



## CDMIS Basics

Version 2.0



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## CDMIS Overview

Welcome to the CDMIS, a password-protected Internet database. This page explains the benefits and structure of the system and describes who will have access to it.

### Benefits

CDMIS:

- provides a comprehensive view of each state program as well as the national program.
- standardizes reporting across all states.
- improves documentation of program successes and challenges.
- identifies promising practices.
- facilitates program evaluation.

### CDMIS Structure

The application has the following main sections:

- **Technical Assistance:** The Technical Assistance Dashboard lets you view at a glance, the status of the Project Period Objectives, Annual Objectives, and Activities in an Action Plan.
- **User Management:** The User Management section allows you to add users to the system, remove users, or edit user information. This section is available only to CDC users.
- **Program Information:** The Program Information section provides a quick reference to general information about a state program and its key staff and allows you to manage the information. The section includes program contact information, a program summary, identifies the role of each staff member in the state program, and also lists organization charts.
- **Resources:** Resources allow you to store and maintain information related to the some of the key elements of a program that are necessary for planning, implementing, evaluating, and sustaining a program.
- **Planning:** The Planning section allows you to put together and maintain a comprehensive plan to attain your program's goals.
- **Financial:** The Financial section allows you to document and maintain Cost Sharing and In-Kind contributions information related to your program.
- **Action Plan:** The Action Plan section serves as a means for states to manage all action plan information, track the progress of the work and document the results from the action plan.
- **Community Information:** The Community Information section allows you to set up a community and manage the community's goals on a yearly basis, track the progress of the work, and document the results.

- **Search:** The Search section allows you to search across organizations for specific information of interest.
- **Reports:** The Reports section allows you to complete Interim, Annual, and Finalized Performance Reports for your FOA and submit them to CDC.

**Note**

- The sections and functions available to each user are based on his or her FOA and access level. Most users will have access to the tabs listed on the right of the FOA & Recipients tab (Program Information, Resources, Financial, Planning, Action Plan, etc.).
-

## Accessing the System

All grantees must access the system with user IDs and passwords. A designated CDC Staff Member with the appropriate access can select a state and view the program details for that state. A state can see only its own specific information. Each state designates which staff and, if desired, who can access the system within their state. The state also designates which users are allowed to enter and maintain information and which have read-only access.

### Accessing the system: Recipients

When recipients are added to the system as users, a user ID and password are sent to each recipient. Recipients can then access the system by going to the Login page and entering their user ID and password in the User ID and Password fields respectively.

To log into CDMIS:

1. Type <https://nccd.cdc.gov/CDMIS/Default/Login.aspx> into the address field in your browser. The system displays the CDMIS Login page.

CDC Home  
**CDC** Centers for Disease Control and Prevention  
Your Online Source for Credible Health Information

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### Chronic Disease Management Information System (MIS)

User ID:

Password:

**Conditions of Use and Logon**  
This is a U.S. Federal Government system and shall be used only by authorized persons for authorized purposes. User adherence to acceptable use policy. Users of this system hereby consent to such monitoring. Improper or illegal use of non-public information that must be protected from unauthorized access, disclosure, sharing, and transmission violatio

By logging into this application, I understand and agree to use the application in the manner in which it is intended. I a with these rules will result in loss of access.

**Funded FOA users:** Type the User ID and password assigned to you for this application.

- Passwords are case-sensitive.
- For security reasons, a period of 45 or more minutes of inactivity requires that you log in again.
- After 5 unsuccessful attempts to log in, your account will be temporarily locked for 15 minutes.

2. Enter your user ID in the *User ID* field.
3. Enter your password in the *Password* field.

4. Click **Login**. The system displays the *Program Information* page.

Chronic Disease MIS: DELTA FOCUS (CE13-1302)

Alaska Network on Domestic Violence and Sexual Assault

Program Information	Resources	Financial	Planning	Action Plan	Community Information	Reports	Search
Contact Information   Program Summary							
2014-2015 Program Information				Year: 2014-2015 <input type="button" value="Go"/>			
<a href="#">Contact Information edit</a>							
<b>View Contact Information</b>							
Organization Name:	Alaska Network on Domestic Violence and Sexual Assault						
Grantee Number:	2278						
Announcement Number:	CE13-1302						
DUNS Number:	942891789						
Awardee Specific Timeframe:							
*Telephone:	(907) 586-3650 						
FAX:	(907) 586-3182 						
Web Address:	<a href="http://www.andvsa.org">http://www.andvsa.org</a>						
*Program Mailing Address:	130 Seward St Suite 214 Juneau , AK 99801						



If your password has expired, you are logging into CDMIS for the very first time, or you are logging in for the first time after your password was reset, the system displays a page that allows you to change your assigned password to a password of your choice.

The password you enter must meet the following criteria:

- Minimum of 8 characters in length
- Must not contain your User ID or any part of your name.
- Must be created using 3 of the following criteria:
  - Uppercase letters
  - Lowercase letters
  - Numbers
  - Punctuation symbols. Punctuation symbols allowed are @, #, \$, !, {, }, and ^

## Accessing the system: CDC Users

You do not need to log in CDMIS if you are a CDC user and accessing the system from your computer, the system logs you in automatically. When using a computer other than your own however, you must manually log into that computer using your network user ID and password in order for the system to recognize you as a user.

## Logging off CDMIS

You can log off CDMIS by clicking the **Log Out** link at the top right side of the page.



Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)  
Arizona Department Of Health Services

System Admin | FDAs & Receipts | Program Information | Resources | Financial | Planning | Action Plan

Personnel | Partnerships/Coalitions | Partners | Contracts/Consultants

2009-2010 Resources Year: 2009-2010

Name	Position	Telephone	Personnel Status	Position Status	
	Policy Analyst			Vacant	view   edit   delete
	Other - Worksite Wellness - RN			Vacant	view   edit   delete
Cruz, Leira	Other - Chronic Disease Branch Chief	(846) 555-2341	Active	Filed	view   edit   delete
Day, Linda	Business/Financial Official	(846) 222-1234	Active	Filed	view   edit   delete



If you are updating a page, it is important that you save your data before logging out of CDMIS. Failure to do so will result in loss of data.

## Forgot your password?

If you have forgotten your password, your password can be reset by contacting your Project Officer.

## System Timeout

If you leave the system idle for a period of more than 20 minutes, the system will time out and require that you log in again. If you have not saved your work, all your changes will be lost. We recommend that you save your work frequently.



If you are updating a page, it is important that you save your data before logging out of CDMIS.

## System Requirements

CDMIS works best on a Windows platform with Microsoft Internet Explorer 6.0 (or later), JavaScript enabled, screen resolutions of 1024x768 (or greater) and 256 colors (or better). Pop-up blockers should be turned off for this site to function properly.

# About Online Help

This CDMIS Help provides information, instructions, and definitions for each section of the CDMIS and provides an overview of the system and also provides step-by-step instructions and definitions specific to each section of the system.

To access CDMIS Help, click the **Help** link at the top right of every CDMIS page.



## Page Layout

- Each section-specific Help page provides an overview of the section and describes information on the *summary*, *enter*, *edit*, or *view* pages. The Help page also describes the links on each page that you can use to add, edit, view, delete information, or upload an attachment. Each Help page has a step-by-step table of instructions and definitions for the section's enter and edit pages.
- All the Help pages are printable using the *Print* option in your web browser.
- When you click the **Help** link from a specific location, the Help page for that section is displayed.
- To return to the CDMIS, close Help by clicking on the **X** at the top right of the page.

The **Help** link is available at the top right hand side of every page in the MIS. When you click on the online **Help** link, the system displays Help information for the current section. Each Help page provides you with a description of the section, general explanation of the MIS page, specific instructions for adding or editing information within the section, some examples for responses as appropriate, and definitions of terms and fields used in the section, as needed.





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You can print any online Help screen by using the *Print* function on your Web browser.

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# CDMIS Navigation

## CDMIS Navigation Tabs

The top of every page in the system has tabs that allow you to navigate the various sections of the MIS. Each tab covers a different topic and contains one or more sub-sections that are used to view, enter or update information.

The screenshot shows the navigation interface for 'Chronic Disease MIS: DELTA FOCUS (CE13-1302) Alaska Network on Domestic Violence and Sexual Assault'. It features a row of tabs: Program Information, Resources, Financial, Planning, Action Plan, Community Information, Reports, and Search. Below these is a sub-section bar with links: Personnel | Partners | Contracts/Consultants | Leadership Team | SDVC Structure. A '2014-2015 Resources' section is visible with a 'Year: 2014-2015' dropdown and a 'Go' button. Two callout boxes are present: one pointing to the tabs and another pointing to the sub-section bar.

The Action Plan and Community Information sections also use a navigation tree, which displays information in hierarchical order.

The screenshot shows the 'Action Plan Summary' page. At the top right is an 'Add PPO' button. Below is a hierarchical tree structure:

- PPO: 1 - Increase the percent of Alaska's ag...
  - Progress (0)
  - AO: 1.1 - Increase the percent of Pathways ...
  - AO: 1.2 - Increase the percent of Alaska's ...
- PPO: 2 - Increase the percent of community-b...
  - Progress (0)
  - AO: 2.1 - Increase the percent of local pre...
    - Progress (0)
    - Activities (3)
    - Products (3)
- PPO: 3 - Increase the percent of School dist...
- PPO: 4 - Increase the percent of Alaskan you...
- PPO: 5 - Increase the percent of Healthy nor...

## CDMIS Page Types

There are six types of pages used in CDMIS.

- **Summary:** Lists one or more similar items.
- **Add:** Allows you to enter new information.
- **Edit:** Allows you to modify existing information.
- **View:** Allows you to view existing information. You cannot modify information on the View page.
- **Delete:** Allows you to confirm the deletion of an item.
- **Attachment:** Allows you to upload a document and attach it to an item.

### Summary Page

A summary page lists one or more similar items, such as staff member names. Summary pages are used to access all information for each section.

The screenshot shows a web interface for 'Chronic Disease MIS: DELTA FOCUS (CE13-1302)'. The page title is 'Alaska Network on Domestic Violence and Sexual Assault'. There are navigation tabs: Program Information, Resources, Financial, Planning, Action Plan, Community Information, Reports, and Search. Below the tabs is a breadcrumb trail: Personnel | Partners | **Contracts/Consultants** | Leadership Team | SDVC Structure. A section for '2014-2015 Resources' includes a dropdown menu for 'Year: 2014-2015' and a 'Go' button. Below this is a link for 'Contracts/Consultants add'. A table lists items with columns for Organization Name, Primary Role in Program, and Contract Status. Each row has 'view | edit | delete' links. Callout boxes point to: 1) 'add' link (Link for adding an item), 2) 'view | edit | delete' links (Links for viewing, editing, or deleting an item), and 3) the table content (List of one or more similar items).

Organization Name	Primary Role in Program	Contract Status	
eding Women in Abuse and Rape Emergencies	Other - dv/sa program	Awarded	view   edit   delete
Northwest Strategies	Communication/Media	Awarded	view   edit   delete
Sitkans Against Family Violence	Program Coordination	Awarded	view   edit   delete
Strategic Prevention Solutions	Evaluation	Awarded	view   edit   delete



**Note**

- Links to add information are usually located at the top left, next to the section name in the header bar.
- The **edit**, **view**, and **delete** links are usually displayed to the right of the item.
- Only Users with Full Access can access all types of screens.
- Users with “Read Only” access will access only the Summary and View screens.
- The tabs and sections visible to each user is based his or her access level. Most users will have access to the tabs listed on the right of the FOA & Recipients tab (Program Information, Resources, Financial, Planning, Action Plan, etc.)

### Page Layout

The pages have several features in common.

- The **Program and Grantee Names** are displayed at the top left side of each page.
- The **Budget Period** is displayed at the top right of all summary pages. The budget year always defaults to the current year.

Program and grantee name → **Chronic Disease MIS: DELTA FOCUS (CE13-1302)**  
**Alaska Network on Domestic Violence and Sexual Assault**

[Program Information](#) | [Resources](#) | [Financial](#) | [Planning](#) | [Action Plan](#) | [Community Information](#) | [Re](#)

[Personnel](#) | [Partners](#) | [Contracts/Consultants](#) | [Leadership Team](#) | [SDVC Structure](#)

Budget period → **2014-2015 Resources**      Year: 2014-2015     

[Contracts/Consultants](#) add

Organization Name	Primary
Aiding Women in Abuse and Rape Emergencies	Other -
Northwest Strategies	Commu
Sitkans Against Family Violence	Prograr

### Required information

**Required information** is displayed with an asterisk (\*) to the left of the field name. You must complete a required field in order to save information on a page.

**Chronic Disease MIS: DELTA FOCUS (CE13-1302)**  
**Alaska Network on Domestic Violence and Sexual Assault**

[Program Information](#) | [Resources](#) | [Financial](#) | [Planning](#) | [Action Plan](#) | [Community Information](#) | [Repor](#)

[Contact Information](#) | [Program Summary](#)

**2014-2015 Program Information**

**Edit Program Summary**

A required field has an asterisk → \*Grantee Type:  State/Terri

\*Executive Summary:

### Error messages

**Error messages** are displayed at the top of the page. All errors must be corrected before the information can be saved.

**Chronic Disease MIS: DELTA FOCUS (CE13-1302)**  
**Alaska Network on Domestic Violence and Sexual Assault**

[Program Information](#)
[Resources](#)
[Financial](#)
[Planning](#)
[Action Plan](#)
[Community Information](#)
[Reports](#)
[Search](#)

[Contact Information](#) | [Program Summary](#)

**2014-2015 Program Information**

 Please correct these errors before continuing:  
**Telephone** is required. Please enter information.

**Edit Contact Information**

Organization Name: Alaska Network on Domestic Violence and Sexual Assault

Grantee Number: 2278

Announcement Number: CE13-1302

DUNS Number: 942891789

Awardee Specific Timeframe:

\*Telephone:    ext.

FAX:  907  586  3182

## My Reports

Every page has a link to the *My Reports* option, which allows you check the status of report(s) being generated. After you select a report to run, you can click the **My Reports** link at the top right of the page to open a pop-up window and check the status of the report(s) being generated. While the report is being generated, you can continue working in the system and access other pages in the system without disrupting the progress of the report being generated. For more information on My Reports, see the section in this training manual.



Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)  
 Arizona Department Of Health Services

[System Admin](#)
[FOAs & Recipients](#)
[Program Information](#)
[Resources](#)
[Financial](#)
[Planning](#)
[Action Plan](#)
[My Reports](#)
[Help](#)
[Log Out](#)

Personnel | Partnerships/Coalitions | Partners | Contracts/Consultants

2009-2010 Resources

Name	Position	Telephone	Personnel Status	Position Status	
	Policy Analyst			Vacant	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
	Other - Worksite Wellness - RN			Vacant	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
Cruz, Leira	Other - Chronic Disease Branch Chief	(846) 555-2341	Active	Filed	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>
Day, Linda	Business/Financial Official	(846) 222-1234	Active	Filed	<a href="#">view</a>   <a href="#">edit</a>   <a href="#">delete</a>

## Save and Cancel Buttons

**Save** and **Cancel** buttons are usually located at the bottom of each page that you use to add new information or modify existing information. Click **Cancel** to discard any changes and return to the previous page. Click **Save** to save the information currently

displayed on a page.

Association to Action Plan	Type	Status	Time Frame
No activities assigned.			



- If you navigate away from a page without clicking the **Save** button, all updates will be lost.
- If any fields on the page are incomplete or invalid when you click the **Save** button, the system will display an error message. The invalid fields must be corrected before the information can be saved.

## Entering Information

CDMIS uses five methods for entering information:

- Check boxes
- Text boxes
- Radio buttons
- Drop down lists
- File uploads

### Text Boxes

Text boxes are used for questions that are open ended. Text boxes allow you to enter free form text. You can use the keyboard to enter information or copy and paste information from another document into text boxes.

Each text box accommodates a limited number of characters/words which varies depending on the amount of information requested. The maximum number of characters is displayed at the bottom of each text box. A count of the characters used is also displayed and incremented as text is entered.

Spell-check feature is included in each text box. Click on the spell check icon  in the upper left corner of the text box to start the spell-checker. This functions much like the spell checker in Word. Misspelled words are highlighted in yellow and a list of replacement words is displayed with the option to change or ignore the misspelled word.

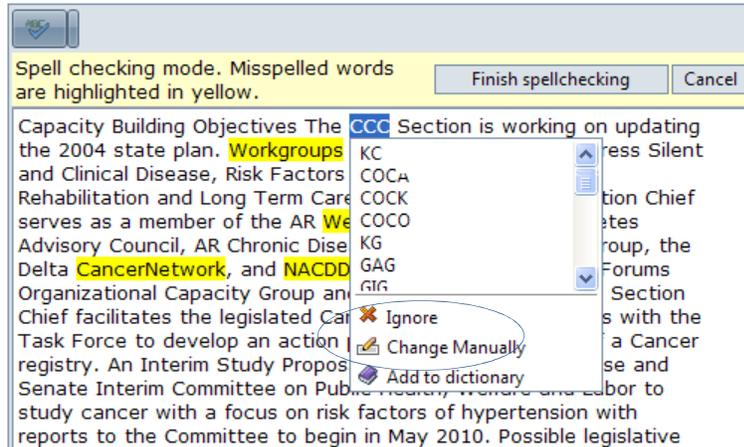
### Text Box Examples:

\*Position Description:

ABC
ABC

This position is responsible for all financial and funding affairs

Characters: 66 / Maximum: 500



## Check Boxes

Check boxes are used for questions that allow more than one response option. Check boxes allow you to select multiple responses from a list of several response options. Whenever check box options are displayed, you may select all the options that apply. In cases where you can check only a certain number of boxes, additional instructions will be included below the field name.

To check an option, click inside the check box and a check mark will appear in the box. To uncheck a selected option, click inside the check box again and the check mark will be removed.

For most check box lists, the last option is an *Other* check box that allows you to add one or more items that are not in the check box list. When you select an *Other* check box, you must specify the other items in the text box provided.

### Check Box Example:

U.S. Bureau of Census  
 Vital statistics  
 Youth Risk Behavior Surveillance (YRBS)  
 Other

## Radio Buttons

Radio buttons are used for questions that require only one response option to be selected. Radio buttons allow you to select one response option from a list of two or more response options. A common example is when there is a question requiring a *Yes* or *No* answer. To select a radio button, click inside the circle. A dot will appear in the circle. To change the selection, click inside the other circle. The dot will be removed from the one circle and appear in the other circle.

## Radio Button Example:



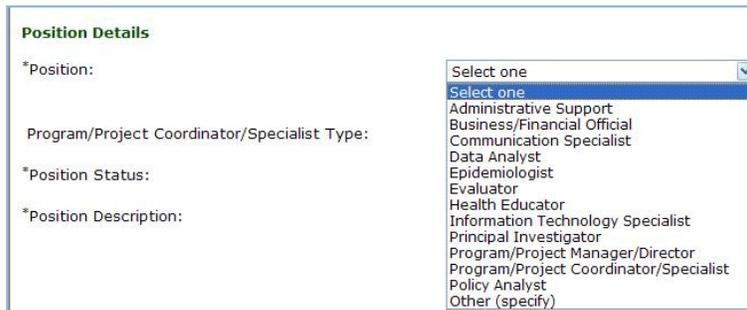
\* Can this product be shared?  Yes  No

## Drop-down Lists

Drop down lists are used for questions that require only one response option to be selected. Drop-down lists display several items from which you can select only one item. To select an item from a drop-down list, simply click the down arrow in the box and select the desired item from the displayed list. You can scroll up or down a displayed list to view all the items displayed on a list before selecting one.

Most drop-down lists in the Chronic MIS are static lists. That is, they are pre-populated with information and you cannot change the lists. However, some of the drop-down lists are dynamic lists. These are the drop down lists that contain information like personnel members or partners. They are referred to as dynamic because they are created solely from the names you enter into the Chronic MIS and are updated every time you add a new name.

## Drop Down List Example:



**Position Details**

\*Position:

Program/Project Coordinator/Specialist Type:

\*Position Status:

\*Position Description:

- Select one
- Administrative Support
- Business/Financial Official
- Communication Specialist
- Data Analyst
- Epidemiologist
- Evaluator
- Health Educator
- Information Technology Specialist
- Principal Investigator
- Program/Project Manager/Director
- Program/Project Coordinator/Specialist
- Policy Analyst
- Other (specify)

## Attachments

You can attach files into some sections of the Chronic MIS. Attaching a file is simply saving a copy of a document into the system. The maximum file size that can be uploaded is 10MB.

The procedure for uploading files is the same throughout the system. All the steps for uploading files are explained here as well as in the online Help.

The Chronic MIS can accommodate the following types of attachments:

- Microsoft Word (.doc)
- WordPerfect (.wpd)
- PowerPoint (.ppt)
- Excel (.xls)
- Adobe (.pdf)

- HTML (.htm or .html)
- rich text (.rtf)
- text (.txt)
- zipped (.zip).



- 
- Use of trade names is for identification only and does not imply endorsement by the U.S. Department of Health and Human Services.
  - Before uploading a document, it is recommended that you protect the document by making it a “read-only” file. This will prevent other users from unintentionally changing the document. (For further instructions on protecting files, consult your network support team or your word processing guide.)
- 

Any number of versions of a document can be uploaded. That is, when you update a document, such as partnership or coalition attachment, you can upload each version as it gets updated.

### Attaching Documents:

Use the **Browse** button to search your local or network drives for the file to be attached.

To attach a document:

1. Click **Browse**.
2. Scroll through the list of folders that are displayed.
3. Double-click on the appropriate folder.
4. Click again on the file name of the document you want to upload.
5. Click the **Open** button (or double click on the file name).

This process is similar to the same process for attaching a file to an E-mail. An example of a dialog box for selecting a folder is displayed below.



After clicking the **Open** button, the document's entire path and file name is displayed in the *File* text box within the Chronic MIS.

## Using the *My Reports* Option

### Generating Reports

When you “print” a report (e.g., action plan summary report, interim progress report), the report is sent to a processing queue. As the report is processing, you can continue with your work in the MIS. To check the status of a printed report and download it, click the **My Reports** link.

Chronic Disease MIS: Comprehensive Cancer Control Program (CCC)  
Arizona Department Of Health Services

System Admin | FOAs & Recipients | Program Information | Resources | Financial | Planning | Action Plan

Personnel | Partnerships/Coalitions | Partners | Contracts/Consultants

2009-2010 Resources Year: 2009-2010

Name	Position	Telephone	Personnel Status	Position Status	
	Policy Analyst			Vacant	view   edit   delete
	Other - Worksite Wellness - RN			Vacant	view   edit   delete
Cruz, Leira	Other - Chronic Disease Branch Chief	(846) 555-2341	Active	Filed	view   edit   delete
Day, Linda	Business/Financial Official	(846) 222-1234	Active	Filed	view   edit   delete

### The *My Reports* Pop-up List

Clicking **My Reports** displays the *My Reports* pop-up list, which shows all generated reports that are processing or have completed processing and are available for download. Click the **Download** link to open a report file or save it to your computer.

Chronic Disease MIS: Healthy Communities Program: ACHIEVE  
National Association Of County & City Health Officials (Category B)

System Admin | FOAs & Recipients | Program Information | Resources | Planning | Ac P

Report Submitted Available Until

Community Action Plan Report	10/04/12 9:57 AM EST	10/04/12 10:57 AM EST	Download (PDF 8.6 KB)
Action Plan Report	10/04/12 9:56 AM EST	10/04/12 10:56 AM EST	Download (PDF 71 KB)
Community Action Plan Report	10/04/12 9:53 AM EST	10/04/12 10:53 AM EST	Download (PDF 8.6 KB)

2012-2013 Community Information Year: 2012-2013

Community Action Plan Summary

Add Community No information entered.

Community No information entered.



#### Note

- The *My Reports* option is available for all reporting years.
- Generated reports in the *My Reports* list are available until the “Available Until” time, which is 18 hours from the “Submitted” time (Eastern Standard Time), or until you click the **Download** link.
- If you generate the same report multiple times, the most recently generated document appears highest in the list.
- Final progress reports are still available under the *Reports* tab, but you can check the processing status in the *My Reports* list.

## The CDMIS Training Manuals

A training manual is available for each of the CDMIS module listed below.

- Technical Assistance
- User Management
- Program Information
- Resources
- Financial
- Planning
- Action Plan
- Community Information
- Search
- Reports

Each training manual focuses on a specific main section or module in CDMIS and provides requirements, explanations, and instructions for using and completing tasks. After each main task in a module, a *What do I do differently for my FOA?* section gives you further step-by-step instructions on how to complete the task for your specific FOA. Please feel free to make additional copies of the manual and share with your colleagues.