/contract staff**

(A1) Staff on Last Day Reporting Period ⓘ Number of staff, including temporary/contract staff, on the last day of the reporting period

(C1) Staff on Reporting Period Day 1 ⓘ Number of staff, including permanent and temporary/contract staff, on Day 1 of reporting period

▼ **Retention rate for permanent staff only**

(A2) Staff on Last Day Reporting Period ⓘ Number of permanent staff on the last day of the reporting period

(C2) Staff on Reporting Period Day 1 ⓘ Number of permanent staff on day 1 of the reporting period

Last Modified By

(B1) New Hires During Reporting Period ⓘ Number of new hires, including permanent and temporary/contract staff, during reporting period

Retention Rate ⓘ Retention rate including permanent and temporary/contract staff is calculated automatically as $(A1-B1)/C1 * 100$

(B2) New Hires During Reporting Period ⓘ Number of new hires (permanent staff only) during the reporting period

Retention Rate ⓘ Retention rate of permanent staff only is calculated automatically as $(A2-B2)/C2 * 100$

KEY

Editable field

Help text with field definition & guidance

NOTE: Fields without pencil will be auto-populated using formula or Salesforce automation.

A2.1 Hiring Timeliness Measure

 Hiring Timeliness
Chicago Department of Health

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Minimum Days to Fill Position		
Maximum Days to Fill Position		
Last Modified By		
Median Days to Fill Position		
Job Postings Count		

Minimum number of calendar days to fill position (from date job opening is posted to employee's first day of work)

Maximum number of calendar days to fill position (from date job opening is posted to employee's first day of work)

Median number of calendar days to fill position (from date job opening is posted to employee's first day of work)

Number of job postings the data are based on

KEY

-  Editable field
-  Help text with field definition & guidance

NOTE: Fields without pencil will be auto-populated using formula or Salesforce automation.

A2.2 Procurement Timeliness Measure

 Procurement Timeliness
Chicago Department of Health

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Minimum Days from Procurement to Contract ⓘ Minimum number of calendar days from procurement approval to contract execution 

Maximum Days from Procurement to Contract ⓘ Maximum number of calendar days from procurement approval to contract execution 

Last Modified By

Median Days from Procurement to Contract ⓘ Median number of calendar days from procurement approval to contract execution 

Procurement Count ⓘ Number of procurements the data are based on 

KEY

 Editable field

 Help text with field definition & guidance

NOTE: Fields without pencil will be auto-populated using formula or Salesforce automation.

A2.3 Accreditation Involvement and Readiness Measure

Accreditation
Chicago Department of Health

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Month DD, YYYY

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[Elizabeth Griffin](#)

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Accreditation Readiness & Timeliness

Please select the statement that best reflects your agency's involvement with the Public Health Accreditation Board (PHAB) national accreditation program.

Last Modified By

Accreditation Involvement & Readiness Picklist Statements

- Accredited: My agency has achieved initial accreditation and plans to, or is in the process of, applying for reaccreditation (this includes those working on an ACAR for reaccreditation)
- Accredited: My agency has achieved initial accreditation but does not plan to apply for reaccreditation
- Accredited: My agency has achieved initial accreditation but is undecided about intent to apply for reaccreditation
- Reaccredited: My agency has achieved reaccreditation and plans to maintain our accreditation status in the future.
- Reaccredited: My agency has achieved reaccreditation and is undecided (or does not know) whether we will maintain our accreditation status in the future.
- Reaccredited: My agency has achieved reaccreditation, but will not maintain our accreditation status in the future.
- Not accredited: My agency achieved accreditation but is no longer accredited (e.g., didn't apply for or receive reaccreditation or did not maintain accreditation status)
- Not accredited: My agency is not planning or preparing to apply for accreditation
- Not accredited: My agency intends to apply and is working to meet the standards (including working on required plans and processes or addressing other gaps)
- Not accredited: My agency has registered for the PHAB Readiness and Training process
- Not accredited: My agency is working towards accreditation using the Pathways Recognition Program.
- Not accredited: My agency has applied and is in the accreditation process (i.e., submitting documentation, awaiting site visit, completed site visit, working on an ACAR, or pending accreditation status decision)
- Not accredited: My agency is undecided about intent to apply for accreditation

KEY



Editable field



Help text with field definition & guidance

NOTE: Fields without pencil will be auto-populated using formula or Salesforce automation.