

## **Epidemiology and Analysis Program Office (CPK)**

The Epidemiology and Analysis Program Office (EAPO) supports the targeted application of public health sciences to improve population health through research, consultation, practice, training, education, technical assistance, development and dissemination of scientific and public health information. (Approved 7/20/2010)

### Office of the Director (CPK1)

(1) Provides leadership and overall direction for EAPO; (2) provides leadership and guidance on policy, program planning, program management, and operations; (3) establishes EAPO goals, objectives and priorities and assures alignment with CDC's overall goals, objectives and priorities; (4) monitors progress in implementation of projects and achievement of EAPO objectives; (5) provides management, administrative, support services, and coordinates with appropriate offices on program and administrative matters; (6) provides liaison with and represents CDC to other governmental agencies, national and international organizations, including healthcare and healthcare provider organizations, academic and research organizations, public health officials and components at local, state, national and international levels, and constituent organizations such as the Council of State and Territorial Epidemiologists; (7) provides leadership and overall direction for the planning, development and dissemination of the *Morbidity and Mortality Weekly Report (MMWR)*, related publications, and various scientific and health communication documents and special reports; (8) promotes state-of-the-art innovation in core public health sciences; (9) provides analytic support to CDC and OSELS activities in monitoring effectiveness of health care services in improving population health; (10) participates in the development and coordinates the dissemination of new and innovative analytic methods and an approach to the use of epidemiologic, biostatistical and other core public health sciences within CDC. (Approved 7/20/2010)

### Business Management Activity (CPK12)

(1) Provides leadership, oversight, and guidance in the management and operations of EAPO; (2) plans, coordinates, and provides administrative management support, advice, and guidance to EAPO, involving the areas of fiscal management, procurement, property management, personnel, travel, and other administrative services; (3) coordinates the development of EAPO annual budget request; (4) conducts management analyses of EAPO programs and staff to ensure optimal utilization of resources and accomplishment of program objectives; (5) plans, allocates, and monitors EAPO resources; (6) maintains liaison and collaborates with other CDC components and external organizations in support of EAPO management and operations; (7) works closely with other federal agencies involved with EAPO interagency agreements; (8) coordinates EAPO requirements relating to procurement, grants, cooperative agreements, materiel management, and interagency agreements; (9) provides fiscal management and stewardship of grants, contracts, and cooperative agreements; and (10) develops and implements administrative policies, procedures, and operations, as appropriate for EAPO, and prepares special reports and studies, as required, in the administrative management areas. (Approved 7/20/2010)

### Morbidity and Mortality Weekly Report Activity (CPK13)

- (1) Manages the *MMWR* series of publications including the *MMWR* Recommendations and Reports, CDC Surveillance Summaries, and Annual Summary of Notifiable Diseases; and
- (2) develops, plans, coordinates, edits, and produces the *MMWR* series, including the *MMWR Recommendations and Reports*, *CDC Surveillance Summaries*, and Annual Summary of Notifiable Diseases. (Approved 7/20/2010)

### Division of Epidemiology and Analytic Services (CPKB)

- (1) Develops and disseminates innovative methods for the collection, analysis and communication of public health surveillance information (e.g., National Electronic Telecommunications System for Surveillance); (2) supports the Deputy Director for Surveillance, Epidemiology and Laboratory Services and CDC's Office of the Director through the development of translational research to convert and translate scientific findings into practical programs, policies, techniques and materials to support public health practice; (3) expands the scope of epidemiological analytic capabilities and public health science through practice and research, and responds to crosscutting requests for analysis; (4) provides a quick-response analytics and data synthesis capability within CDC; (5) conducts and supports preparedness modeling activities; (6) supports the development and dissemination of analytic methods, including but not limited to epidemiology, prevention effectiveness, geospatial methods and GIS, and an approach to the use of statistical sciences within CDC; (6) develops and analyzes policy oriented quantitative modeling for CDC, HHS and federal interagency and state and local public health departments; and (7) provides a nexus for health-related and engineering sciences focusing on computer simulation and complex systems modeling from a public health research and practice perspective. (Approved 7/20/2010)

### Division of Community Preventive Services (CPKC)

- (1) Provides support for CDC-wide application of public health sciences (epidemiology, health economics, social sciences, syndemics, geospatial mapping, etc.) to improve population health through research, consultation, practice and technical assistance; (2) provides leadership and overall direction for the planning, development, scientific content and dissemination of the *Guide to Community Preventive Services* and overall management of the Task Force for Community Preventive Services; (3) promotes state-of-the-art innovation in core public health sciences; (4) provides analytic support to CDC and OSELS activities in monitoring effectiveness of health care services in improving population health; (5) analyzes, and monitors community health indicators and health rankings at the state and local levels to ensure the data is used effectively e.g., (Mobilizing Action toward Community Health (MATCH) program); and (6) provides support for the appropriate use of measures of social determinants of health. (Approved 7/20/2010)

### Community Guide Branch (CPKCB)

- (1) Convenes and supports the independent Task Force on Community Preventive Services;

(2) produces and promotes the use of the *Guide to Community Preventive Services* (aka *Community Guide*); (3) performs evidence reviews of the efficacy and effectiveness of prevention activities not associated with the *Community Guide*; (4) assists CDC and other federal and non-federal partners in understanding, using, refining, and communicating methods for conducting systematic reviews; (5) assists CDC and other federal and non-federal partners in linking reviews of evidence to guidelines development and/or program implementation; (6) coordinates and manages large and diverse teams of internal and external partners in the systematic review process; (7) coordinates and manages a working group of CDC, HHS, and non-governmental partners to develop and/or refine methods for conducting systematic reviews; (8) provides consultations for implementing *Community Guide* recommended strategies; (9) coordinates and manages a working group of CDC, HHS and non-governmental partners to diffuse *Community Guide* reviews, recommendations, and research needs to appropriate audiences throughout the U.S. health care and public health systems; (10) participates in the development of national and regional public/private partnerships to enhance prevention research and the translation of evidence into policy and action; (11) conducts selected scientific evaluation of the center or division-related prevention activities; (12) communicates the *Community Guide* reviews, recommendations, and research needs beyond the *Morbidity and Mortality Weekly Report (MMWR)* and the *American Journal of Preventive Medicine* publications via other journals, books, the world wide Web, and other media; (13) designs and conducts programmatic, process and outcome evaluation strategies for all stages of development and diffusion of the *Community Guide*; and (14) assists in making recommendations for prevention and policy decisions. (Approved 7/28/2010)

#### Science Development and Consultation Branch (CPKCC)

(1) Provides support for CDC-wide application of public health sciences (epidemiology, health economics, social sciences, syndemics, etc.) to improve population health through research, consultation, practice and technical assistance; (2) analyzes and monitors community health indicators and health rankings at the state and local levels to ensure the data is used effectively e.g., (MATCH program); and (3) provides support for the appropriate use of measures of social determinants of health. (Approved 7/28/2010)

#### Division of Library Sciences and Services (CPKD)

(1) Collaborates with other CIOs in planning and developing computer software for use in epidemiology and other core public health sciences; (2) delivers credible, timely information from scientific and health literature to CDC scientists, the public health community, and the general public by delivering reference services and access to published resources, evaluating, acquiring, organizing and making available knowledge resources, and providing training and consultation in use of science and health literature; (3) identifies the need and opportunities for components (e.g. messaging specification, vocabulary, public health directory, secure data transfer) that could be utilized across multiple informatics solutions to ensure interoperability, integration, and consistency; (4) provides library operations (Library Services Most Efficient Organization [MEO]); (5) provides information, reference, and research services; (6) deploys the Outbreak Management System (OMS) suite of applications in a multitude of scenarios; and

(7) continues to redevelop and improve Epi Info to feature software enhancements. (Approved 7/20/2010)

#### Library Services Branch (CPKDB)

(1) Provides library operations (Library Services MEO); (2) provides information, reference, and research services; (3) provides library educational and instructional services; (4) provides library knowledge management, systems, and technology support; (5) provides library marketing services and outreach; and (6) provides library administrative services; and (7) monitors the effectiveness of health reform through health statistics. (Approved 7/28/2010)

#### Outreach and Dissemination Branch (CPKDC)

(1) Deploys the OMS suite of applications in a multitude of scenarios; (2) collaborates with national and global partners using Epi Info; (3) trains public health professional on the use of Epi Info; (4) continues to redevelop and improve Epi Info to feature software enhancements; (5) works with CDC partners to test, implement, or evaluate various informatics tools to support notifiable disease surveillance; (6) delivers a range of tools to be used by CDC and its public health partners to monitor and analyze outbreak events; (7) provides support to public health entities during a response to an outbreak; (8) tracks public health data across jurisdictions to locate and contain the originating factors of an outbreak; (9) maintains a central server for data sharing between local, state, and CDC public health professionals; (10) designs and develops interoperable e-tools in multiple languages to aid the detection, reporting, confirmation, analysis, and feedback of epidemiologic data and the management of outbreaks; (11) conceives and designs open-source public health tools for outbreak management and surveillance applications; (12) provides resources for rapid development of epidemiologic tools in data collection and analysis; (13) enables sophisticated methods of epidemiologic studies in remote areas with limited technological and network resources; and (14) delivers effective and informative output from user-friendly software tools. (Approved 7/28/2010)