



Reports Module

Version 2.0



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Introduction

The Reports section allows you to generate the Interim, Annual, and Final Performance Reports required by the CDC each budget period. Your Project Officer/Program Consultant will provide you with the exact date for submission of the reports.

Interim Report – Includes Action Plan progress for the first six months of the budget year, and the Action Plan for the upcoming budget year.

Annual Report – Includes progress for the entire budget year.

Final Performance Report – Includes information on the comparison of actual accomplishments to objectives established for the project period.

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.

Accessing Reports in CDMIS:

To access a report, click the *Reports* tab. The system displays the Reports page.

The system will default to the correct report (Interim, Annual, or Final Performance) based on the current date. If the report you want to access is not displayed by default, click on its link.



- To view reports from a previous year, select the year from the drop-down list and click the **Go** button.

Click a link to select a report

Click the year drop down list and then click **Go** to view reports from a specific year

Interim Report

The Interim Report contains the Action Plan for the current year, progress for each Annual Objective (AO), and the Action Plan for the upcoming budget year.

Creating an Interim Report

CDMIS guides you through the following five (5) steps required to generate the Interim 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 previous year's annual report does not have to be final in order to complete the interim report.
-

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 Interim Report has been entered. The following information is required for the Interim 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 Interim Report process:

1. Click the *Reports* tab.

Result: The system displays the *Interim Report* page.



- The system will default to the correct report (Interim, Annual, or Final Performance) based on the current date. If the Interim Report is not automatically the default, click on its link.

Chronic Disease MIS: Comprehensive Cancer Control (DP12-1205)

Illinois Department Of Public Health

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

Interim Report | Annual Report

2013-2014 Reports

Year: 2013-2014

Interim Report - DRAFT

| Process | Status |
|--|------------|
| Step 1: Review Errors in Current Action Plan | Incomplete |
| 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 |



- 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.

2. 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.

2013-2014 Reports

Interim Report - DRAFT

 Print this page

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 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** .

Click the red “!” icon to enter missing information

| Action Plan | | |
|---|---|---|
| Objectives | Progress Entered? | Activity Entered? |
| PPO: 01 - 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 |
| AO: C 1.1 - Increase the number of data sets and surveillance systems as a means of assessing Illinois cancer burden from 2 to 3 by June 2014. |  |  |
| PPO: 02 - 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 |
| AO: C 2.1 - Increase the number of users of cancer registry data to define and implement comprehensive cancer control strategies from 5 to 15 by June 2014. |  |  |
| AO: 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 2014. |  |  |

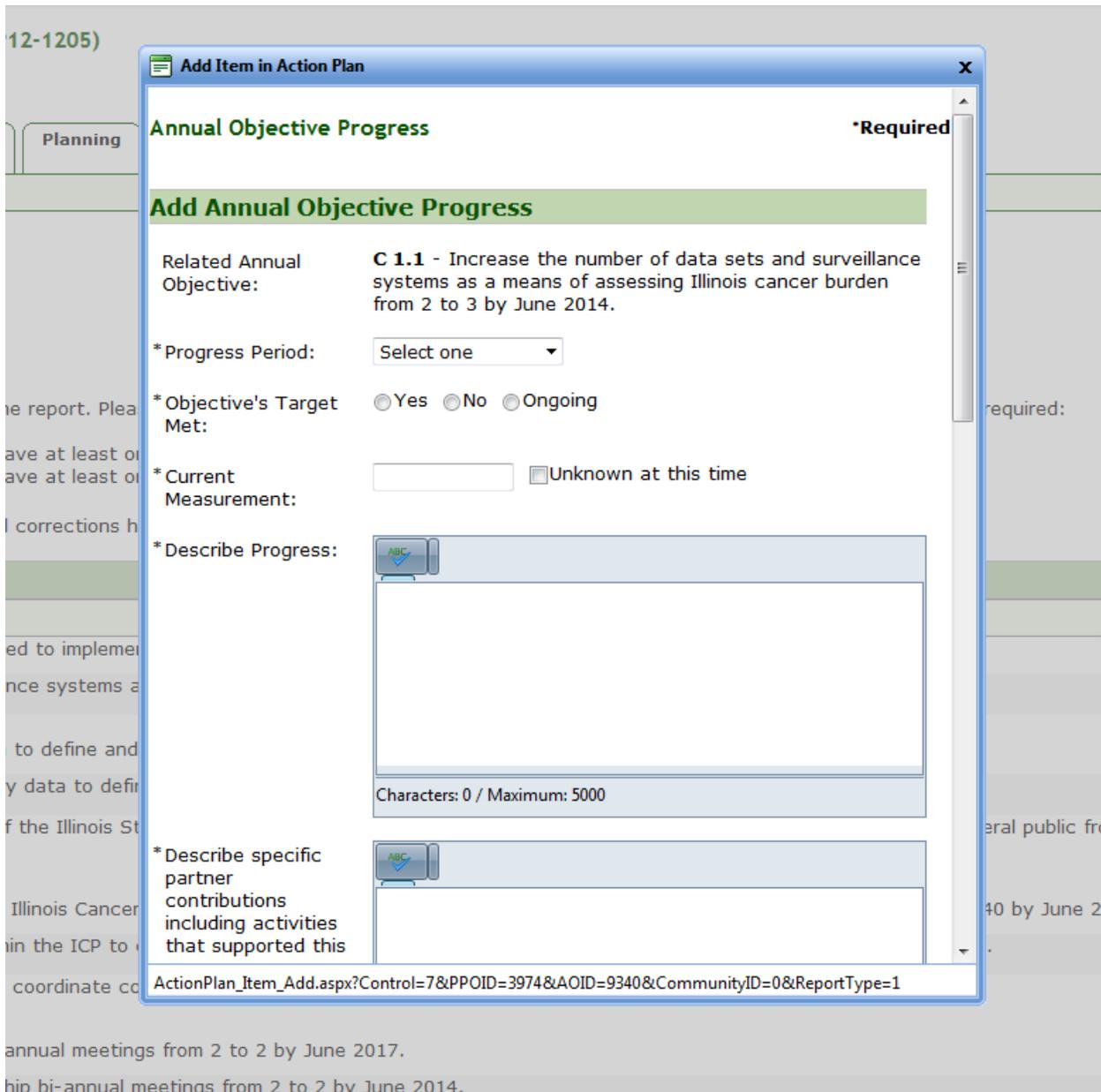


Note

-  Indicates required information has not been completed.
-  Indicates required information has been completed.
- 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.

3. Click on a red “!” icon.

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



4. 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.

2013-2014 Reports

Interim Report - DRAFT

 Print this page

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 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**.

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

| Action Plan | | |
|---|---|---|
| Objectives | Progress Entered? | Activity Entered? |
| PPO: 01 - 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 |
| AO: C 1.1 - Increase the number of data sets and surveillance systems as a means of assessing Illinois cancer burden from 2 to 3 by June 2014. |  |  |
| PPO: 02 - 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 |
| AO: C 2.1 - Increase the number of users of cancer registry data to define and implement comprehensive cancer control strategies from 5 to 15 by June 2014. |  |  |
| AO: 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 2014. |  |  |

5. 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? |
| PPO: 01 - 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 |
| AO: C 1.1 - Increase the number of data sets and surveillance systems as a means of assessing Illinois cancer burden from 2 to 3 by June 2014. | ✓ | ✓ |
| PPO: 02 - 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 |
| AO: C 2.1 - Increase the number of users of cancer registry data to define and implement comprehensive cancer control strategies from 5 to 15 by June 2014. | ✓ | ✓ |
| AO: 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 2014. | ✓ | ✓ |
| PPO: 03 - 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 |
| AO: C 3.1 - Increase the number of effective alliances within the ICP to coordinate existing comprehensive cancer control resources from 120 to 127 by June 2014. | ✓ | ✓ |
| AO: C 3.2 - Increase the number of active ICP members to coordinate comprehensive cancer control resources from 260 to 270 by June 2014. | ✓ | ✓ |
| PPO: 04 - Maintain the number of Illinois Cancer Partnership bi-annual meetings from 2 to 2 by June 2017. | N/A | N/A |
| AO: C 4.1 - Maintain the number of Illinois Cancer Partnership bi-annual meetings from 2 to 2 by June 2014. | ✓ | ✓ |
| PPO: 05 - 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 |
| AO: C 5.1 - Increase the rate of annual reviews and maintenance of the Illinois Comprehensive Cancer Control Plan from 1 to 2 by June 2014. | ✓ | ✓ |
| PPO: 06 - 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 |
| 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 | ✓ | ✓ |

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.

6. Click the **Finish** button.

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

Report Narrative.

Chronic Disease MIS: Comprehensive Cancer Control (DP12-1205)

Illinois Department Of Public Health

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Interim Report | Annual Report

2013-2014 Reports Year: 2013-2014

Interim Report - DRAFT

| 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.

2011-2012 Reports

Interim Report - DRAFT

[Print this pag](#)

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 |
|--|---|---|
| PPO: 1.0 - Increase the number of projects with partners to 10 by August 2014. | N/A | N/A |
| AO: 1.1 - Increase the number of projects with Tribal organizations from 2 to 6 by September 2012. |  |  |
| PPO: 2 - 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 |
| AO: 2.1 - Increase the number of recruits for the state plan committee from 0 to 15 by September 2012. |  |  |
| PPO: 3 - Increase the number of outreach efforts to 15 by August 2014. | N/A | N/A |
| AO: 3.1 - Increase the number of diabetes brochures referencing natural disasters to 3 by September 2012. |  |  |
| PPO: 4 - Increase the number of infrastructure components supporting policy, systems and environmental changes strategies from 3 to 8 by August 2014. | N/A | N/A |
| AO: 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

2. In the *Please describe the most significant accomplishments during the reporting period* field enter a detailed description of the significant accomplishments made by your program for the first 6 months of the reporting year, including collaboration across other chronic disease programs. Maximum text is 5,000 characters or about 1,000 words. You may enter information directly into the text box, or cut and paste information from another application such as Microsoft Word.
3. In the *Please describe the most significant challenges during the reporting period* field, enter a detailed description of the significant challenges encountered by your program during the first 6 months of the reporting year. Maximum text is 5,000 characters or about 1,000 words. You may enter information directly in the text box, or cut and paste information from another application such as Microsoft Word.

Result: The system enables the **Save** button.

Chronic Disease MIS: Comprehensive Cancer Control (DP12-1205)**Illinois Department Of Public Health**Interim Report | [Annual Report](#)**2013-2014 Reports****Interim Report - DRAFT****Step 2 of 5: Enter Report Narrative**

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

We increased the number of day home providers in this program, not only will the children under their care, but also their families benefit from a more nutritious diet. This is also an economic development objective because it can provide increased income to persons who are currently providing care but no registered.

Characters: 521 / Maximum: 5000

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

After identifying the after-school programs in the community, it was hard to determine which provide at least 30 minutes of physical activity and work with those that do not.

Characters: 378 / Maximum: 5000

4. 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**.

Chronic Disease MIS: Comprehensive Cancer Control (DP12-1205)

Illinois Department Of Public Health

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Interim Report | [Annual Report](#)

2013-2014 Reports

Year:

Interim Report - DRAFT

| 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 Interim 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 Interim Progress 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

- Step 3: Transfer Information** is disabled and marked as "Not applicable" if your program is in its final reporting year and you have entered progress information only for the first six (6) months in your action plan.
- 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 which add items that should be recommended for transfer, Step 3 becomes 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.
- 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.

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.



- Tabs are displayed in the MIS 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, at least once for each PPO (during Annual Report), and twice for each AO (once per Interim and once per Annual).

To complete Step 3 of the Interim 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.

Chronic Disease MIS: Comprehensive Cancer Control (DP12-1205)

Illinois Department Of Public Health

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Interim Report | [Annual Report](#)

2013-2014 Reports

Interim Report - DRAFT [Print this page](#)

Step 3 of 5: Transfer Current Funding Year Information to Upcoming Funding Year

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

It is important to note the following information about the 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 | Transfer | Date Transferred |
|---|-------------------------------------|------------------|
| PPO: 01 - Increase the number of data sets and evaluations used to implement and evaluate programmatic and collaborative efforts from 0 to 4 by June 2017. | <input checked="" type="checkbox"/> | |
| AO: C 1.1 - Increase the number of data sets and surveillance systems as a means of assessing Illinois cancer burden from 2 to 3 by June 2014. | <input checked="" type="checkbox"/> | |
| ACT: C 1.1.1 - Development of an Illinois Cancer Burden Update Report. | <input checked="" type="checkbox"/> | |
| ACT: C 1.2 - Annual maintenance of the Illinois State Comprehensive Cancer Control Plan 2012-2015. | <input checked="" type="checkbox"/> | |
| ACT: C 1.3 - Establish baseline and target rates for cancer screening in Illinois. | <input checked="" type="checkbox"/> | |

Click the check box that corresponds to the objectives and activities to be transferred.



- 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.

- In the Objectives and Activities section, select the check boxes corresponding to the objectives and activities that you want to transfer in the *Transfer* column. If you do not want to transfer information, do not select the corresponding text box for the section. Be sure to review each objective’s and activity’s information for accuracy.



- 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.

- 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**.

Chronic Disease MIS: Comprehensive Cancer Control (DP12-1205)

Illinois Department Of Public Health

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Interim Report | Annual Report

2013-2014 Reports

Year: 2013-2014
Go

Interim Report - DRAFT

| 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 |

The system transfers information in the following tabs to the upcoming year.

- Program Information: All Contact Information and Program Summary information.
- Resources: All active Personnel, Partners, and Contractors/Consultations; all “Vacant” positions;
- Planning: 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 will also be transferred.



-
- 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.
-

What other information is transferred for my FOA?

Click on your FOA to find out.

[Achieve](#) | [CCC](#) | [DELTA FOCUS](#) | [HCP](#) | [PHC](#) | [SAH](#)

Achieve:

Community Information

DELTA FOCUS:



-
- Planning Evaluation information is not transferred for DELTA FOCUS (CE 13-1302).
-

Community Information

CCC:

Partnership/Coalition, Financial (all information)

HCP:

Leadership Team, Community Information

PHC:

Community Information

SAH:

Leadership Team, Community Information

Step 4: Review Errors in New Action Plan

Step 4 allows you to review the errors that are present in the new action plan, if any, and then correct them. If errors are present in your new action plan, the system will not allow you to advance to step 4 of the interim report process. 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 Interim Report process.



-
- **Step 4: Review Errors in New Action Plan** is disabled and marked as *Not applicable* if your program is in its final reporting year and you have entered progress information only for the first six (6) months in your action plan.
 - When completing Step 4, ensure that you have entered at least one activity for each Annual Objective.
-

To complete Step 4 of the Interim 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.

Chronic Disease MIS: Comprehensive Cancer Control (DP12-1205)

Illinois Department Of Public Health

My Reports Help Log

| | | | | | | | | |
|--------------|-------------------|---------------------|-----------|-----------|----------|-------------|---------|--------|
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|--------------|-------------------|---------------------|-----------|-----------|----------|-------------|---------|--------|

Interim Report | Annual Report

2013-2014 Reports

Interim Report - DRAFT

Print this page

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 functions are available:

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

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

Click the red "!" icon to enter missing information

| Action Plan | Activity Entered? |
|---|-------------------|
| Objectives | |
| PPO: 01 - 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 |
| AO: C 1.1 - Increase the number of data sets and surveillance systems as a means of assessing Illinois cancer burden from 2 to 3 by June 2015. | |
| PPO: 02 - 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 |
| AO: C 2.1 - Increase the number of users of cancer registry data to define and implement comprehensive cancer control strategies from 5 to 15 by June 2015. | |
| AO: 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. | |

Click the red "!" icon to enter missing information



Note

- Indicates required information has not been completed.
- Indicates required information has been completed.
- 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.

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 X

Annual Objective Activity *Required

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:
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 or progress in the current year’s Action Plan and replaces the

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

Chronic Disease MIS: Comprehensive Cancer Control (DP12-1205)

Illinois Department Of Public Health

My Reports Help Log

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Interim Report | Annual Report

2013-2014 Reports

Interim Report - DRAFT

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

| Objectives | Activity Entered? |
|---|---|
| PPO: 01 - 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 |
| AO: C 1.1 - Increase the number of data sets and surveillance systems as a means of assessing Illinois cancer burden from 2 to 3 by June 2015. |  |
| PPO: 02 - 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 |
| AO: C 2.1 - Increase the number of users of cancer registry data to define and implement comprehensive cancer control strategies from 5 to 15 by June 2015. |  |
| AO: 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. |  |

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

Print this page

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? |
| PPO: 01 - 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 |
| AO: C 1.1 - Increase the number of data sets and surveillance systems as a means of assessing Illinois cancer burden from 2 to 3 by June 2015. | ✔ |
| PPO: 02 - 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 |
| AO: C 2.1 - Increase the number of users of cancer registry data to define and implement comprehensive cancer control strategies from 5 to 15 by June 2015. | ✔ |
| AO: 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. | ✔ |
| PPO: 03 - 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 |
| AO: C 3.1 - Increase the number of effective alliances within the ICP to coordinate existing comprehensive cancer control resources from 120 to 127 by June 2015. | ✔ |
| AO: C 3.2 - Increase the number of active ICP members to coordinate comprehensive cancer control resources from 260 to 270 by June 2015. | ✔ |
| PPO: 04 - Maintain the number of Illinois Cancer Partnership bi-annual meetings from 2 to 2 by June 2017. | N/A |
| AO: C 4.1 - Maintain the number of Illinois Cancer Partnership bi-annual meetings from 2 to 2 by June 2015. | ✔ |
| PPO: 05 - Increase the rate of annual reviews and maintenance of the Illinois Comprehensive Cancer Control Plan from 0 to 5 by June 2017. | N/A |
| AO: C 5.1 - Increase the rate of annual reviews and maintenance of the Illinois Comprehensive Cancer Control Plan from 1 to 2 by June 2015. | ✔ |
| PPO: 06 - 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 |
| AO: C 6.1 - 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: Comprehensive Cancer Control (DP12-1205)

Illinois Department Of Public Health

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

Interim Report | Annual Report

2013-2014 Reports

Year: 2013-2014

Interim Report - DRAFT

| 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 |



- 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 you 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.



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

Chronic Disease MIS: Coordinated Chronic Disease Prevention and Health Promotion Program (CCDP)
 Connecticut Department Of Public Health Help Log C

System Admin | FOAs & Recipients | Program Information | Resources | Planning | Action Plan | **Reports** | Search

Interim Report | Annual Report

2011-2012 Reports Print this pag

Interim Report - DRAFT

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 |
|--|---|---|
| PPO: 1.0 - Increase the number of projects with partners to 10 by August 2014. | N/A | N/A |
| AO: 1.1 - Increase the number of projects with Tribal organizations from 2 to 6 by September 2012. |  |  |
| PPO: 2 - 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 |
| AO: 2.1 - Increase the number of recruits for the state plan committee from 0 to 15 by September 2012. |  |  |
| PPO: 3 - Increase the number of outreach efforts to 15 by August 2014. | N/A | N/A |
| AO: 3.1 - Increase the number of diabetes brochures referencing natural disasters to 3 by September 2012. |  |  |
| PPO: 4 - Increase the number of infrastructure components supporting policy, systems and environmental changes strategies from 3 to 8 by August 2014. | N/A | N/A |
| AO: 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

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

Step 5: Update Report Status

In step 5, you will finalize your Interim 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 Interim Report process:

1. 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: Comprehensive Cancer Control (DP12-1205)
Illinois Department Of Public Health

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

Interim Report | [Annual Report](#)

2013-2014 Reports

Interim Report - DRAFT

Step 5 of 5: Update Report Status

*Report Status: Draft Finalized for submission to CDC 

2. In the *Report Status* field, select the *Finalized for submission to CDC* option.
3. 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.

4. Click the **Save** button.

Result: The system displays a confirmation page.

Chronic Disease MIS: Comprehensive Cancer Control (DP12-1205)

Illinois Department Of Public Health

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

Interim Report | **Annual Report**

2013-2014 Reports

Interim Report - DRAFT

Step 5 of 5: Update Report Status

Are you sure you wish to change the Progress Report status to "Finalized for submission to the CDC"?

5. Click **Yes**.

Result: The system displays the status message shown below.

DRAFT

ate Report Status

wish to ch

Your report has been submitted for processing.
To check the status, click [My Reports](#) located at the top right of your screen.

The system finalizes the report and also does the following:

- Saves the finalized Interim report.
- Marks progresses with a date in the first six months of the reporting period as view only.
- Disables all Interim Report Steps (for non-CDC users).
- Enables the Final Performance Report Step 1 for the current budget year if your program is in its final reporting year and you have entered progress only for the first six (6) months in your action plan.
- 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: Comprehensive Cancer Control (DP12-1205)

Illinois Department Of Public Health

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

Interim Report | Annual Report

2013-2014 Reports

Year: 2013-2014

Interim Report - Submitted for processing

| Process | Status |
|--|--|
| Step 1: Review Errors in Current Action Plan | |
| Step 2: Enter Report Narrative | |
| Step 3: Transfer Information | |
| Step 4: Review Errors in New Action Plan | |
| Step 5: Update Report Status | Your report has been submitted for processing. To check the status, click My Reports located at the top right of your screen. |

Viewing and Printing the Interim Report

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.



- If your program is in its final reporting year and you have entered progress information only for the first six (6) months in your action plan, the cover sheet for the report will not include a *Proposed Action Plan* section.
- The **My Reports** link is available for all tabs and reporting years.
- Reports are specific to the user, meaning you can view only the reports that you select to run.
- If you run the same report multiple times, the most recently generated report is displayed at the top of the list on the report pop-up page.
- A generated report is available for 18 hours from the submitted date and time, or until you click the **Download link** for the report.

The pop-up window displays the information for each report generated in the following columns:

| Column/Field/Link | Description |
|-------------------|---|
| Report | The name of the report. For Interim and Annual reports, this column also indicates if the report is in the draft state or finalized. Click on the report name to open the report or save the report to a location on your computer. |
| Submitted | Indicates the date and time the request to run the report was submitted. |

| | |
|---------------------------|---|
| Available Until | Indicates the date and time during which the request will be displayed in the pop-up window. After the displayed date and time, the report will no longer be available. To view the report after this date, you must run the report again. |
| [Status] | Indicates the status of the report, (e.g. processing) the report format (PDF), and the size. When the report is ready, this column displays a <i>Download</i> link, which you can click to view the report or download it to a location on your computer. |
| Clear this Message | When you've just generated a finalized Interim, Annual, or Final Performance Report, the system displays a message saying your report is available for download. Clicking the Clear this Message link refreshes the page and makes the View and Print Report link available in the Reports tab. |
| Clear this Request | If reporting errors occur, click this link to cancel your report request. |
| Close | Click this link to close the pop-up window. |



Important

-
- The MIS does not automatically submit the report to CDC; you must manually submit the report according to CDC and PGO guidance.
 - If your report is not finalized in the MIS by the report due date, the report will be locked down and marked as “Past Due”. If this occurs, you must contact your project officer to unlock the report for editing.
 - If your report has been finalized by mistake, you must contact your project officer for assistance.
 - If your report has been finalized and is then reverted to DRAFT status for any corrections, both the original and the newly submitted report will be saved in the MIS.
-

Annual Report

The Annual Report includes progress for the entire budget year.

Creating an Annual Report

CDMIS will guide you through the following four steps required to generate the Annual Report:

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



-
- The Annual Report is not available for final year reporting period. Use the Final Performance Report instead.
 - 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 previous year's annual report does not have to be final in order to complete the interim report.
-

Step 1: Review Errors in Current Action Plan

Before completing Step 1, ensure that you have entered at least one:

- progress entry for each Project Period Objective.
- progress entry for each Annual Objective.
- activity for each Annual Objective.

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

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

To complete Step 1 of the Annual Report process:

1. Click the *Reports* tab.

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

Chronic Disease MIS: Comprehensive Cancer Control (DP12-1205)
Illinois Department Of Public Health

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

Interim Report | **Annual Report**

2013-2014 Reports Year: 2013-2014 Go

Annual Report - DRAFT

| Process | Status |
|--|------------|
| Step 1: Review Errors in Current Action Plan | Incomplete |
| Step 2: Enter Report Narrative | Incomplete |
| Step 3: Transfer Information | Incomplete |
| Step 4: 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.

2. Click on the **Step 1: Review Errors in Current Action Plan** link, if enabled.

Result: The system displays the *Step 1 of 4: Review Errors in Current 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.

Interim Report | **Annual Report**

2013-2014 Reports

Annual Report - DRAFT

Print this page

Step 1 of 4: Review Errors in Current Action Plan

Click the red "!" icon to enter missing information

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**.

Action Plan

| Objectives | Progress Entered? | Activity Entered? |
|--|-------------------|-------------------|
| PPO: 01 - 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 |
| AO: C 1.1.1 - Increase the number of data sets and surveillance systems as a means of assessing Illinois cancer burden from 2 to 3 by June 2014. | | |
| PPO: 02 - 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 |
| AO: C 2.1 - Increase the number of users of cancer registry data to define and implement comprehensive cancer control strategies from 5 to 15 by June 2014. | | |



Note

- Indicates required information has not been completed.
- Indicates required information has been completed.
- 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.

3. 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.

Chronic Disease MIS: Comprehensive Cancer Control (DP12-1205)

Illinois Department Of Public Health

My Reports Help Log

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

Interim Report | **Annual Report**

2013-2014 Reports

Annual Report - DRAFT

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 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**.

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

Print this page

| Action Plan | | |
|---|---|---|
| Objectives | Progress Entered? | Activity Entered? |
| PPO: 01 - 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 |
| AO: C 1.1 - Increase the number of data sets and surveillance systems as a means of assessing Illinois cancer burden from 2 to 3 by June 2014. |  |  |
| PPO: 02 - Increase the number of users of cancer registry data to define and implement comprehensive cancer |  | N/A |

5. Repeat steps 2 and 3 above for every red icon displayed.

Result: The system replaces all the red icons with green ones and enables the **Finish** button.

| Action Plan | | |
|--|-------------------|-------------------|
| Objectives | Progress Entered? | Activity Entered? |
| PPO: 01 - 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 |
| AO: C 1.1 - Increase the number of data sets and surveillance systems as a means of assessing Illinois cancer burden from 2 to 3 by June 2014. | ✔ | ✔ |
| PPO: 02 - 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 |
| AO: 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 2014. | ✔ | ✔ |
| PPO: 03 - 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 |
| AO: C 3.1 - Increase the number of effective alliances within the ICP to coordinate existing comprehensive cancer control resources from 120 to 127 by June 2014. | ✔ | ✔ |
| AO: C 3.2 - Increase the number of active ICP members to coordinate comprehensive cancer control resources from 260 to 270 by June 2014. | ✔ | ✔ |
| PPO: 04 - Maintain the number of Illinois Cancer Partnership bi-annual meetings from 2 to 2 by June 2017. | ✔ | N/A |
| AO: C 4.1 - Maintain the number of Illinois Cancer Partnership bi-annual meetings from 2 to 2 by June 2014. | ✔ | ✔ |
| PPO: 05 - Increase the rate of annual reviews and maintenance of the Illinois Comprehensive Cancer Control Plan from 0 to 5 by June 2017. | ✔ | N/A |
| AO: C 5.1 - Increase the rate of annual reviews and maintenance of the Illinois Comprehensive Cancer Control Plan from 1 to 2 by June 2014. | ✔ | ✔ |
| PPO: 06 - 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 |
| AO: C 6.1 - 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 2014. | ✔ | ✔ |

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 4: 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.

6. Click the **Finish** button.

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

Report Narrative.

Chronic Disease MIS: Comprehensive Cancer Control (DP12-1205)

Illinois Department Of Public Health

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

Interim Report | **Annual Report**

2013-2014 Reports

Year: 2013-2014

Annual Report - DRAFT

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

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

After completing a step, the system changes to Complete.

Missing Objectives Warning:

Some programs require at least one Annual Objective 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 Annual Objectives. Each PPO missing an Annual Objective 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 Annual Objective for each PPO, do not select 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 Annual Objective for the highlighted Project Period Objective. (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 system then enables the **Finish** button and allows you to complete Step 1.)
- If the PPO without Annual Objectives warning is displayed, select the *Continue without Annual Objectives* check box, or enter at least one Annual Objective for the PPO, and the **Finish** button will be enabled.
- If you were 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.
- Each Project Period Objective must have at least one associated Annual Objective.
- If you complete step 1 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 (except step 2) become *Incomplete*. The system saves all previous data; however, you must visit each step again and correct all resulting errors in order to mark the step as complete.

Annual Report - DRAFT

[Print this page](#)

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 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 .

| Objectives | Progress Entered? | Activity Entered? |
|---|---|---|
| PPO: 1A - Increase the percent of Tobacco free parks to 100% by September 2016. |  | N/A |
| AO: 1.0 - Decrease the number of complaints for restrictions needed to 10 by September 2012. |  |  |
| PPO: 1B - Increase the percent of restaurants that are tobacco-free from 52% to 100% by September 2016. |  | N/A |
| AO: 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

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

Continue without entering Annual Objectives

Step 2: Enter Report Narrative

To complete Step 2 of the Annual Report process:

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

Result: The system displays the *Step 2 of 4: Enter Report Narrative* page.

Chronic Disease MIS: Comprehensive Cancer Control (DP12-1205)

Illinois Department Of Public Health



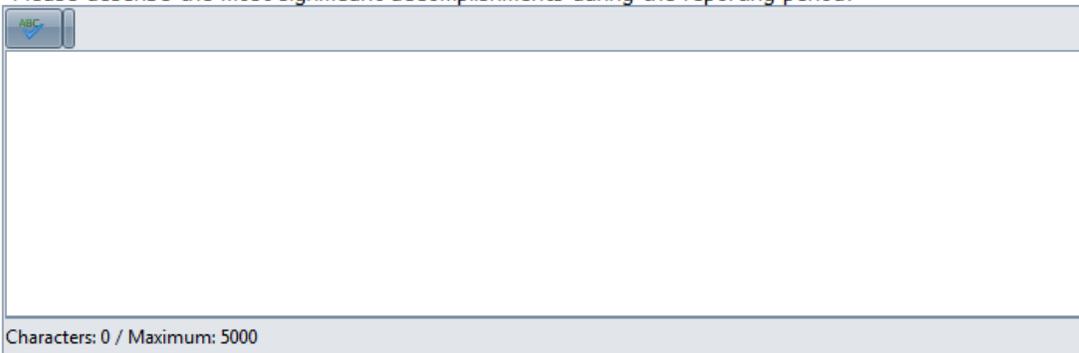
Interim Report | **Annual Report**

2013-2014 Reports

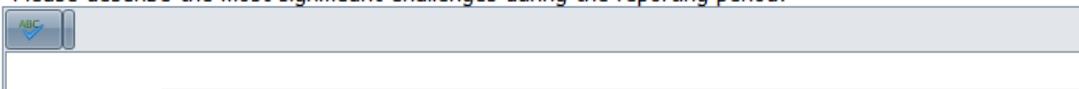
Annual Report - DRAFT

Step 2 of 4: Enter Report Narrative

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



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



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 by your program during the reporting period. Be sure to include information such as collaboration across other chronic disease programs (such as leveraged resources). 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* enter a detailed description of the significant challenges encountered by your program during the reporting period. The maximum characters allowed for this field is 5,000 characters or 1000 words.
4. Click **Save**.

Result: The system saves the information entered, marks Step 2 as *Complete*, and enables the link

for **Step 3: Transfer Information.**

Chronic Disease MIS: Comprehensive Cancer Control (DP12-1205)

Illinois Department Of Public Health

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

Interim Report | **Annual Report**

2013-2014 Reports

Year: 2013-2014 **Annual Report - DRAFT**

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

**Note**

- You can update the narrative report in Step 2 as often as necessary up until the Annual Report is finalized in Step 4.

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 Action Plan section of the Interim Progress 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 which add items that should be recommended for transfer, Step 3 becomes Incomplete. The system saves all previous data, however; you must visit Step 3 again to mark it as complete.
- 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.

To complete Step 3 of the Annual Report process:

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

Result: The system displays the *Step 3: Transfer information* page.

2013-2014 Reports

Annual Report - DRAFT

Print this page

Click the check box that corresponds to the objectives and activities to be transferred.

Step 3 of 4: Transfer Current Funding Year

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

It is important to note the following information about the 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](#)

| Action Plan | | |
|---|-------------------------------------|------------------|
| Objectives & Activities | Transfer | Date Transferred |
| PPO: 01 - Increase the number of data sets and evaluations used to implement and evaluate programmatic and collaborative efforts from 0 to 4 by June 2017. | <input checked="" type="checkbox"/> | 03/06/2014 |
| AO: C 1.1 - Increase the number of data sets and surveillance systems as a means of assessing Illinois cancer burden from 2 to 3 by June 2014. | <input checked="" type="checkbox"/> | 03/06/2014 |
| ACT: C 1.1 - Development of an Illinois Cancer Burden Update Report. | <input checked="" type="checkbox"/> | 03/06/2014 |
| ACT: C 1.2 - Annual maintenance of the Illinois State Comprehensive Cancer Control Plan 2012-2015. | <input checked="" type="checkbox"/> | |
| ACT: C 1.3 - Establish baseline and target rates for cancer screening in Illinois. | <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, select the check boxes corresponding the objectives and activities that you want to transfer in the *Transfer* column.



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. In the *Personnel Transfer, Partners Transfer, and Contractor/Consultants Transfer* sections, select the check boxes corresponding to the item that you want to transfer.



Note

- All active personnel members, partners, and contractors/consultants will be automatically selected for transfer.
- If you do not wish to transfer a personnel member, partner, or contractor/consultant, you may de-select their corresponding check boxes.
- You may also access the appropriate section and change the status for the personnel member, partner, or contractor/consultant to "Inactive" (those with Active status are automatically transferred; those with Inactive status are not transferred).
- Personnel members, partners, and contractors/consultants not selected for transfer will not be available in the next year.

4. 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: Update Report Status**.

Chronic Disease MIS: Comprehensive Cancer Control (DP12-1205)

Illinois Department Of Public Health

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

Interim Report | **Annual Report**

2013-2014 Reports

Year: 2013-2014

Annual Report - DRAFT

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

The system transfers information in the following tabs to the upcoming year

- Program Information: All Contact Information and Program Summary information
- Resources: All active Personnel, Partners, and Contractors/Consultations; all “Vacant” positions
- Planning: 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 will also be transferred.



- 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.

What other information is transferred for my FOA?

Click on your FOA to find out.

[Achieve](#) | [DELTA FOCUS](#) | [CCC](#) | [HCP](#) | [PHC](#) | [SAH](#)

Achieve:

Community Information

DELTA FOCUS:



Note

- Planning Evaluation information is not transferred for DELTA FOCUS (CE 13-1302).

Community Information

CCC:

Partnership/Coalition, Financial (all information)

HCP:

Leadership Team, Community Information

PHC:

Community Information

SAH:

Leadership Team, Community Information

Step 4: Update Report Status

In step 4, you will finalize your Annual Report and submit it to CDC.

To complete Step 4 of the Annual Report process:

1. Click on the **Step 4: Update Report Status** link.

Result: The system displays the *Step 4: Update Report Status* page.

Chronic Disease MIS: Comprehensive Cancer Control (DP12-1205)

Illinois Department Of Public Health

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

Interim Report | Annual Report

2013-2014 Reports

Annual Report - DRAFT

Step 4 of 4: Update Report Status

*Report Status: Draft Finalized for submission to CDC

Save Cancel

2. In the *Report Status* field, select the *Finalized for submission to CDC* option.
3. In the *Submission Date* field, enter the submission date in the format MM/DD/YYYY or click the calendar icon to select the date. This field is required.

4. Click the **Save** button.

Result: The system displays a confirmation page.

Chronic Disease MIS: Comprehensive Cancer Control (DP12-1205)

Illinois Department Of Public Health



2013-2014 Reports

Annual Report - DRAFT

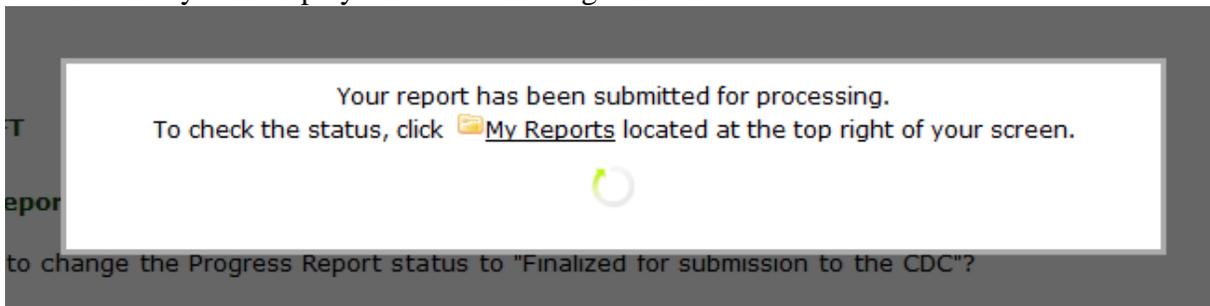
Step 4 of 4: Update Report Status

Are you sure you wish to change the Progress Report status to "Finalized for submission to the CDC"?



5. Click **Yes**.

Result: The system displays the status message shown below.



The system also finalizes the report and does the following:

- Marks all information in the current year as view only. *Add, Edit, or Delete* links are no longer available in the sections.
- Enables the Interim Report Step 1 for the upcoming budget year.
- Disables all Annual Report Steps.
- Creates a PDF Report File. The link for the PDF file is available in the report overview.
- Makes the Finalized Reports section available. 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: Comprehensive Cancer Control (DP12-1205)

Illinois Department Of Public Health

[System Admin](#)
[FOAs & Recipients](#)
[Program Information](#)
[Resources](#)
[Financial](#)
[Planning](#)
[Action Plan](#)
[Reports](#)
[Search](#)

[Interim Report](#) | [Annual Report](#)

2013-2014 Reports

Year:

Annual Report - Submitted for processing

| Process | Status |
|--|--|
| Step 1: Review Errors in Current Action Plan | |
| Step 2: Enter Report Narrative | |
| Step 3: Transfer Information | |
| Step 4: Update Report Status | Your report has been submitted for processing. To check the status, click  <i>My Reports</i> located at the top right of your screen. |

Viewing and Printing the Annual Report

To view and print your Annual Report, refer to the Viewing and Printing the Interim Report section on page 27 for instructions.

Final Performance Report

The Final Performance Report contains information on the comparison of actual accomplishments to objectives established for the project period.

Creating a Final Performance Report

The Final Performance Report can be completed in the following four (4) steps:

- Step 1: Review Errors in Current Action Plan
- Step 2: Enter Report Narrative
- Step 3: Transfer Information (Disabled)
- Step 4: Update Report Status

The steps must be completed in order since the information needed in each step is dependent on information from the previous step. After the successful completion of the four steps, the report can then be submitted to CDC. Once a report is finalized for you to submit to CDC, the report can no longer be modified.



- The steps must be completed in order since the information needed in each step is dependent on information from the previous step.
 - After the successful completion of the four steps, the report can then be submitted to CDC.
 - The Final Performance Report is available for completion only when your FOA is in its final reporting year, the current funding year's Interim Report status is Finalized, and progress information has been entered for the second six months in your action plan.
 - **Step 3: Transfer Information** is disabled and marked as "Not applicable" if your program is in its final reporting year and you have entered progress information only for the first six (6) months in your action plan
 - Once a report is finalized for you to submit to CDC, the report can no longer be modified.
-

Step 1: Review Errors in Current Action Plan

Step 1 allows you to review the errors that are present in your current action plan, if any, and then correct them. If errors are present in your current action plan, the system will not allow you to advance to step 2 of the Final Performance Report process. You must review the errors and correct them before the system will enable the **Step 2: Enter Report Narrative** link and allow you to enter a narrative.

When completing Step 1, ensure that you have entered at least one:

- progress for each Annual Objective.
- activity for each Annual Objective.

To complete Step 1 of the Final Performance Report process:

1. Click the *Reports* tab.

Result: The system displays the *Final Performance Report* page
Chronic Disease MIS: Public Prevention Health Fund: REACH (DP12-1209)
Hidalgo Medical Services

The screenshot shows a navigation bar with tabs: System Admin, FOAs & Recipients, Technical Assistance, Program Information, Resources, Financial, Planning, Action Plan, and Community Information. Below the tabs is a breadcrumb trail: Interim Report | Final Performance Report. Underneath, there is a section for '2012-2013 Reports' with a dropdown menu set to 'Year: 2012-2013' and a 'Go' button.

Final Performance Report - DRAFT

| Process | Status |
|--|----------------|
| Step 1: Review Errors in Current Action Plan | Incomplete |
| Step 2: Enter Report Narrative | Incomplete |
| Step 3: Transfer Information | Not applicable |
| Step 4: 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.
- **Step 3: Transfer Information** is disabled and marked as *Not applicable* if your program is in its final reporting year and you have entered progress information only for the first six (6) months in your action plan.

2. Click on the **Step 1: Review Errors in Current Action Plan** link, if enabled.

Result: The system displays the Step 1 of 4: Review Errors in Current 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.

Interim Report | **Final Performance Report**

2012-2013 Reports

Final Performance Report - DRAFT Print this page

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 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**.

| Action Plan | | |
|---|---|---|
| Objectives | Progress Entered? | Activity Entered? |
| PPO: 1.0 - Increase the number of Community infrastructure components supporting CDC's community health high-priority strategies and principles from 0 to 7 by September 2017. |  | N/A |
| AO: 1-test - Maintain the rate of testing from 77 to 77 by September 2013. |  |  |
| AO: 1.1 - Increase the number of funded communities with the highest burdens of disease and health disparities among Hispanics/Latinos selected to implement high-impact, population-wide strategies from 0 to 10 by September 2014. |  |  |

Click the red "!" icon to enter missing information



Note

 Indicates required information has not been completed.

 Indicates required information has been completed.

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.

3. Click the red icon displayed to view the error and correct it.
Result: The system displays the page for entering the missing information in a pop-up window.

Project Period Objective Progress *Required

Add Project Period Objective Progress

Related Project Period **01** - Increase the number of data sets and evaluations used to implement and evaluate programmatic and collaborative efforts from 0 to 4 by June 2017.

Objective:

*Progress Period:

*Objective's Target Met: Yes No Ongoing

*Current Measurement: Unknown at this time

*Describe Progress:

Characters: 0 / Maximum: 5000

*Facilitating Factors of Success:

Characters: 0 / Maximum: 5000

4. Enter the missing information and save the entry.

Result: The system closes the page where the error occurred. Notice that the red icon has now been

replaced by a green icon indicating that the error has been corrected.

Interim Report | **Final Performance Report**

2012-2013 Reports

Final Performance Report - DRAFT

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 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**.

| Action Plan | Progress Entered? | Activity Entered? |
|---|-------------------|-------------------|
| Objectives | | |
| PPO: 1.0 - Increase the number of Community infrastructure components supporting CDC's community health high-priority strategies and principles from 0 to 7 by September 2017. | | N/A |
| AO: 1-test - Maintain the rate of testing from 77 to 77 by September 2013. | | |
| AO: 1.1 - Increase the number of funded communities with the highest burdens of disease and health disparities among Hispanics/Latinos selected to implement high-impact, population-wide strategies from 0 to 10 by September 2014. | | |
| AO: 1.2 - Increase the number of Summer meals locations that increase healthy food access for children from 1 to 2 by September 2014. | | |
| PPO: 2.0 - Increase the number of people with access to physical activity opportunities from 250 to 1812 by September 2014. | | N/A |
| AO: 2.1 - Increase the number of after-school programs that increase opportunities for physical activity from 0 to 1 by September 2014. | | |
| AO: 2.2 - Increase the number of Public accessible parks from 1 to 2 by September 2014. | | |

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

Print this page

5. Repeat steps 2 and 3 above for every red icon displayed.

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

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 4: 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.

6. Click the **Finish** button.

Result: The system changes Step 1's status to *Complete* and enables the link for **Step 2: Enter Report Narrative**.

Chronic Disease MIS: Public Prevention Health Fund: REACH (DP12-1209)

Hidalgo Medical Services

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

Interim Report | **Final Performance Report**

2012-2013 Reports

Year:

After completing a step, the status changes to *Complete*.

Final Performance Report - DRAFT

| Process | Status |
|--|----------------|
| Step 1: Review Errors in Current Action Plan | Complete |
| Step 2: Enter Report Narrative | Incomplete |
| Step 3: Transfer Information | Not applicable |
| Step 4: Update Report Status | DRAFT |

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

Missing Objectives Warning:

Some programs require at least one Annual Objective 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 Annual Objectives (AO). 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 select 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 system then enables the **Finish** button and allows you to complete Step 1.
- If the PPO without AO warning is displayed, select the *Continue without Annual Objectives* check box, or enter at least one AO for the PPO, and the **Finish** button will be enabled.
- If you were 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.
- Each PPO must have at least one associated AO.
- If you complete step 1 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 (except step 2) become *Incomplete*. The system saves all previous data; however, you must visit each step again and correct all resulting errors in order to mark the step as complete.



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

Annual Report - DRAFT

[Print this page](#)

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 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**.

| Objectives | Progress Entered? | Activity Entered? |
|---|---|---|
| PPO: 1A - Increase the percent of Tobacco free parks to 100% by September 2016. |  | N/A |
| AO: 1.0 - Decrease the number of complaints for restrictions needed to 10 by September 2012. |  |  |
| PPO: 1B - Increase the percent of restaurants that are tobacco-free from 52% to 100% by September 2016. |  | N/A |
| AO: 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

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

Continue without entering Annual Objectives



- If you complete step 1 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 (except step 2) become *Incomplete*. The system saves all previous data; however, you must visit each step again and correct all resulting errors in order to mark the step as complete.

Step 2: Enter Report Narrative

In step 2, you will enter a report narrative and also enter information for individuals that will act as the primary and secondary contacts and can be contacted for follow-up purposes at least six months after the end of the project period, if necessary.

To complete Step 2 of the Final Performance Report process:

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

Result: The system displays the *Step 2 of 4: Enter Report Narrative* page.

Chronic Disease MIS: Public Prevention Health Fund: REACH (DP12-1209)

Hidalgo Medical Services

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

Interim Report | **Final Performance Report**

2012-2013 Reports

Final Performance Report - DRAFT

Step 2 of 4: Enter Report Narrative

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

ABC

Characters: 0 / Maximum: 5000

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

ABC

2. In the *Please describe the most significant accomplishments during the reporting period* field, enter a detailed description of the significant accomplishments made by your program during the reporting period. Be sure to include information such as collaboration across other chronic disease programs (such as leveraged resources). 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 by your program during the reporting period. The maximum characters allowed for this field is 5,000 characters or 1000 words

4. In the *What lessons learned can you provide for advancing this type of program?* field, enter a detailed description of the lessons you came away with that may be of help in moving a program such as this one forward. The maximum number of characters allowed for this field is 5,000 characters or 1000 words.
5. In the *What were the number and types of sub-recipient organizations funded?* field, provide the number of sub-recipient organizations funded by this program and enter a detailed description of each sub-recipient organization. The maximum number of characters allowed for this field is 5,000 characters or 1000 words.

**Note**

-
- This question applies to only REACH and CTG programs. For all other programs, please enter "Not applicable" in this field.
-

6. Complete the fields under the *Primary Contact Information* section as follows:
 1. In the *Salutation* drop down list, specify the salutation for the primary contact, for example, Dr., Mrs., etc.
 2. In the *First Name* field, enter the program's primary contact's first name. Maximum text is 50 characters, about 10 words.
 3. In the *Middle Name* field, enter the program's primary contact's middle name, if known. Maximum text is 50 characters, about 10 words.
 4. In the *Last Name* field, enter the program's primary contact's last name. Maximum text is 50 characters, about 10 words.
 5. In the *Telephone* field, enter the program's primary contact's telephone number by entering the first three digits in the first text box, the next three digits in the second, and the last four digits in the third text box. Specify a five-digit extension number in the ext. field if one has been assigned to the program.
 6. In the *Email* field, enter the program's primary contact's email address. The email address entered must be in valid format. Maximum text is 100 characters, about 20 words.
 7. In the *Address Line 1* field, enter the first line of the address, for example, 100 Peachtree Street. Maximum text is 100 characters, about 20 words. If applicable, in *Address Line 2*, enter the second line of the address, for example, Koger Center, First Floor. Maximum text is 100 characters, about 20 words.
 8. Complete the *City*, *State*, *Zip* fields as follows: In the *City* field, enter the city, for example, Atlanta. Maximum text for the *City* field is 50 characters, about 10 words. In the *State* field, select a state from the drop-down list. In the *Zip* field, enter the five-digit zip code in the first text box and if necessary, specify a four-digit extension of the zip code in the second text box.
 9. In the *Point of Contact Title* field, enter the title of the point of contact, e.g. Program Coordinator.
 10. In the *Organization Name* field, enter the organization name that is associated with the primary point of contact.
 11. In the *Valid Until* field, specify the duration for which the contact information is valid in mm/yyyy format.

**Note**

-
- The end date must be at least six months beyond the Final Performance Report submission date.
-

7. Complete the fields under the *Secondary Contact Information* section as described in the *Primary Contact Information* section.
8. Click **Save**.

Result: The system saves the information entered, marks Step 2 as *Complete*, and enables the link for **Step 4: Update Report Status**.

Chronic Disease MIS: Public Prevention Health Fund: REACH (DP12-1209)

Hidalgo Medical Services

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

Interim Report | **Final Performance Report**

2012-2013 Reports

Year:

Final Performance Report - DRAFT

| Process | Status |
|--|----------------|
| Step 1: Review Errors in Current Action Plan | Complete |
| Step 2: Enter Report Narrative | Complete |
| Step 3: Transfer Information | Not applicable |
| Step 4: Update Report Status | DRAFT |



Note

- Once the report narrative is saved, you can go back and edit the narrative up until you finalize the report in Step 4.
- The Transfer process is disabled and marked as *Not applicable* if your program is in its final reporting year and you have entered progress information only for the first six (6) months in your action plan

Step 4: Update Report Status

In step 4, you will finalize your Final Performance Report and submit it to CDC.

To complete Step 4 of the Final Performance Report process:

1. Click on the **Step 4: Update Report Status** link.

Result: The system displays the *Step 4: Update Report Status* page.

Chronic Disease MIS: Public Prevention Health Fund: REACH (DP12-1209)

Hidalgo Medical Services

| | | | | | | |
|---------------------|------------------------------|-----------------------------|----------------------------|------------------|------------------|-----------------|
| System Admin | FOAs & Recipients | Technical Assistance | Program Information | Resources | Financial | Planning |
|---------------------|------------------------------|-----------------------------|----------------------------|------------------|------------------|-----------------|

Interim Report | **Final Performance Report**

2012-2013 Reports

Final Performance Report - DRAFT

Step 4 of 4: Update Report Status

*Report Status: Draft Finalized for submission to CDC 

2. In the *Report Status* field, select the *Finalized for submission to CDC* option.
3. In the *Submission Date* field, enter the submission date in the format MM/DD/YYYY or click the calendar icon to select the date. This field is required.

4. Click the **Save** button.

Result: The system displays a confirmation page.

Chronic Disease MIS: Public Prevention Health Fund: REACH (DP12-1209)

Hidalgo Medical Services



2012-2013 Reports

Final Performance Report - DRAFT

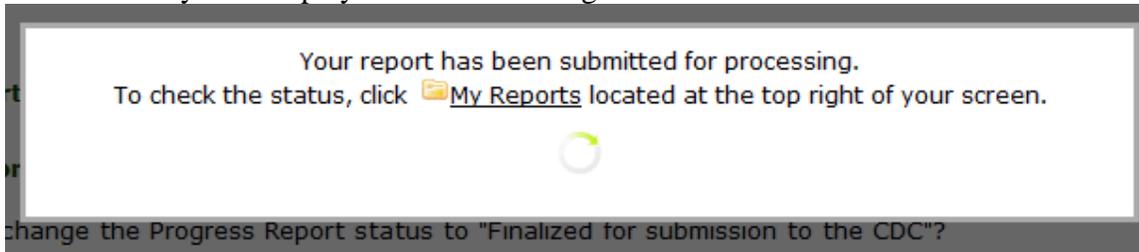
Step 4 of 4: Update Report Status

Are you sure you wish to change the Progress 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:

- Marks progresses with a date in the first six months of the reporting period as view only.
- Disables all Final Performance Report Steps (for non-CDC users).
- Makes the Finalized Reports section available. 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: Public Prevention Health Fund: REACH (DP12-1209)

Hidalgo Medical Services

System Admin
FOAs & Recipients
Technical Assistance
Program Information
Resources
Financial
Planning
Action Plan
Community Information

Interim Report | **Final Performance Report**

2012-2013 Reports

Year: 2012-2013

Final Performance Report - Submitted for processing

| Process | Status |
|--|--|
| Step 1: Review Errors in Current Action Plan | |
| Step 2: Enter Report Narrative | |
| Step 3: Transfer Information | |
| Step 4: Update Report Status | Your report has been submitted for processing. To check the status, click My Reports located at the top right of your screen. |

Viewing and Printing the Final Performance Report

To view and print your Final Performance Report, refer to the Viewing and Printing the Interim Report section on page 27 for instructions.

Viewing and Printing a Report

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.



Note

- If your program is in its final reporting year and you have entered progress information only for the first six (6) months in your action plan, the cover sheet for the report will not include a *Proposed Action Plan* section.
- The **My Reports** link is available for all tabs and reporting years.
- Reports are specific to the user, meaning you can view only the reports that you select to run.
- If you run the same report multiple times, the most recently generated report is displayed at the top of the list on the report pop-up page.
- A generated report is available for 18 hours from the submitted date and time, or until you click the **Download link** for the report.

The pop-up window displays the information for each report generated in the following columns:

| Column/Field/Link | Description |
|---------------------------|---|
| Report | The name of the report. For Interim and Annual reports, this column also indicates if the report is in the draft state or finalized. Click on the report name to open the report or save the report to a location on your computer. |
| Submitted | Indicates the date and time the request to run the report was submitted. |
| Available Until | Indicates the date and time during which the request will be displayed in the pop-up window. After the displayed date and time, the report will no longer be available. To view the report after this date, you must run the report again. |
| [Status] | Indicates the status of the report, (e.g. processing) the report format (PDF), and the size. When the report is ready, this column displays a <i>Download</i> link, which you can click to view the report or download it to a location on your computer. |
| Clear this Message | When you've just generated a finalized Interim, Annual, or Final Performance Report, the system displays a message saying your report is available for download. Clicking the Clear this Message link refreshes the page and makes the View and Print Report link available in the Reports tab. |
| Clear this Request | If reporting errors occur, click this link to cancel your report request. |
| Close | Click this link to close the pop-up window. |



Important

- The MIS does not automatically submit the report to CDC; you must manually submit the report according to CDC and PGO guidance.
- If your report is not finalized in the MIS by the report due date, the report will be locked down and marked as “Past Due”. If this occurs, you must contact your project officer to unlock the report for editing.
- If your report has been finalized by mistake, you must contact your project officer for assistance.

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- If your report has been finalized and is then reverted to DRAFT status for any corrections, both the original and the newly submitted report will be saved in the MIS.
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