

PHEP Evaluation and Performance Measurement Plan Optional Template

Instructions

The following template can serve as an example of an evaluation and performance measurement plan for the 2019-2024 PHEP performance period. Included are instructions, sample text, and fields that should be replaced with the specifics of the jurisdictional plan it includes other information in addition to the CDC plan. Plans are due to CDC not later than December 29, 2019.

- *Gray italicized text* indicates a field that should be replaced with recipient-specific information regarding a particular project.
- Other text is provided as an example of wording and formatting that can be used or modified as appropriate for a specific project. This document is offered only as an example to assist in creating the evaluation and performance measurement plan; it is not a mandatory format. If no additional evaluation plan will be used, this document or one with similar content will suffice.

When using this template, jurisdictions should:

- Insert date and recipient name on top of template.
- Modify sample text as appropriate to the specific project.
- If there are no changes, delete all optional text sections by clicking on them, finalize text, and submit second page of this document to CDC.

To add any new sections to the document, delete the *italicized sections* (optional sections) and begin typing at that point. Once deleted, optional placeholder instructional text will be replaced with the description inserted.

Recipients that are collecting additional data not required by CDC as part of the 2019-2024 notice of funding opportunity (NOFO) are required to add that information to the data management plan. Include, at a minimum, the following in lieu of or in addition to the sample language provided in the template.

- Descriptions of the data to be produced in the proposed project.
- How access will be provided to the data (including provisions for protection of privacy, confidentiality, security, intellectual property, or other rights).
- Use of data standards that ensure all released data have appropriate documentation that describes the method of collection, what the data represents, and potential limitations for use.
- Plans for archival and long-term preservation of the data or an explanation of why long-term preservation and access cannot be justified.

As described in the 2019-2024 PHEP NOFO, recipients must elaborate on their initial evaluation and performance measurement plans submitted as part of their funding applications. This plan must be no more than 20 pages; recipients must submit the plan within six months of receiving their funding awards. CDC will review and approve recipient monitoring and evaluation plans to ensure they are appropriate for the activities to be undertaken as part of the cooperative agreement and for compliance with the evaluation guidance established by CDC or other guidance otherwise applicable to this cooperative agreement.

Recipients should upload their evaluation plans as a grant note in their Budget Period 1 award files in GrantSolutions and provide copies to their PHEP specialists by December 29, 2019.

Date: _____

Recipient: _____

Overview

CDC established an evaluation and performance measurement strategy to assess progress made across six preparedness domains. CDC will assess our performance using several methods, including the collection of process measures, reports, and program and performance measures.

Either stop here or include any additional overview information, such as “In addition to the CDC evaluation and performance measurement strategy, we will also evaluate progress including but not limited to” with respect to subrecipient and local jurisdictions.

Evaluation goals and objectives (2-3)

1. To achieve substantial progress toward a status level of “established” on the Operational Readiness Review (ORR) by June 30, 2024.
2. To achieve “established” status on the MCM-focused aspects of the ORR on or before June 30, 2022.
3. To strengthen all six public health preparedness domains throughout the performance period.

4. (Optional) Please add any additional goals and objectives here.

Specifications

We will provide information on capability planning and operations to address plans and the implementation of plans, staffing, and equipment as specified in the ORR.

We will meet all required data requests and, at a minimum, submit data annually to CDC. This will include but is not limited to data to address the CDC-required process and outcome measures in the PHEP Evaluation and Performance Measurement Strategy section of the 2019-2020 PHEP notice of funding opportunity (NOFO).

The data generated during the performance period will be submitted via CDC IT systems, including but not limited to PERFORMS and the ORR data collection system. Our data management plan will conform to the reporting standards

We will provide information on capability planning and operations to address plans and the implementation of plans, staffing, and equipment as specified in the ORR.

required by CDC. Sharing of jurisdictional data submitted to CDC will be limited to recipient reporting. We will not collect data beyond what the NOFO requires and have no plans to archive data beyond what CDC collects.

(Optional) Either delete, or include the following if you are collecting data in addition to the measures collected by CDC.

We will collect the following measures to monitor our subrecipients or local jurisdictions.

1. (Optional) Include as many additional measures as you are collecting.