



# Annual Performance Report

Version 3.0



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## Introduction

The Reports section allows you to generate the Annual Performance Report, which provides a high-level view of the yearly progress the recipient is making towards meeting outcomes and performance measures.

Information from various sections of CDMIS is used to generate the reports. CDMIS guides you through a series of steps required for creating the report. Before finalizing the report, you will have the option to create a draft version of the report for review. Any updates necessary once the draft report is generated should be made in CDMIS and a new draft copy of the report should be run. Once you are satisfied with the information contained in the draft report, you will have the option to finalize and print the report for submission to the CDC.

## Annual Performance Report

The Annual Performance Report serves as the continuation application. For new FOAs, this report replaces the Interim and Annual Progress Reports. This report provides a high-level view of the yearly progress the recipient is making towards meeting outcomes and performance measures.

### Creating an Annual Performance Report

CDMIS guides you through the following five (5) steps required to generate the Annual Performance Report:

- Step 1: Review Errors in Current Action Plan
- Step 2: Enter Report Narrative
- Step 3: Transfer Information
- Step 4: Review Errors in the New Action Plan
- Step 5: Update Report Status



- 
- Each step must be completed in the order shown. Subsequent steps are not accessible until the current step is complete.
  - Once a report is finalized for you to submit to CDC, the report can no longer be modified.
  - The next year's Annual Performance Report is available only after the current year's report is finalized.
- 

### Step 1: Review Errors in Current Action Plan

In **Step 1: Review Errors in Current Action Plan**, CDMIS reviews the current Action Plan to check that information required for generating the Annual Performance Report has been entered. The following information is required for the Annual Performance Report:

- Each AO must have progress entered for the first 6-months.
- At least one Activity must be entered for each AO.

#### To complete Step 1 of the Annual Performance Report process:

1. Click the *Reports* tab.

**Result:** The system displays the *Annual Performance Report* page.

2.

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**Alaska Department of Public Health**

System Admin	FOAs & Recipients	Program Information	Resources	Financial	Planning	Action Plan	Reports
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**Annual Performance Report**

**2013-2014 Reports**      Year:  ▾

**Annual Performance Report - DRAFT**

Process	Status
Step 1: <a href="#">Review Errors in Current Action Plan</a>	Incomplete
Step 2: Enter Report Narrative	Incomplete
Step 3: Transfer Information	Incomplete
Step 4: Review Errors in Upcoming Action Plan	Incomplete
Step 5: Update Report Status	DRAFT



**Note**

- Initially, the status of each step is set to *Incomplete*. As you finish a step, the status is automatically changed to *Complete*.
- Each step must be completed in the order shown. Subsequent steps are not accessible until the current step is complete.

3. Click on the **Review Errors in Current Action Plan** link.

**Result:** The system displays the *Step 1 of 5: Review Errors in Current Action Plan* page.

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Annual Performance Report

2013-2014 Reports

Annual Performance Report - DRAFT

Step 1 of 5: Review Errors in Current Action Plan

Listed below are all objectives and activities to be included in the report. Please print this page, review and correct any invalid information. The following information is required:

- Each Project Period Objective must have at least one PROGRESS entered.
- Each Annual Objective must have at least one PROGRESS entered.
- Each Annual Objective must have at least one ACTIVITY entered.

Select the  icons below to add progress or activities. Once all corrections have been made, s

Click the red "!" icon to enter missing information

2013-2014 Action Plan | View all for 2013-2014

Action Plan	Progress Entered?	Activity Entered?
<b>Objectives</b>		
PPO: 1 - Increase the number of projects with partners to 10 by August 2014		N/A
AO: 1.1 - Increase the number of projects with partners to 10 by August 2014		
PPO: 2 - Increase the number of projects with partners to 10 by August 2014		
PPO: 3 - Increase the number of outreach efforts to 15 by August 2014 3 to 8 by August 2014.		
PPO: 4 - Increase the number of infrastructure components supporting policy, systems and enviromental changes strategies from		
PPO: 5 - Increase the number of test 5 to 4 by August		

Finish Finish later

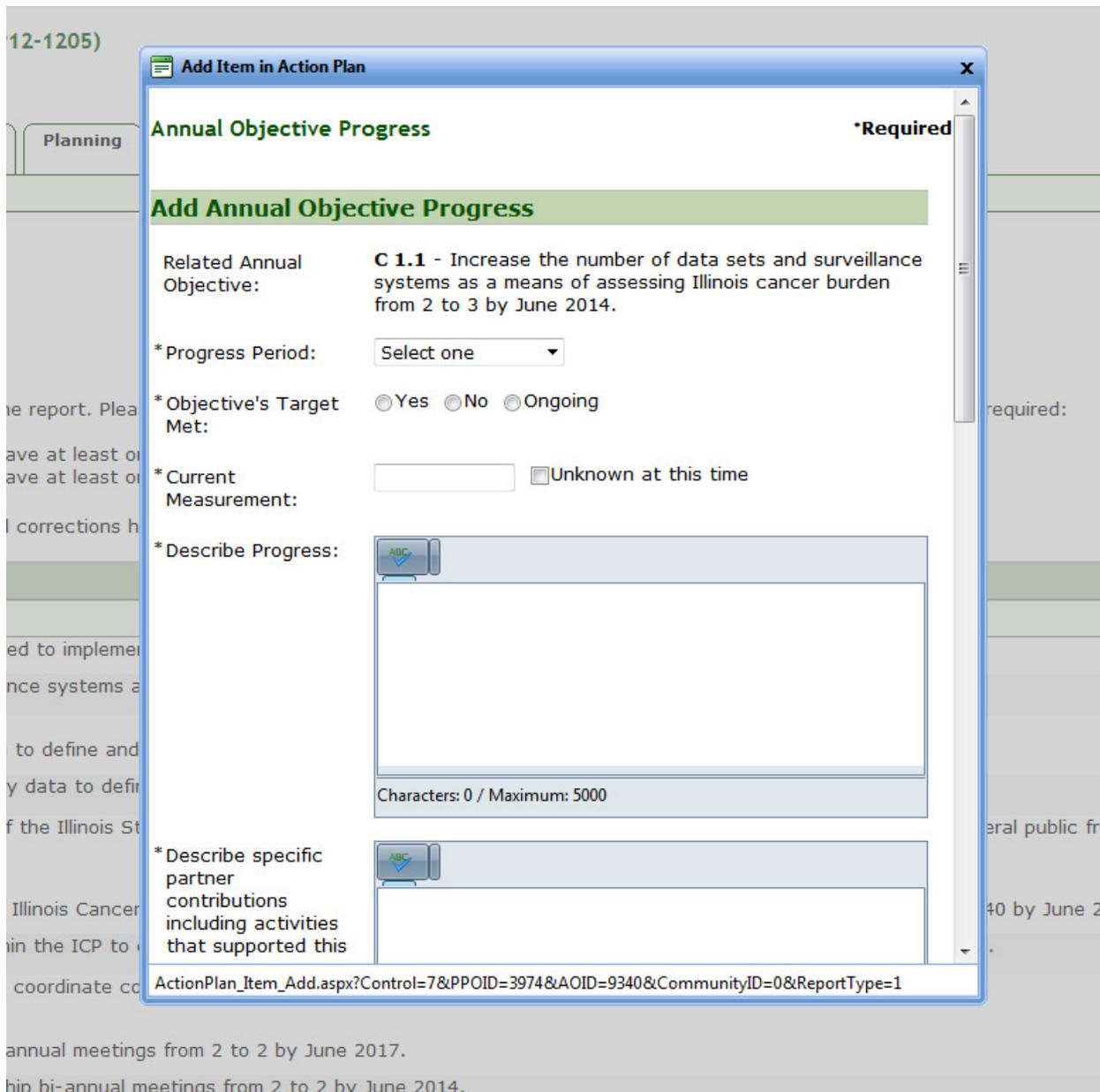


Note

-  Indicates required information has not been completed. Click on the icon to display a pop-up window and complete the required information.
-  Indicates required information has been completed. No other action is needed and no pop-up window is displayed.
- N/A indicates information is not required.
- If you are not able to add all the required activities or progress, you can click the **Finish Later** button to save your changes and return to Step 1 later.

4. Click on a red "!" icon.

**Result:** The system displays a pop-up window for entering the missing activity or progress.



5. Enter the required information and click **Save**.

**Result:** The system saves the activity or progress in the current year’s Action Plan and replaces the associated red icon with a green icon.

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Annual Performance Report

2013-2014 Reports

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Step 1 of 5: Review Errors in Current Action Plan

Listed below are all objectives and activities to be included in the report. Please print this page, review and correct any invalid information. The following information is required:

- Each Project Period Objective must have at least one PROGRESS entered.
- Each Annual Objective must have at least one PROGRESS entered.
- Each Annual Objective must have at least one ACTIVITY entered.

Select the  icons below to add progress or activities. Once all corrections have been made, select **FINISH**.

2013-2014 Action Plan | [View all for 2013-2014](#)

**Action Plan**

Objectives	Progress Entered?	Activity Entered?
PPO: 1 - Increase the number of projects with partners to 10 by August 2014		N/A
AO: 1.1 - Increase the number of projects with partners to 10 by August 2014		
PPO: 2 - Increase the number of projects with partners to 10 by August 2014		
PPO: 3 - Increase the number of outreach efforts to 15 by August 2014 3 to 8 by August 2014.		
PPO: 4 - Increase the number of infrastructure components supporting policy, systems and enviromental changes strategies from		
PPO: 5 - Increase the number of test 5 to 4 by August		

When missing information is completed, the system replaces the red “!” icon with a green one.

- Repeat step 4 for all the red “!” icons displayed.  
**Result:** The system replaces all the red icons with green ones and enables the **Finish** button.

Action Plan		
Objectives	Progress Entered?	Activity Entered?
<b>PPO: 01</b> - Increase the number of data sets and evaluations used to implement and evaluate programmatic and collaborative efforts from 0 to 4 by June 2017.	N/A	N/A
<b>AO: C 1.1</b> - Increase the number of data sets and surveillance systems as a means of assessing Illinois cancer burden from 2 to 3 by June 2014.	✓	✓
<b>PPO: 02</b> - Increase the number of users of cancer registry data to define and implement comprehensive cancer control strategies from 0 to 30 by June 2017.	N/A	N/A
<b>AO: C 2.1</b> - Increase the number of users of cancer registry data to define and implement comprehensive cancer control strategies from 5 to 15 by June 2014.	✓	✓
<b>AO: C 2.2</b> - Increase the percent of value and relevancy of the Illinois State Cancer Registry to the cancer control community, clinicians, researchers and the general public from 0% to 10% by June 2014.	✓	✓
<b>PPO: 03</b> - Increase the number of effective alliances within the Illinois Cancer Partnership to coordinate existing comprehensive cancer control resources from 113 to 140 by June 2017.	N/A	N/A
<b>AO: C 3.1</b> - Increase the number of effective alliances within the ICP to coordinate existing comprehensive cancer control resources from 120 to 127 by June 2014.	✓	✓
<b>AO: C 3.2</b> - Increase the number of active ICP members to coordinate comprehensive cancer control resources from 260 to 270 by June 2014.	✓	✓
<b>PPO: 04</b> - Maintain the number of Illinois Cancer Partnership bi-annual meetings from 2 to 2 by June 2017.	N/A	N/A
<b>AO: C 4.1</b> - Maintain the number of Illinois Cancer Partnership bi-annual meetings from 2 to 2 by June 2014.	✓	✓
<b>PPO: 05</b> - Increase the rate of annual reviews and maintenance of the Illinois Comprehensive Cancer Control Plan from 0 to 5 by June 2017.	N/A	N/A
<b>AO: C 5.1</b> - Increase the rate of annual reviews and maintenance of the Illinois Comprehensive Cancer Control Plan from 1 to 2 by June 2014.	✓	✓
<b>PPO: 06</b> - Increase the rate of ICCCP Evaluation Plan development activities to serve as a guidance document as to the progress made in implementing the Illinois Comprehensive Cancer Control Plan 2012-2015 from 0 to 5 by June 2017.	N/A	N/A
When all missing information is completed, the system enables the <b>Finish</b> button.	✓	✓



**Note**

- The **Finish** button is not enabled until all errors are corrected and the red icons have been replaced by green ones.
- If the PPO without Annual Objectives warning is displayed, the *Continue without Annual Objectives* check box is also displayed at the bottom of the **Step 1 of 5: Review Errors in Current Action Plan** page. The **Finish** button will not be enabled until the *Continue without Annual Objectives* check box is selected, or at least one AO is entered for the PPO.

7. Click the **Finish** button.

**Result:** The system changes status on Step 1 to *Complete* and enables the link for **Step 2: Enter**

**Report Narrative.**

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Annual Performance Report

2013-2014 Reports

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Process	Status
Step 1: Review Errors in Current Action Plan	Complete
Step 2: Enter Report Narrative	Incomplete
Step 3: Transfer Information	Incomplete
Step 4: Review Errors in New Action Plan	Incomplete
Step 5: Update Report Status	DRAFT

After completing a step, the status changes to Complete.

After completing one step, the system enables the next step.

**Missing Objectives Warning:**

Some programs require at least one AO for each Project Period Objective (PPO) entered in the Action Plan. CDMIS checks for this condition and issues a warning message if it finds PPOs without AOs. Each PPO missing an AO is highlighted, and a message with a check box to *Continue without annual objectives* is displayed at the end of the page.

If your program requires at least one AO for each PPO, **do not** check the *Continue without Annual Objectives* check box. Instead, click the **Return to the Action Plan** link to go back to the Action Plan and enter an AO for the highlighted PPO. Please refer to your Program Guidance to determine if this applies to you. If your Program Guidance allows a PPO to be entered without an AO, click the check box to continue. The **Finish** button will then be enabled, allowing you to complete Step 1.



- Refer to your Program Guidance to determine if your program allows a PPO to be entered without an AO.

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Step 1 of 4: Review Errors in Current Action Plan

Listed below are all objectives and activities to be included in the report. Please print this page, review and correct any invalid information. The following information is required:

- Each Annual Objective must have at least one PROGRESS entered.
- Each Annual Objective must have at least one ACTIVITY entered.

Select the  icons below to add progress or activities. Once all corrections have been made, select **FINISH**.

Objectives	Progress Entered?	Activity Entered
<b>PPD: 1.0</b> - Increase the number of projects with partners to 10 by August 2014.	N/A	N/A
<b>AO: 1.1</b> - Increase the number of projects with Tribal organizations from 2 to 6 by September 2012.		
<b>PPD: 2</b> - Increase the number of participants on committee to develop state chronic disease prevention plan from 0 to 12 by August 2014.	N/A	N/A
<b>AO: 2.1</b> - Increase the number of recruits for the state plan committee from 0 to 15 by September 2012.		
<b>PPD: 3</b> - Increase the number of outreach efforts to 15 by August 2014.	N/A	N/A
<b>AO: 3.1</b> - Increase the number of diabetes brochures referencing natural disasters to 3 by September 2012.		
<b>PPD: 4</b> - Increase the number of infrastructure components supporting policy, systems and environmental changes strategies from 3 to 8 by August 2014.	N/A	N/A
<b>AO:</b> No Annual Objectives entered.		

One or more Project Period Objectives highlighted above are missing Annual Objectives. Please check the "Continue" box below if you wish to continue without entering Annual Objectives, or Return to the Action Plan

Continue without entering Annual Objectives

Finish Finish later

Click this checkbox if you don't need to add Annual Objectives for the highlighted Project Period Objective

## Step 2: Enter Report Narrative

To complete Step 2 of the Annual Performance Report process:

1. Click on the **Step 2: Enter Report Narrative** link.

**Result:** The system displays the *Step 2 of 5: Enter Report Narrative* page.

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Step 2 of 5: Enter Report Narrative

\*Please describe the most significant accomplishments during the reporting period:



Text goes here...

Characters: 14 / Maximum: 5000

\*Please describe the most significant challenges during the reporting period:



Text goes here...

Characters: 14 / Maximum: 5000

\*Describe how CDC could help you overcome challenges to achieving objectives and performance measures:



Text goes here...

Characters: 14 / Maximum: 5000

Save Cancel



Note

- The **Save** button is not enabled until the fields are completed.

2. In the *Please describe the most significant accomplishments during the reporting period* field, enter a detailed description of the significant accomplishments made during the reporting period. The maximum characters allowed for this field is 5,000 characters or 1000 words.
3. In the *Please describe the most significant challenges during the reporting period* field, enter a detailed description of the significant challenges encountered during the reporting period. The maximum characters allowed for this field is 5,000 characters or 1000 words.
4. In the *Describe how CDC could help you overcome challenges to achieving objectives and performance measures* field, enter a detailed description of what CDC can do to help you overcome the challenges encountered during the reporting period. The maximum characters allowed for this field is 5,000 characters or 1000 words  
**Result:** The system enables the **Save** button.

5. Click the **Save** button.  
**Result:** The system saves the narrative report, marks Step 2 as *Complete*, and enables the link for **Step 3: Transfer Information**.

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Process	Status
Step 1: Review Errors in Current Action Plan	Complete
Step 2: Enter Report Narrative	Complete
Step 3: Transfer Information	Incomplete
Step 4: Review Errors in New Action Plan	Incomplete
Step 5: Update Report Status	DRAFT



**Note**

- You can update the narrative report in Step 2 as often as necessary up until the Annual Performance Report is finalized in Step 5.

### Step 3: Transfer Information

The transfer process allows information to be transferred from one budget year to the next. The process avoids re-entry of information by helping to build the Action Plan for the next year. Information transferred will be included in the next year’s Annual Performance Report. Once the transfer process is started, it is recommended that it be completed. If the process is cancelled, information will not be saved and the process will have to be restarted. Once the transfer is complete, information transferred into the upcoming year cannot be re-transferred. The corresponding check boxes for items recommended for

transfer will automatically be selected. You may de-select any item that is recommended for transfer or select any items that were not recommended.



**Note**

- 
- Once information is transferred, any changes to the information in the current year will not be reflected in the upcoming year.
  - If you complete Step 3 and then make changes to the Action Plan that affect the transfer process, which add items that should be recommended for transfer, then Step 3 will return a status of *Incomplete*. The system saves all previous data; however, you must visit the Section 3 again to mark it as complete.
  - The system automatically copies some sections, e.g. Program Information, Program Summary, Community Information, etc. from the current year into the upcoming funding year.
- 

Information in the following tabs will be transferred to the upcoming year.

- **Program Information tab** – All Contact Information and Program Summary information.
- **Resources tab** – All active Personnel, Partners, and Contractors/Consultants; all ‘Vacant’ positions; the Partnership/Coalition, and the Leadership team.
- **Financial tab** – All information.
- **Planning Tab:** – All information (Standard and Other Data Sources, Plans and Logic Models).
- **Action Plan** – All information *except PPO and AO progress*. Products will be transferred if the related Activity is transferred.
- All existing **attachments** in any section.



**Important**

- 
- Tabs are displayed in CDMIS according to the specific FOA associated with a user.
  - PPO **Progress** and AO **Progress** cannot be transferred to the upcoming year. Progress must be entered on an annual basis.
-

**To complete Step 3 of the Annual Performance Report process:**

1. Click on the **Step 3: Transfer information** link.

**Result:** The system displays the *Step 3 of 5: Transfer Current Funding Year Information to Upcoming Funding Year* page.

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Step 3 of 5: Transfer Current Funding Year Information

Please review the information below to ensure the correct information is copied into the upcoming funding year.

**Important: Transfer Process**

- Sections **NOT** listed below are automatically copied into the upcoming funding year via this process (such as Program Information, Program Summary, etc.).
- Once information has been transferred to the next year, it **cannot** be copied again; thus all current funding year information should be up to date before completing this process.
- Any edits made after completing the transfer will **NOT** automatically be reflected in both years; edits made after transferring must be made in both the current and upcoming year.
- If an activity is selected for transfer, its related Annual Objective and Project Period Objective will automatically be selected for transfer as well. If an Annual Objective is selected for transfer, its related Project Period Objective will automatically be transferred.

2013-2014 Action Plan | [View all for 2013-2014](#)

Objectives & Activities	End Date	Target Met	Transfer	Date Transferred
<b>PPO: 1</b> - Increase the number of projects with partners to 10 by August 2016		N/A	<input checked="" type="checkbox"/>	5/12/2013
<b>AO: 1.1</b> - Increase the number of projects with partners to 10 by August 2014	4/19/2013	Yes	<input checked="" type="checkbox"/>	6/19/2013
<b>ACT: 1.1.1</b> - Increase the number of projects with partners to 10 by August 2014	4/19/2013		<input checked="" type="checkbox"/>	
<b>ACT: 1.1.2</b> - Increase the number of collaborative interventions to promote the awareness of skin cancer screening from 0 to 2 by June 2012	8/03/2013		<input checked="" type="checkbox"/>	
<b>PPO: 2</b> - Decrease the percent of adults Report involuntary exposure to Smoke (SHS) 16.20% to 15% by August 2014.		N/A	<input checked="" type="checkbox"/>	4/25/2013
<b>AO: 1.1</b> - Increase the number of collaborative efforts focused on media events/campaigns promoting tobacco education from 0 to 2 by June 2013	4/19/2013	Ongoing	<input checked="" type="checkbox"/>	5/31/2013
<b>ACT: 1.1.1</b> Patient Navigator Services	4/19/2013		<input checked="" type="checkbox"/>	
<b>ACT: 1.1.2</b> - Increase the number of projects with partners to 10 by August 2014	4/19/2013		<input checked="" type="checkbox"/>	
<b>PPO: 3</b> - Increase the number of skin cancer screening education/promotion events from 0 to 4 by August 2014		N/A	<input checked="" type="checkbox"/>	7/25/2013
<b>AO: 1.1</b> - Increase the number of projects with partners to 10 by August 2014	4/19/2013	No	<input checked="" type="checkbox"/>	6/11/2013
<b>ACT: 1.1.1</b> - Increase the number of projects with partners to 10 by August 2014	4/19/2013		<input checked="" type="checkbox"/>	
<b>ACT: 1.1.2</b> - Increase the number of projects with partners to 10 by August 2014	4/19/2013		<input checked="" type="checkbox"/>	



**Note**

- You can click the **View All for YYYY-YYYY** link to view all the sections that have been transferred. Click the **YYYY-YYYY Action Plan** link to return to the original view.

2. In the Objectives and Activities section, deselect the check boxes corresponding to the objectives and activities that you do not want to transfer in the *Transfer* column. The system defaults to all items being selected for transfer. Be sure to review each objective and activity before clicking the **Transfer** button at the bottom of the page. After an item is transferred, the system will not store the

date of the transfer on the page. Transferred items cannot be transferred a second time.



**Note**

- If an item has already been transferred, the system disables the check box for the item.
- If you select an AO for transfer, then the associated PPO is automatically selected for transfer.
- If you select an activity for transfer, then the associated AO is also automatically selected for transfer.

3. Click the **Transfer** button.

**Result:** The system transfers all selected information to the next budget year, marks Step 3 as *Complete*, and enables the link for **Step 4: Review Errors in New Action Plan**.

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Process	Status
Step 1: Review Errors in Current Action Plan	Complete
Step 2: Enter Report Narrative	Complete
Step 3: Transfer Information	Complete
Step 4: Review Errors in New Action Plan	Incomplete
Step 5: Update Report Status	DRAFT



**Important**

- Tabs are displayed in the CDMIS according to the specific FOA associated with a user.
- Project Period Objective (PPO) Progress and Annual Objective Progress **cannot** be transferred to the upcoming year. Progress must be entered on an annual basis; entered at least once for each PPO, and entered twice for each Annual Objective.

## Step 4: Review Errors in New Action Plan

Step 4 allows you to review the errors that are present in the new action plan for the upcoming budget year. If errors are present in your new action plan, Step 4 will be marked as *Incomplete*. You must review the errors and correct them before the system will enable the **Step 5: Update Report Status** link and allow you to complete the Annual Performance Report process.



**Note**

- When completing Step 4, ensure that you have entered at least one activity for each Annual Objective.

**To complete Step 4 of the Annual Report process:**

1. Click on the **Step 4: Review Errors in New Action Plan** link.

**Result:** The system displays the *Step 4: Review Errors in New Action Plan* page. The system displays the errors in your action plan and displays a red icon in the affected row and column. The **Finish** button is also disabled if errors are present.

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Print this page to review and correct any missing activities in your Action Plan. If you need to add additional Annual Objectives and/or Activities, please visit the Action Plan tab to do so, and then return to this screen to check your work. The following information is required:

- Each Annual Objective must have at least one ACTIVITY entered.

Select the icons below to add activities. Once all corrections have been made, select **FINISH**.

Objectives	Activity Entered?
PPO: 1 - Increase the number of projects with partners to 10 by August 2014	N/A
AO: 1.1 - Increase the number of projects with partners to 10 by August 2014	
PPO: 2 - Increase the number of projects with partners to 10 by August 2014	N/A
PPO: 3 - Increase the number of outreach efforts to 15 by August 2014 3 to 8 by August 2014.	N/A
PPO: 4 - Increase the number of infrastructure components supporting policy, systems and enviromental changes strategies from	N/A
PPO: 5 - Increase the number of test 5 to 4 by August	N/A



**Note**

- Indicates required information has not been entered.
- Indicates required information has been entered.
- N/A indicates information is not required.
- If you are not able to add all the required activities or progress, you can click the **Finish Later** button to save your changes and return to Step 1 later.

Click the red "!" icon to enter missing information

2. Click the red icon displayed to view the error and correct it.

**Result:** The system displays the page where the error occurs in a pop-up window.

view and correct any missing activities in your Action Plan. If you need to add additional Annual Objectives and Action Plan tab to do so, and then return to this screen to check your work. The following information is required:

### Add Item in Action Plan

**Annual Objective Activity** \*Required

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#### Add Annual Objective Activity

Related Annual Objective: **C 2.2** - Increase the percent of value and relevancy of the Illinois State Cancer Registry to the cancer control community, clinicians, researchers and the general public from 0% to 10% by June 2015.

\* Activity ID:

\* Activity Title:

\* Activity Description: 

ABC

Characters: 0 / Maximum: 2000

\* Lead Personnel Assigned:

\* Key Contributing Partners:  No partners assigned

Partners

\* Implementation Workgroups  
Select the implementation workgroup(s) the partner is assigned to

ActionPlan\_Item\_Add.aspx?Control=6&PPOID=3987&AOID=9949&CommunityID=0&NextFY=Y

3. Enter the required information and click **Save**.

**Result:** The system saves the activity in the year's Action Plan and replaces the associated red icon

with a green icon indicating that the error has been corrected.

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**Annual Performance Report**

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**Step 4 of 5: Review Errors in New Action Plan**

Print this page to review and correct any missing activities in your Action Plan. If you need to add additional Annual Objectives and/or Activities please visit the Action Plan tab to do so, and then return to this screen to check your work. The following information is required:

- Each Annual Objective must have at least one ACTIVITY entered.

Select the  icons below to add activities. Once all corrections have been made, select **FINISH**.

Action Plan		Activity Entered?
Objectives		
<b>PPO: 01</b> - Increase the number of data sets and evaluations used to implement and evaluate programmatic and collaborative efforts from 0 to 4 by June 2017.		N/A
<b>AO: C 1.1</b> - Increase the number of data sets and surveillance systems as a means of assessing Illinois cancer burden from 2 to 3 by June 2015.		
<b>PPO: 02</b> - Increase the number of users of cancer registry data to define and implement comprehensive cancer control strategies from 0 to 30 by June 2017.		N/A
<b>AO: C 2.1</b> - Increase the number of users of cancer registry data to define and implement comprehensive cancer control strategies from 5 to 15 by June 2015.		
<b>AO: C 2.2</b> - Increase the percent of value and relevancy of the Illinois State Cancer Registry to the cancer control community, clinicians, researchers and the general public from 0% to 10% by June 2015.		

When missing information is completed, the system replaces the red "!" icon with a green one.

4. Repeat step 2 and 3 above for every red icon displayed.

**Result:** When all the errors have been corrected, the system enables the **Finish** button.

Action Plan	
Objectives	Activity Entered?
<b>PPO: 01</b> - Increase the number of data sets and evaluations used to implement and evaluate programmatic and collaborative efforts from 0 to 4 by June 2017.	N/A
<b>AO: C 1.1</b> - Increase the number of data sets and surveillance systems as a means of assessing Illinois cancer burden from 2 to 3 by June 2015.	✔
<b>PPO: 02</b> - Increase the number of users of cancer registry data to define and implement comprehensive cancer control strategies from 0 to 30 by June 2017.	N/A
<b>AO: C 2.1</b> - Increase the number of users of cancer registry data to define and implement comprehensive cancer control strategies from 5 to 15 by June 2015.	✔
<b>AO: C 2.2</b> - Increase the percent of value and relevancy of the Illinois State Cancer Registry to the cancer control community, clinicians, researchers and the general public from 0% to 10% by June 2015.	✔
<b>PPO: 03</b> - Increase the number of effective alliances within the Illinois Cancer Partnership to coordinate existing comprehensive cancer control resources from 113 to 140 by June 2017.	N/A
<b>AO: C 3.1</b> - Increase the number of effective alliances within the ICP to coordinate existing comprehensive cancer control resources from 120 to 127 by June 2015.	✔
<b>AO: C 3.2</b> - Increase the number of active ICP members to coordinate comprehensive cancer control resources from 260 to 270 by June 2015.	✔
<b>PPO: 04</b> - Maintain the number of Illinois Cancer Partnership bi-annual meetings from 2 to 2 by June 2017.	N/A
<b>AO: C 4.1</b> - Maintain the number of Illinois Cancer Partnership bi-annual meetings from 2 to 2 by June 2015.	✔
<b>PPO: 05</b> - Increase the rate of annual reviews and maintenance of the Illinois Comprehensive Cancer Control Plan from 0 to 5 by June 2017.	N/A
<b>AO: C 5.1</b> - Increase the rate of annual reviews and maintenance of the Illinois Comprehensive Cancer Control Plan from 1 to 2 by June 2015.	✔
<b>PPO: 06</b> - Increase the rate of ICCCP Evaluation Plan development activities to serve as a guidance document as to the progress made in implementing the Illinois Comprehensive Cancer Control Plan 2012-2015 from 0 to 5 by June 2017.	N/A
<b>AO: C 6.1</b> - Increase the rate of ICCCP Evaluation Plan development activities to serve as a guidance document as to the progress made in implementing the Illinois Comprehensive Cancer Control Plan 2012-2015 from 1 to 2 by June 2015.	✔

When all missing information is completed, the system enables the **Finish** button.



**Note**

- The **Finish** button is not enabled until all errors are corrected and the red icons have been replaced by green ones.
- If the PPO without Annual Objectives warning is displayed, the *Continue without Annual Objectives* check box is also displayed at the bottom of **the Step 1 of 5: Review Errors in Current Action Plan** page. The **Finish** button will not be enabled until the *Continue without Annual Objectives* check box is selected, or at least one AO is entered for the PPO.

5. Click the **Finish** button.

**Result:** The system changes Step 4's status to *Complete* and enables the link for **Step 5: Update**

**Report Status.**

Chronic Disease MIS: State Oral Disease Prevention Program (DP13-1307)  
 Alaska Department of Public Health

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Annual Performance Report

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Process	Status
Step 1: Review Errors in Current Action Plan	Complete
Step 2: Enter Report Narrative	Complete
Step 3: Transfer Information	Complete
Step 4: Review Errors in New Action Plan	Complete
Step 5: Update Report Status	DRAFT



**Note**

- If you complete step 4 and make changes to the current action plan which adds items that should be corrected or enables an objective which was not previously available for transfer to be available, step 1 and all subsequent steps become *Incomplete* (except step 2). The system saves all previous data, however; you must visit each step again and correct all resulting errors in order to mark the section as complete.

**Missing Objectives Warning:**

Some programs require at least one Annual Objective (AO) for each Project Period Objective (PPO) entered in the Action Plan. CDMIS checks for this condition and issues a warning message if it finds PPOs without AOs. Each PPO missing an AO is highlighted, and a message with a check box to *Continue without annual objectives* is displayed at the end of the page.

If your program requires at least one AO for each PPO, **do not** check the *Continue without Annual Objectives* check box. Instead, click the **Return to the Action Plan** link to go back to the Action Plan and enter an AO for the highlighted PPO. Please refer to your Program Guidance to determine if this applies to you. If your Program Guidance allows a PPO to be entered without an Annual Objective, click the check box to continue. The **Finish** button will then be enabled, allowing you to complete Step 1.



**Important**

- Refer to your Program Guidance to determine if your program allows a PPO to be entered without an AO.

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Step 1 of 4: Review Errors in Current Action Plan

Listed below are all objectives and activities to be included in the report. Please print this page, review and correct any invalid information. The following information is required:

- Each Annual Objective must have at least one PROGRESS entered.
- Each Annual Objective must have at least one ACTIVITY entered.

Select the  icons below to add progress or activities. Once all corrections have been made, select **FINISH**.

Objectives	Progress Entered?	Activity Entered
<b>PPO: 1.0</b> - Increase the number of projects with partners to 10 by August 2014.	N/A	N/A
<b>AO: 1.1</b> - Increase the number of projects with Tribal organizations from 2 to 6 by September 2012.		
<b>PPO: 2</b> - Increase the number of participants on committee to develop state chronic disease prevention plan from 0 to 12 by August 2014.	N/A	N/A
<b>AO: 2.1</b> - Increase the number of recruits for the state plan committee from 0 to 15 by September 2012.		
<b>PPO: 3</b> - Increase the number of outreach efforts to 15 by August 2014.	N/A	N/A
<b>AO: 3.1</b> - Increase the number of diabetes brochures referencing natural disasters to 3 by September 2012.		
<b>PPO: 4</b> - Increase the number of infrastructure components supporting policy, systems and environmental changes strategies from 3 to 8 by August 2014.	N/A	N/A
<b>AO:</b> No Annual Objectives entered.		

One or more Project Period Objectives highlighted above are missing Annual Objectives. Please check the 'Continue' box below if you wish to continue without entering Annual Objectives, or Return to the Action Plan

Continue without entering Annual Objectives

Finish

Finish later

Click this checkbox if an Annual Objective is not required for the highlighted Project Period Objective.

## Step 5: Update Report Status

In Step 5, you will finalize your Annual Performance Report.



**Note**

- Once information is transferred, any changes to the information in the current year will not be reflected in the upcoming year.

**To complete Step 5 of the Annual Performance Report process:**

- Click on the **Step 5: Update Report Status** link.

**Result:** The system displays the *Step 5 of 5: Update Report Status* page.

**Chronic Disease MIS: State Oral Disease Prevention Program (DP13-1307)**  
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**Annual Performance Report**

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**Step 5 of 5: Update Report Status**

\*Report Status:       Draft  
                                   Finalized for submission to CDC

08/05/2011 

- In the *Report Status* field, select the *Finalized for submission to CDC* option.
- Enter the submission date into the text box in the format MM/DD/YYYY. You can also click the calendar icon to select a date.
- Click the **Save** button.

**Result:** The system displays a confirmation page.

## Chronic Disease MIS: State Oral Disease Prevention Program (DP13-1307)

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## 2013-2014 Reports

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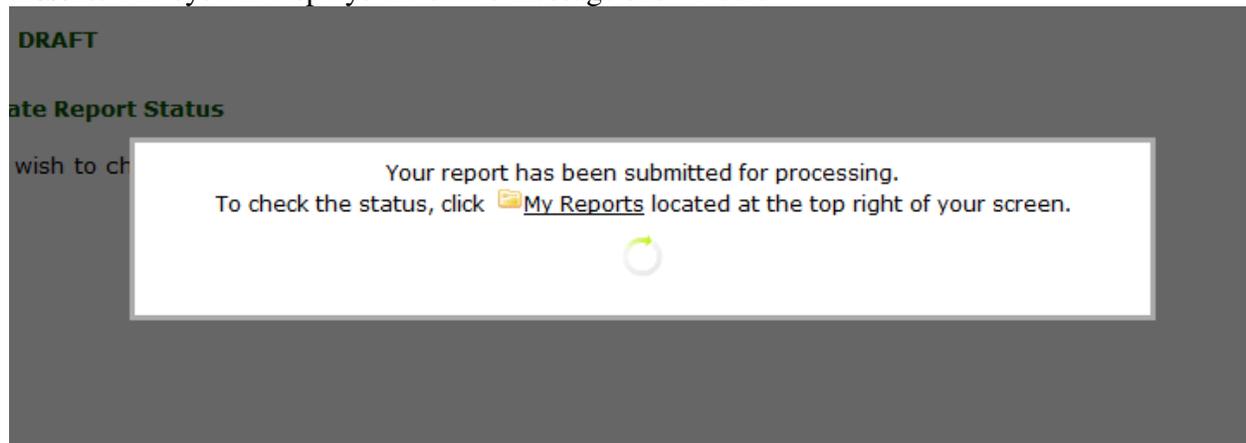
## Step 5 of 5: Update Report Status

Are you sure you wish to change the Annual Performance Report status to Finalized for submission to the CDC?



5. Click **Yes**.

**Result:** The system displays the status message shown below.



The system finalizes the report and also does the following:

- Saves the finalized Annual Performance Report.
- Disables all Annual Performance Report Steps.
- Makes the *Finalized Reports* section available and creates a PDF Report file. The *Finalized Reports* section displays the date the report was finalized and a **View and Print Report** link that you can click to download and view the report in PDF format and print the report, if desired. The finalized report is always available for download using the **View and Print Report** link, and does not expire.

**Chronic Disease MIS: State Oral Disease Prevention Program (DP13-1307)**  
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<b>System Admin</b>	<b>FOAs &amp; Recipients</b>	<b>Program Information</b>	<b>Resources</b>	<b>Financial</b>	<b>Planning</b>	<b>Action Plan</b>	<b>Reports</b>
<b>Annual Performance Report</b>							

**2013-2014 Reports**

Year:

**Annual Performance Report - DRAFT**

Process	Status
Step 1: Review Errors in Current Action Plan	
Step 2: Review Errors in Evaluation Reporting	
Step 3: Enter Report Narrative	
Step 4: Transfer Information	
Step 5: Review Errors in Upcoming Action Plan and CAP	
Step 6: <a href="#">Update Report Status</a>	Finalized for submission to CDC on 07/15/2014

Previously Finalized Reports	
Finalized on: 07/15/2014	<a href="#">View and Print Report</a>