

Attachment 2 - Recipient Codebook and Data Reporting Guide Guidance

Create the Recipient Codebook

You will want to define the technical details for each performance measure such as the numerator, denominator, data sources, data collection frequency, and reporting deadlines. We strongly encourage programs to consider adding targets for each of their measures. During this step you should be convening subject matter experts and workgroups you have formed for your topic area to finalize the specifications. You can reach out to Performance Evaluation Office (PEO) for technical assistance throughout the development process and once final you should submit to your leadership for approval to make sure that the Performance Measures Technical Specifications aligns with recipient expectations.

Please be sure that the recipient codebook has a cover sheet. The cover sheet should be clear and informative and include the Office of Management and Budget (OMB) control number and expiration date as well as the burden statement for the package. You can add additional information including the Notice of Funding Opportunity (NOFO) number and title, the Center/Institute/Office (CIO) information, the CIO contact and other information important to note about the document, such as if there is a revision and what the revision entails.

Draft the Recipient Data Reporting Guide

Your program will develop a Recipient Data Reporting Guide that will be used by funded recipients to report the annual point estimates for each performance measure and to document contextual and data quality issues. This is a critical document that will translate the performance measures from the codebook into actionable reporting instructions. The Recipient Data Reporting Guide is based on your program's preferred data entry and submission software architecture (e.g., Salesforce, RedCAP or Excel). Specify the data submission platform, formatting requirements, reporting frequency, and any style conventions.

Recipient Codebook Technical Specifications Sample Template

This sample template includes the data elements typically required for performance measures collected by CDC programs. Some performance measures may need additional detail (for instance when measures require data to be compiled from multiple data sources). Other measures may require less detail (such as for simple counts). The template should be completed for each performance measure that recipients will report to CDC. Regardless of the complexity, the intent of this template is to guide development of the "Technical Specifications" or "Code Book" that the CDC program will develop for recipients to ensure common understanding of all performance measure definitions, specifications, etc. and consistent definitions of all data elements required. This template is meant to be modified to meet the program's needs if additional or more detailed information is needed for their performance measures.

Performance Measure Title and Measure #: _____	
Performance Measure Characteristics	
Program Strategy/Outcome	Please include the strategy and/or outcome, from the NOFO, that groups performance measures under a common outcome of interest (training, capacity building, partnerships, access to services, etc.).

Performance Measure	What the recipient will monitor to track progress of the aligned program strategy or outcome. Please include desired directionality (increase/decrease/etc.).
Measure Description	Describe what the measure is tracking/monitoring, its purpose (relevance) to the aligned strategy or outcome, any historical challenges with the measure, data and/or data source limitations, applicable scope (e.g., xyz is not included in the measure)
Population Targeted (as applicable)	The population that the performance measure represents (e.g., tested or served persons only, the general population, subpopulations such as women or youth).
Performance Measure Specifications	
Unit of Measurement	The unit of measurement or calculation for the performance measure (e.g., number/count, percentage, rate).
Numerator	Definition and/or calculation of numerator (if applicable).
Denominator	Definition and/or calculation of denominator (if applicable).
Frequency of Reporting	Number of times recipients will report this data (once during the period of performance, annually, bi-annually, etc.).
Data Elements to be Reported	Specify/define any data elements that need to be reported to calculate the performance measure.
Key Stratifications	List the subpopulations of interest for assessing performance (e.g., race/ethnicity, age, sex, facility type etc.). Include only populations for which the data will be available.
Record Level of Reporting	Will data be reported as individual level record/observations (line level data), or are the reported data aggregated in any way?
Data Source Attributes	
Data Source(s)	The source(s) from which the performance measurement data is derived. If more than one data source is used to calculate the performance measure, note here.
Data Source Agency or Owner	The organization or agency that manages the data source(s) and is responsible for validating the data, constructing the database (as applicable), and reporting the data to the recipient or CDC.
Lag in Reporting	The time interval between when the data are collected and when the data are reported to CDC.
Data Validation Methodology	The process used to ensure performance measurement data is accurate and reliable
Baseline and Target	
Baseline	The numerical starting point from which reported results are/will be compared. As applicable, baseline may be established once Year 1 results are reported.
Baseline Year	The year applicable to the established baseline.
Target	The quantitative performance objective of a performance measure
Target Date and Year	The specific month, day, and year a target is intended to be achieved.
Target Setting Methodology	The process used in and rationale for determining specific counts, percentages, rates, etc. for performance targets that communicate time-bound performance measurement objectives