Technical Assistance Resources for CDC Partners

Resources for organizations new to receiving funding from the federal government or looking for additional capacity building support to help manage their federal awards

Post-Award General Information

- **Already have a CDC Grant?*** – Website that offers information on grants management, including payment, prior approval requests, reporting, closeout, and other general topics
- **GrantSolutions Grants Management Module (GMM)*** – Grant recipient resources, actions, roles, notifications, and recommended trainings
- Grant Award Terms and Conditions – Federal regulations and policies for grant awardees
- Payment Management Systems^ – Website that provides grant recipients with the tools to manage payment requests, disbursements, and reporting activities throughout the life of a grant
- Support and Contact Information – Contact information for GrantSolutions support and assistance

Budget Support

- **Budget Preparation Guidelines*** – Reference sheet with guidance for preparing a budget request and examples to help with the process; Adherence to this guidance will facilitate timely review and approval of a budget request
- **Allowable Project Costs Guidance*^** – The HHS Grants Policy Statement, pages II-28 - II-43, provides an overview of Allowable Costs and Activities under HHS grants; other sections of the document provide additional detail on allowable costs depending on the type of award and organization

Evaluation Resources

Please view pages 5-7 of this document for more evaluation resources (Evaluation Resources Deep Dive)

- **CDC Evaluation Framework*** – Webpage that describes CDC's approach to program evaluation with links to resources, evaluation events and training, and general information about the CDC Evaluation Framework
- CDC Developing an Effective Evaluation Plan Workbook – This workbook is intended to offer guidance and facilitate capacity building on a wide range of evaluation topics and applies the CDC Evaluation Framework
- Evaluation Plan Template and Example*^ – This resource includes a template that vaccine programs can use to evaluate their performance (linking activities to vaccination outcomes) and an example of a complete template
- CDC Evaluation Brief - Logic Model Basics – This document includes an overview of the necessary components of a logic model

Project Management/Planning Resources

- Gantt Chart^ – Information on using a Gantt chart to show progress towards project milestones; example here
- **Logic Model*** – Background information on purpose and use of logic model; example here

---

^ Resource is external to CDC

* Materials that are particularly relevant for CDC programs

Technical Assistance Resources for CDC Partners

Resources for organizations new to receiving funding from the federal government or looking for additional capacity building support to help manage their federal awards

Strategic Partnerships

- **Vaccine Resource Hub***^ – Site with diverse, culturally relevant, and accurate materials that partners and the public can use to educate and inform their community about COVID-19 and influenza vaccines. Resources include infographics, toolkits, videos, unbranded digital assets, and messaging
- *Partnering for Vaccine Equity*: **Partner Network Interactive Map*** - Interactive, filterable map of *Partnering for Vaccine Equity* partners
- Center for State, Tribal, Local, and Territorial Support (CSTLTS) Fact Sheet, Map, and Resources - Resources that improve community health outcomes by strengthening state, tribal, local, and territorial health agencies
- Contacts for State Immunization Programs^ - List of contact information from state immunization programs
- Find Funding Opportunities – Information and resources that help partners find NOFOs/funding
- CDC Notice of Funding Opportunity (NOFO) Tips – Tips and alerts about current and future funding opportunities
- Vaccine Implementation, Confidence, and Equity Partners Partner Network Static Map* - Map of vaccine implementation, confidence, and some of CDC's partners
- **Leading Practices to Address Health Equity*** – Site with tools to advance health equity and the support of underserved communities throughout Health and Human Services programs

Health Communications Resources

- Program Evaluation: Health Communications Tool – Examples of evaluation tools for health communications
- **CDC Health Literacy Guidance & Tools*** – Resources to help make health information accurate, accessible, and actionable, including toolkits to assess clarity of heath communications
- NIH Making Health Communication Programs Work^ – Overview of health communication processes, including guidance for pre-testing communication materials and messages

Accessibility Resources

- Accessibility Compliance Checklist^ – Resource that provides evaluation criteria that must be met to ensure content is accessible to all users
- 508 Accessible Videos —Why (and How) to Make Them^ – Resource that describes steps needed to create 508-compliant video materials

Data Management Plan Examples

- United States Geological Survey Checklist and Templates^ – Resources and templates for data management plans
- Inter-University Consortium for Political and Social Research Sample DMP Plan^ – Sample data management plan
- Stanford University DMP Tool^ – Resources and tools for data management plans
- Data Management Planning Tool (DMPTool) | NNLM^ – Resources and tools for data management plans

^ Resource is external to CDC

* Materials that are particularly relevant for CDC programs

Technical Assistance Resources for CDC Partners

Resources for organizations new to receiving funding from the federal government or looking for additional capacity building support to help manage their federal awards

Data Guide

Healthcare Related Data Sources

- [Centers for Medicare and Medicaid Services (CMS) Data Hub^](#) – Individual-level data on Medicare and Medicaid programs, enrollees, payments, and coverage
- [IQVIA^](#) – Individual-level data on who got a prescription drug, age, sex, insurance, and type of provider
- [Market Scan^](#) – Individual-level data on commercial claims for Medicare/Medicaid
- [National Healthcare Safety Network (NHSN)^](#) - Healthcare facility-level data on COVID and influenza vaccination
- [American Hospital Association annual survey^](#) – Hospital-level data on hospital visits, services, structure, etc.
- [National Health Interview Survey (NHIS)^](#) – Individual-level data to track health status, health care access, and progress toward achieving national health objectives
- Electronic Medical Records (EMR) datasets^ (available on [NextGen Health data hub](#)) - Individual and local-level data with a robust platform that gives you a longitudinal view of patient records
- [Americas Health Rankings (AHR)^](#) – State-level data on a comprehensive set of health, environmental, and socioeconomic data
- **[CDC Vaccine Activity Planner*](#)** – Data tool that allows users to explore socioeconomic indicators, points of interests, and vaccination coverage map data to support vaccination planning and activities

Immunization Data Sources

- [Immunization Information Systems Annual Report (IISAR)](#) – Individual-level data from self-administered web-based questionnaire completed by immunization program managers
- [Health Information National Trend Survey (NIH)^](#) – Household-level data on America's use of cancer-related information that has data on HPV vaccine uptake every other year
- [Immunization Information Systems (IIS)](#) – Individual-level data on vaccination events, including type of vaccination, date, and individual's demographic information
- [National Immunization Survey-Adult COVID Module (NIS-ACM)](#) – State/local-level data on COVID-19 vaccination coverage

Behavioral Health Related Data Resources

- [Behavioral Risk Factor Surveillance System (BRFSS)](#) – City and county-level data about residents' health-related risk behaviors, chronic health conditions, and use of preventive services
- [Nielsen Company/Scarborough Data^](#) – Local-level data on consumer insights
- [Pregnancy Risk Assessment Monitoring System (PRAMS)](#) – Individual-level data on maternal attitudes and experiences before, during, and shortly after pregnancy
- [Social Vulnerability Index (SVI)](#) – Local-level data on potential effects on communities caused by external stresses on health
- [Cochrane^](#) – Individual-level data that is designed to be used to inform health decisions

^ Resource is external to CDC

* Materials that are particularly relevant for CDC programs

Technical Assistance Resources for CDC Partners

Resources for organizations new to receiving funding from the federal government or looking for additional capacity building support to help manage their federal awards

Data Guide

Health Data by Geography

- [County Health Rankings & Roadmaps^](#) – Data that shows important health factors and provides a snapshot of how health is influenced by where people live, learn, work, and play
- [The 500 Cities Project](#) – City and census-tract-level small area estimates for chronic disease risk factors, health outcomes, and clinical preventive service use for the largest 500 cities in the United States
- [National Equity Atlas^](#) – Comprehensive data to track, measure, and make the case for inclusive growth and health equity; Data indicators, summaries, and reports are provided, along with examples of actions taken using data from the National Equity Atlas

COVID-19 Specific Data

- **[CDC COVID-19 Data Tracker](#)*** – Maps and charts tracking COVID-19 cases, deaths, trends, and vaccinations in the United States, updated daily by 8 PM ET
- [Morbidity and Mortality Weekly Report: COVID-19](#) – CDC's primary vehicle for scientific publication of public health information and recommendations
- [State Plans for Vaccinating their Populations against COVID-19^](#) – State distribution plans to prioritize when specific workforce members and populations will receive a COVID-19 vaccine
- [Global Health Crisis Coordination Center COVID-19 Maps and Trackers^](#) – Links to various COVID-19 maps and trackers of COVID-19 policies, plans, and cases, as well as health equity and social determinants of health
- [Kaiser Family Foundation CDC COVID-19 Vaccine Monitor Dashboard^](#) – Ongoing research project tracking the public's attitudes and experiences with COVID-19 vaccination

^ Resource is external to CDC

* Materials that are particularly relevant for CDC programs

Technical Assistance Resources for CDC Partners

Resources for organizations new to receiving funding from the federal government or looking for additional capacity building support to help manage their federal awards

Evaluation Resources Deep Dive

Goal Setting & Logic Models

- [CDC Evaluation Brief 1- Selecting an Evaluation Consultant](#) – Information on how to hire an evaluation consultant
- [CDC Evaluation Brief 3a - Writing Good Goals](#) – Information on how to establish 5-year program goals
- [CDC Evaluation Brief 3b - Writing SMART Objectives](#) – Information on how to write SMART (Specific, Measurable, Achievable, Realistic, Time-phased) objectives
- [CDC Evaluation Brief 4 - Developing Process Evaluation Questions](#) – Information on how to define evaluation questions and addressing steps to develop them
- [CDC Evaluation Brief 5 - Integrating the Strategic Plan, Logic Model and Workplan](#) – Information on how to define strategic plan, logic model, and workplan and describe/visually demonstrate how they are related
- [CDC Evaluation Brief 6 - Indicators for School Health Programs](#) – Information on the purpose of DASH indicators for School Health Programs and how they are used
- [CDC Evaluation Brief 7- Gaining Consensus Among Stakeholders Through the Nominal Group Technique](#) – Information on the nominal group technique and how to prepare for it
- **[CDC Evaluation Brief 8 - Aligning a Logic Model with a Strategic Plan*](#)** – Information on how to align a logic model with a strategic plan

Data Collection Methods

- **[CDC Evaluation Brief 13 - Focus Groups*](#)** - Resource that includes an overview of focus groups, when to use them, how to plan and conduct them, and their advantages and disadvantages
- **[CDC Evaluation Brief 14 – Questionnaires*](#)** - Resource that includes an overview of questionnaires, when to use them, how to plan and develop them, and their advantages and disadvantages
- **[CDC Evaluation Brief 15 - Checklist to Evaluate the Quality of Questions*](#)** - Information on how to use the Question Appraisal System (QAS-99) to develop questions that are easily understood by the respondent
- [CDC Evaluation Brief 16 - Observation](#) - Resource that includes an overview of observation, when to use it, how to plan and conduct it, and its advantages and disadvantages
- [CDC Evaluation Brief 17 - Interviews](#) - Resource that includes an overview of an interview method for individuals, when to use it, how to plan and conduct it
- **[CDC Evaluation Brief 18 - Document Review*](#)** - Resource that includes an overview of document review, when to use it, how to plan and conduct it, and its advantages and disadvantages
- [CDC Evaluation Brief 21- Increasing Questionnaire Response Rates](#) - Information on how to boost questionnaire response rates to increase the validity and usefulness of your results
- [CDC Evaluation Brief 22 - Using Incentives to Boost Response Rates](#) - Information on why you should use incentives, types of incentives, when to offer incentives, and other considerations

* Materials that are particularly relevant for CDC programs

Technical Assistance Resources for CDC Partners

Resources for organizations new to receiving funding from the federal government or looking for additional capacity building support to help manage their federal awards

Evaluation Resources Deep Dive Cont.

Data Collection Methods Cont.

- CDC Evaluation Brief 23 - Using Ordered Response Options To Collect Evaluation Data – Resource that includes definition of ordered response options, how to create good sets of options, how to analyze and present data collected from them, and advantages and disadvantages of using them on evaluation surveys
- CDC Lessons Learned Log Template – Downloadable Excel template that includes sample questions that may be administered to solicit feedback on a project.
- CDC Designing Surveys – Information on how to design surveys including format, topic areas, and validated and tested survey tools and questions.
- CDC Lessons Learned Post Project Survey – Resource with survey that provides sample questions that may be administered to solicit feedback on a project

Data Analysis

- **CDC Evaluation Brief 19 - Analyzing Qualitative Data for Evaluation*** - Resource that includes an overview of qualitative data, how to plan for qualitative data analysis, how to analyze qualitative data, and the advantages and disadvantages of qualitative data
- **CDC Evaluation Brief 20 - Analyzing Quantitative Data for Evaluation*** – Resource that includes an overview of quantitative data, planning quantitative data analysis, conducting quantitative data analysis, and advantages and disadvantages of using quantitative data

Sharing Results

- CDC Evaluation Brief 9 - Disseminating Program Achievements and Evaluation Findings to Garner Support – Resource on defining dissemination, reasons to disseminate information, what information to disseminate, etc.
- **CDC Evaluation Brief 11 - Preparing an Evaluation Report*** - Resource that includes a general outline for an evaluation report that can be adapted to present evaluation results
- CDC Evaluation Brief 12 - Using Graphs and Charts to Illustrate Quantitative Data - Information on how to use charts and graphs to present data

Other CDC Resources & Promising Practices

- Performance Measurement & Program Evaluation: A Suite of Evaluative Insights – Resource on insights about the usefulness and differences between performance measurement and program evaluation and description of how they complement one another
- CDC's National Asthma Control Program: Evaluation Guide & Tools – Resource on insights on the evaluation planning process and example plan templates based on asthma control program
- CDC Health Communicator's Social Media Toolkit – Information on how to social media to meet communication objectives
- **CDC Evaluation Reporting: A Guide to Help Ensure Use of Evaluation Findings*** – Resource with technical assistance tools to clarify approaches to and methods of evaluation

* Materials that are particularly relevant for CDC programs

Evaluation Resources Deep Dive Cont.

Other CDC Resources & Promising Practices Cont.

- Project Management Institute (PMI) Lessons Learned Model developed in conjunction with CDC – Resource on skill building regarding a wide range of general evaluation topics
- CDC - Practical Use of Program Evaluation Among STD Programs: Ensure Use and Share Lessons – Resource that shows examples on how to engage collaborators, describe the program, focus the evaluation, gather credible evidence, justify conclusions, and ensure use of evaluation findings/share lessons learned

Gap Analysis/Assessment

- Sexually Transmitted Diseases (STD) Preventive Services Gap Assessment Toolkit - Resource that includes toolkit designed for use in the execution of a gap assessment
- CDC Community Health Improvement Navigator, Assess Needs and Resources – Information on how to effectively assess needs and resources in the community and among collaborators

* Materials that are particularly relevant for CDC programs