

(3) National Health Information Systems Training: In conjunction with various partners develop a national plan to address the changing training needs of state and local health departments in the area of health information systems; develop new training, as appropriate, to address emerging topics (e.g., the "Guide for Public Health Agencies Developing, Adopting, or Purchasing Interactive Web-based Data Dissemination Systems"); and identify other training opportunities for state and local health agency staff.

2. CDC Activities

a. Coordinate with national, state, and local health information and data agencies, as well as other relevant organizations, in developing programs which will enable state and local health departments to regularly and systematically collect, assemble, analyze, and disseminate information on the health of their populations and communities.

b. Provide guidance related to program planning, implementation, and evaluation; assessment of program objectives; use of indicators; and dissemination of successful strategies, experiences, and evaluation reports.

c. Plan and conduct the annual CDC Assessment Initiative Conference to address issues and program activities related to this cooperative agreement.

d. Assist in the evaluation of program activities.

F. Content

Applications

The Program Announcement title and number must appear in the application. Use the information in the Program Requirements, Other Requirements, and Evaluation Criteria sections to develop the application content. Your application will be evaluated on the criteria listed, so it is important to follow them in laying out your program plan. The narrative should be no more than 35 pages, double-spaced, printed on one side, with one-inch margins, and unredacted 12-point font.

The narrative should consist of:

1. Executive Summary

Provide a concise, two-page summary that clearly states the health information and data systems needs being addressed and describes the organization's eligibility, including (a) its status as a national organization; (b) the number and membership of affiliate offices; and (c) the experience and capacity of the organization to work with state and local health departments. The summary should also include the major proposed goals, objectives, and activities for the

project, and describe how anticipated project outcomes will interface with other relevant public health systems.

2. Background and Need

a. Describe the organization's background and experience in assessing and addressing the needs related to health information and data systems.

b. Describe the need for the specific activities proposed in the project plan.

c. Describe the criteria that were used to select the project and the alternative approaches that were considered.

3. Operational Plan

a. Goals: List goals that specifically relate to program requirements that indicate where the program will be at the end of the projected three-year project period.

b. Objectives: List objectives that are specific, measurable, and feasible to be accomplished during the first 12-month budget period. The objectives should relate directly to the project goals and recipient activities.

c. Activities: Describe in narrative form, and display on a timetable, specific activities that are related to each first-year objective. Indicate when each activity will occur as well as when preparations for activities will occur. Indicate who will be responsible for each activity. The program plan should briefly address activities to be conducted over the entire three-year project period.

d. Milestones: List major milestones that will be accomplished during years two and three.

e. Dissemination: Describe how project materials and accomplishments will be shared with others. Identify appropriate audiences for this information.

4. Evaluation

Describe a plan to evaluate the project's effectiveness in meeting its goals and objectives. Describe the type of evaluation that will be used (process, outcome, or both). Specify the evaluation question(s) to be answered, evaluation measures (quantitative measures of effectiveness that are used to measure the intended outcome of a goal or objective) to be obtained, the type(s) of analyses to be performed, to whom they will be reported, and how the evaluation will be used to improve the program. The plan should indicate major steps in the evaluation and who will be responsible for each step.

5. Ability to Carry Out the Proposed Project

a. Describe the organization's constituents and affiliates as follows:

type of constituency; number of constituents and affiliates; location of constituents and affiliates; how the constituency can influence and work with health information and data systems.

b. Describe the organization's current and previous experience related to the proposed program activities; current and previous coordination with other national organizations and partners; and activities related to building alliances, networks, or coalitions.

c. Describe the organization's structure and how it supports health information and data systems. Submit a copy of the applicant's organizational chart.

d. Identify the proposed project staff and describe their qualifications and experience in areas relevant to the project's focus. Submit a curriculum vitae (limited to two pages) for each professional staff member named in the proposal, and job descriptions for existing and proposed positions.

e. Describe the purposes of proposed collaborations and the agencies and organizations with which collaboration will be conducted. If other organizations will participate in proposed activities, provide the name(s) of the organization(s), and state who in each organization will coordinate the activity. For each organization listed, provide a letter from them that acknowledges their specific role and describes their capacity to fulfill it. Do not include letters of support from organizations that will not have specific roles in the project.

6. Budget and Accompanying Justification

Provide a detailed budget narrative and line-item justification of all operating expenses. The budget should be consistent with the stated objectives and planned activities of the project. Budget requests should include funding for two staff members to make one two-day trip for a planning meeting and one three-day trip for the annual CDC Assessment Initiative Conference. (Base cost estimates on travel to Atlanta, Georgia.)

7. Appendix

Attach an appendix containing organizational chart(s), curricula vitae, job descriptions, and letters of support from proposed collaborating organizations.

G. Submission and Deadline

Application Forms

Submit the signed original and two copies of PHS 5161-1 (OMB Number