

NPHII Online System Grantee Training

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National Public Health Improvement Initiative (NPHII)

Performance Improvement Managers Network Webinar

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Agenda

- ❑ **Introduction**
- ❑ **Login and Site Navigation**
- ❑ **NPHII Online System Module**
- ❑ **Site Walk-Through**
- ❑ **Recommendations and Next Steps**

The NPHII Online System is a centralized system to manage grantee data

□ This session will:

- Introduce grantees to the NPHII Online System
- Provide training for the workplan, interim and annual progress reports, and technical assistance modules

NPHII Online System
Phase 1

Workplan

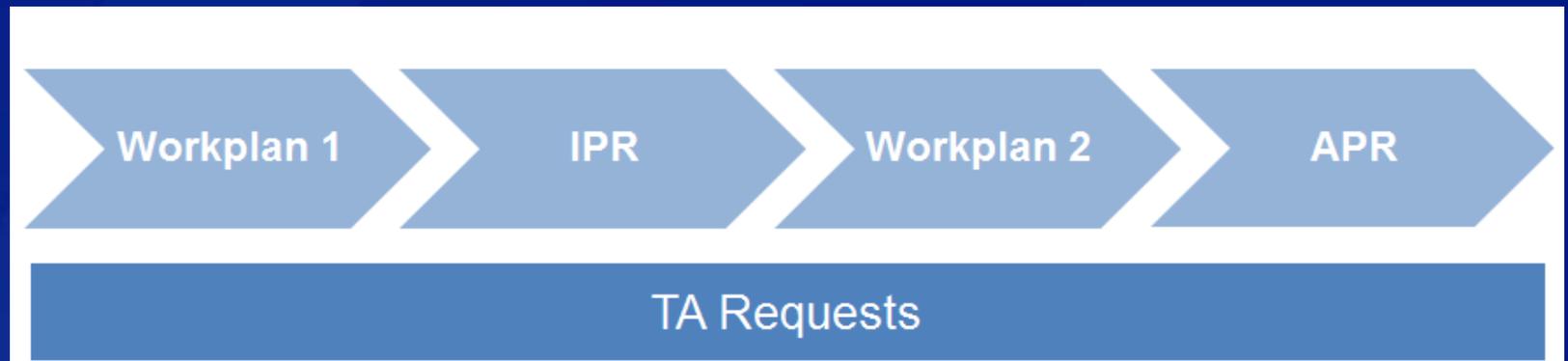
Interim and Annual Progress Reports (IPR and APR)

Technical Assistance (TA)

Grantees will be able to manage workplans, progress reports, and TA requests in the system

□ Grantees will be able to

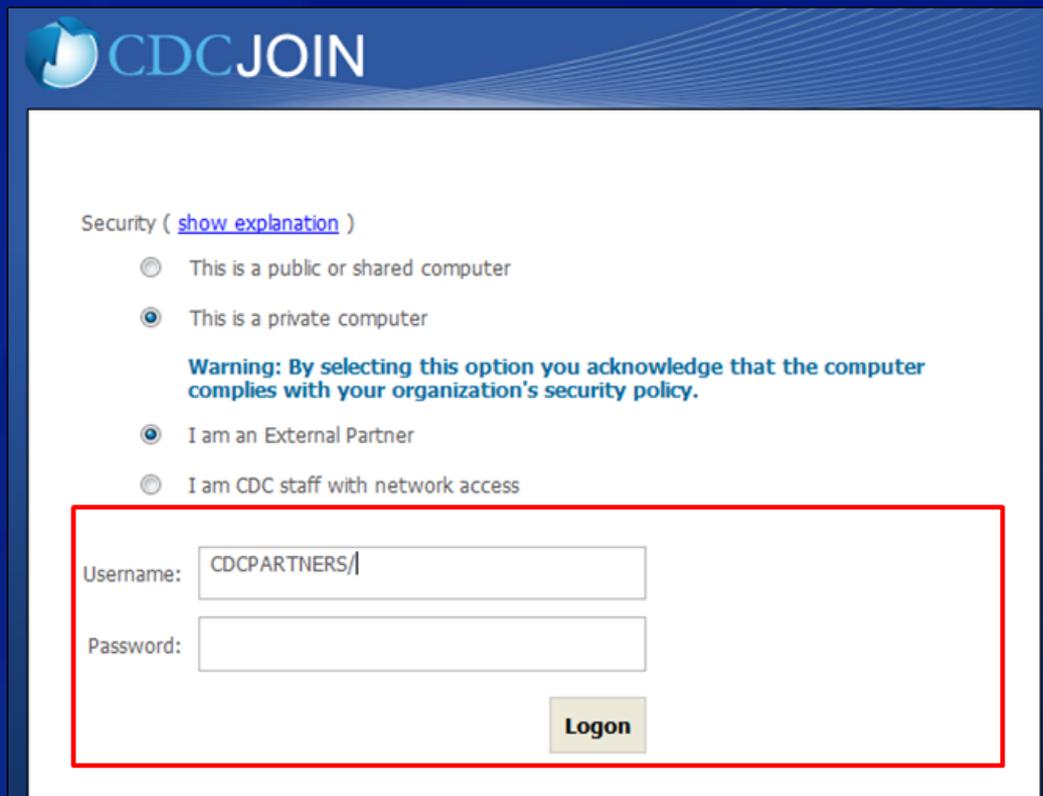
- Submit workplans, IPRs, and APRs through the system
- Request workplans for revision throughout the year
- Submit requests for TA at any point in the year



LOGIN AND SITE NAVIGATION

Grantees will access the NPHII Online System through the CDC Partner SharePoint site

- ❑ Grantees will log in to the system using their CDC JOIN credentials



The screenshot shows the CDC JOIN login interface. At the top left is the CDC JOIN logo. Below it, the text "Security ([show explanation](#))" is displayed. There are four radio button options for security: "This is a public or shared computer", "This is a private computer" (which is selected), "I am an External Partner", and "I am CDC staff with network access". A warning message states: "Warning: By selecting this option you acknowledge that the computer complies with your organization's security policy." Below the options are two input fields: "Username:" with the text "CDCPARTNERS/" and "Password:". A "Logon" button is located at the bottom right of the form area. A red rectangular box highlights the Username and Password fields.

CDC JOIN

Security ([show explanation](#))

This is a public or shared computer

This is a private computer

Warning: By selecting this option you acknowledge that the computer complies with your organization's security policy.

I am an External Partner

I am CDC staff with network access

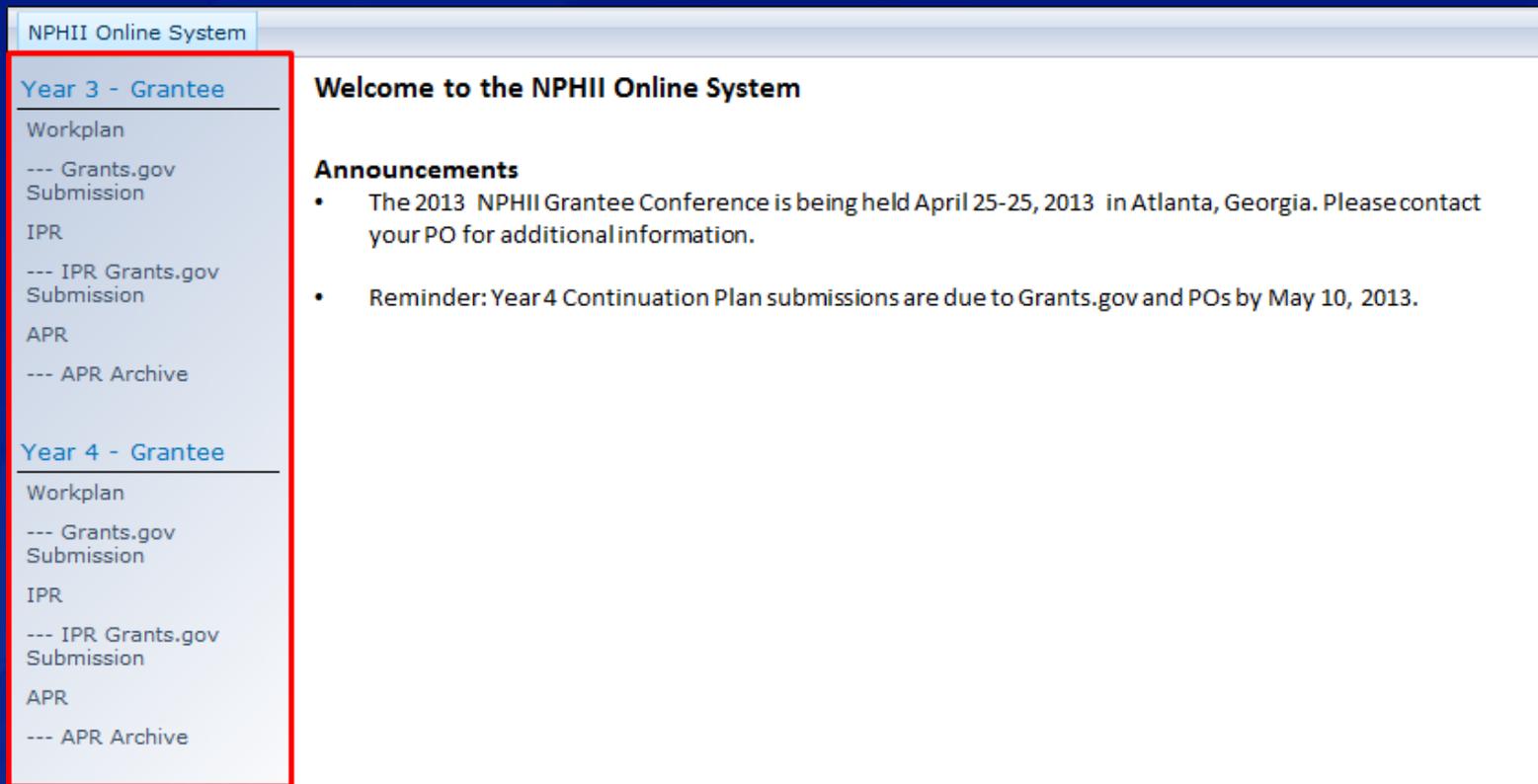
Username:

Password:

Logon

The NPHII Online System Homepage will display when users log in

- Grantees will navigate the system using the left sidebar menu



The screenshot displays the NPHII Online System homepage. On the left is a sidebar menu with a red border, containing two sections: "Year 3 - Grantee" and "Year 4 - Grantee". Each section lists navigation options: "Workplan", "--- Grants.gov Submission", "IPR", "--- IPR Grants.gov Submission", "APR", and "--- APR Archive". The main content area on the right features a "Welcome to the NPHII Online System" heading, followed by an "Announcements" section with two bullet points: "The 2013 NPHII Grantee Conference is being held April 25-25, 2013 in Atlanta, Georgia. Please contact your PO for additional information." and "Reminder: Year 4 Continuation Plan submissions are due to Grants.gov and POs by May 10, 2013."

NPHII Online System

Year 3 - Grantee

Workplan
--- Grants.gov Submission
IPR
--- IPR Grants.gov Submission
APR
--- APR Archive

Year 4 - Grantee

Workplan
--- Grants.gov Submission
IPR
--- IPR Grants.gov Submission
APR
--- APR Archive

Welcome to the NPHII Online System

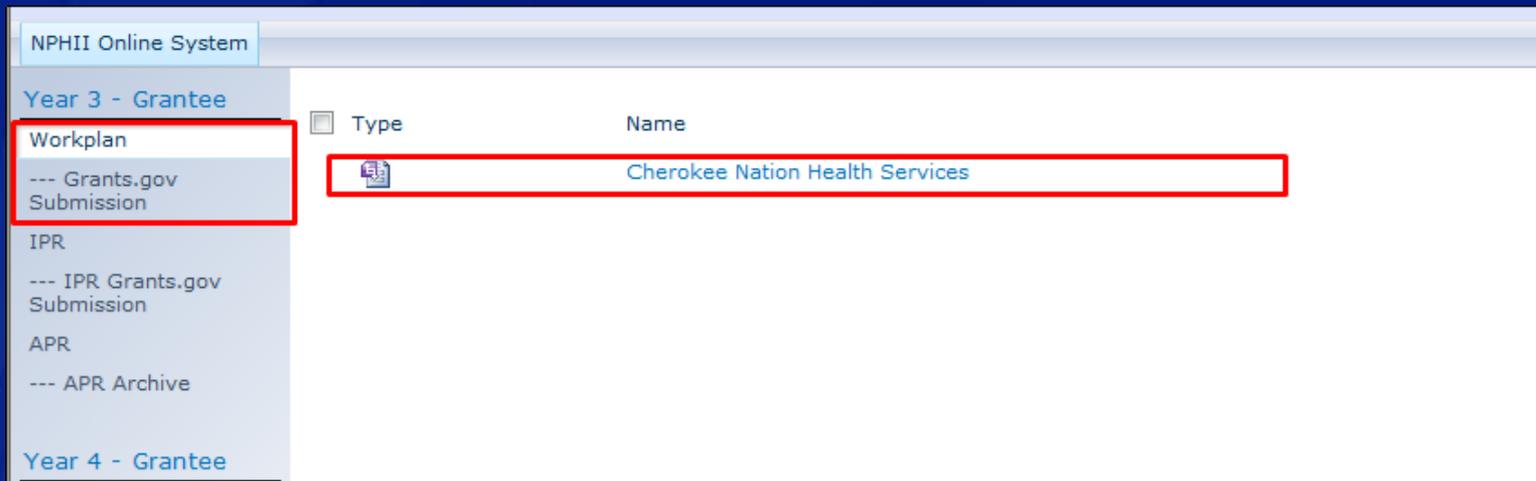
Announcements

- The 2013 NPHII Grantee Conference is being held April 25-25, 2013 in Atlanta, Georgia. Please contact your PO for additional information.
- Reminder: Year 4 Continuation Plan submissions are due to Grants.gov and POs by May 10, 2013.

WORKPLAN

Grantees will manage their workplans from the workplan module

- ❑ Workplans will display under the current year
- ❑ The most recent version of the workplan will display in the workplan folder
- ❑ The original submission will be saved in the Workplan – Grants.gov folder



Grantees will be able to update workplans throughout the year

- ❑ Data for the Year 3 and Year 4 workplans will be imported into the NPHII Online System
- ❑ Grantees can request that the Performance Officer (PO) release their workplan for additional edits during the year

Milestone	Date
<input type="text"/>	
<input type="button" value="Add Milestone"/>	
<input type="button" value="Add Activity"/>	
<input type="button" value="Add Another Optional Objective"/>	

Request for Revision

Reason for Requesting Revision

In Year 5, grantees will submit workplans through the NPHII Online System

- ❑ The workplan can be saved and completed across multiple sessions
- ❑ Grantees can submit the workplan to their PO for feedback prior to the final submission

The screenshot displays a web interface for submitting workplans. At the top, there is a table with two columns: 'Milestone' and 'Date'. Below the table is a text input field with a calendar icon on the right and a dropdown arrow on the left. Underneath the input field is a section titled 'Remove Activity:' with a checkbox and a colon. Below this are three dropdown menus: 'Add Milestone', 'Add Activity', and 'Add Another Optional Objective'. At the bottom of the interface, there are two buttons: 'Print Friendly' on the left and 'Submit Workplan' on the right. A red rectangular box highlights the 'Submit Workplan' button, which has a dropdown menu open. The dropdown menu contains four options: 'Select Submit Choice' (selected), 'Submit to PO for Review', 'Submit to PO and Print for Grants.gov', and another 'Select Submit Choice' option.

Milestone	Date

Remove Activity: :

Select Submit Choice
Select Submit Choice
Submit to PO for Review
Submit to PO and Print for Grants.gov

INTERIM PROGRESS REPORT (IPR)

IPRs will be managed through the IPR module

□ Grantee IPR forms will be:

- Available in the IPR folder during the reporting period only
- Updated with the latest workplan information
- Original IPR submissions will be saved in the IPR- Grants.gov folder

The screenshot displays the NPHII Online System interface. On the left, a sidebar menu shows the navigation structure. Under 'Year 3 - Grantee', the 'IPR' folder is selected and highlighted with a red box. The main content area shows a table with columns for 'Type' and 'Name'. A single entry is visible, 'City Of San Antonio Metropolitan Health District', which is also highlighted with a red box. The entry includes a document icon and a 'NEW' status indicator.

Type	Name
	City Of San Antonio Metropolitan Health District NEW

In Year 4, grantees will submit IPRs through the NPHII Online System

- ❑ Year 3 IPR data will be imported into the NPHII Online System
- ❑ For Year 4, grantees will submit IPRs through the system
 - IPRs can be saved across multiple sessions
 - IPRs can be submitted for PO review prior to final submission



Remove Activity:

Add Activity

Add Another Optional Objective



Select Submit Choice

- Select Submit Choice
- Submit to PO for IPR Review
- Submit to PO and Print for Grants.gov

ANNUAL PROGRESS REPORT (APR)

APRs will be managed through the APR module, similarly to IPRs

□ Grantee APR forms will be

- Available in the APR folder during the reporting period only
- Updated with the latest workplan information
- Original APR submissions will be saved in the APR archive folder

The screenshot displays the NPHII Online System interface. On the left, a sidebar menu is visible with the following items: "Year 3 - Grantee", "Workplan", "--- Grants.gov Submission", "IPR", "--- IPR Grants.gov Submission", "APR" (highlighted with a red box), and "--- APR Archive". Below these are "Year 4 - Grantee", "Workplan", and "--- Grants.gov Submission". The main content area features a table with two columns: "Type" and "Name". A single row is highlighted with a red box, showing a document icon in the "Type" column and "City Of San Antonio Metropolitan Health District" in the "Name" column, with a "NEW" status indicator.

Type	Name
	City Of San Antonio Metropolitan Health District NEW

Year 3 APRs will be submitted through the NPHII Online System

- Like the IPR form, APRs can be
 - Saved and completed across multiple sessions
 - Submitted to the PO for review prior to the final submission

Activity Status	Progress Comments
<input type="text"/>	<input type="text"/>
Remove Activity: <input type="checkbox"/>	
<input type="checkbox"/> Add Activity	
<input type="checkbox"/> Add Another Optional Objective	

Submit to PO for APR Review	▼
Select Submit Choice	
Submit to PO for APR Review	
Submit Final APR to PO	

TECHNICAL ASSISTANCE (TA)

Requests for TA will be managed through the technical assistance module

- **The technical assistance module will allow grantees to**
 - Submit requests for TA
 - Monitor the progress of active TA requests
 - Review past requests

Year 4 - Grantee

Workplan

--- Grants.gov
Submission

IPR

--- IPR Grants.gov
Submission

APR

--- APR Archive

Technical Assistance

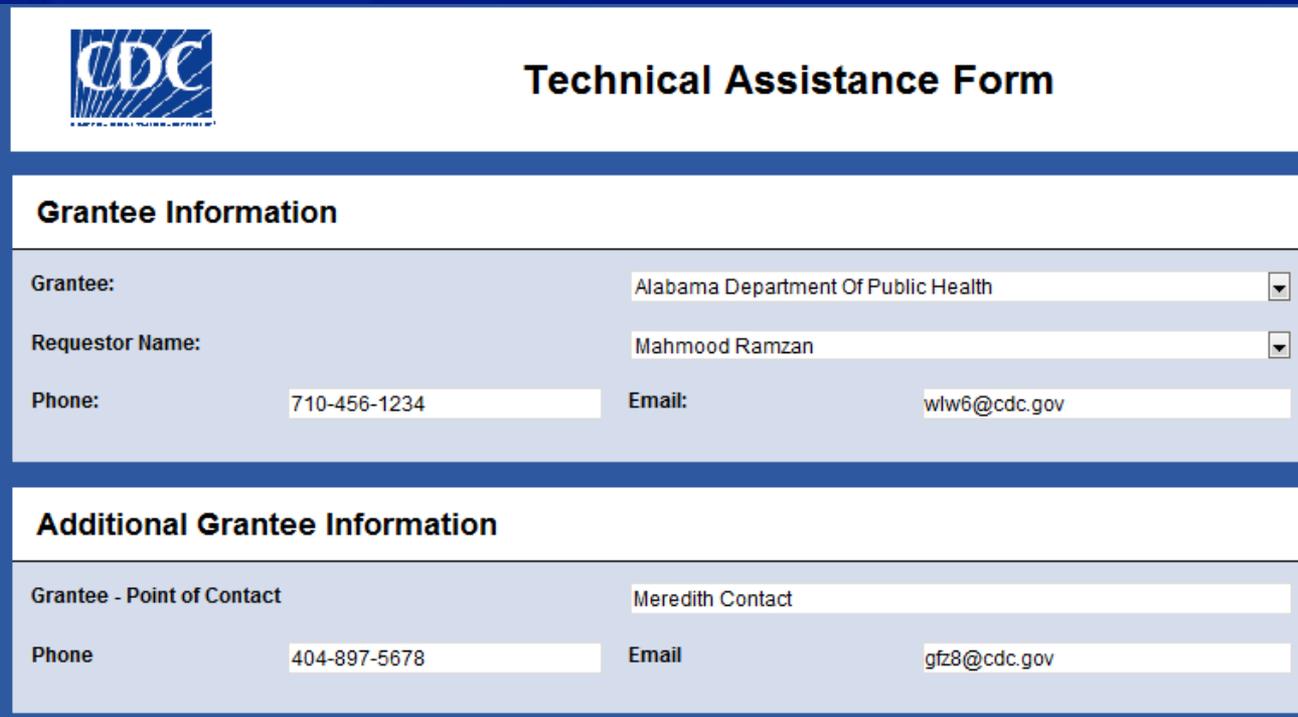
Submit Request

Pending Request

Past Requests

TA requests will be submitted online through the NPHII Online System

- TA requests will be submitted by completing and submitting an online form with details about the request



The image shows a screenshot of the CDC Technical Assistance Form. The form is divided into two main sections: "Grantee Information" and "Additional Grantee Information".

Grantee Information

CDC **Technical Assistance Form**

Grantee: Alabama Department Of Public Health

Requestor Name: Mahmood Ramzan

Phone: 710-456-1234 Email: wtw6@cdc.gov

Additional Grantee Information

Grantee - Point of Contact: Meredith Contact

Phone: 404-897-5678 Email: gfz8@cdc.gov

All active requests will display under the pending requests folder

- Grantees can monitor the status of submitted and in progress requests in the pending requests folder

The screenshot displays the NPHII Online System interface. On the left, there is a navigation menu with sections for 'Year 3 - Grantee' and 'Year 4 - Grantee'. Under 'Year 3 - Grantee', options include 'Workplan', '--- Grants.gov Submission', 'IPR', '--- IPR Grants.gov Submission', 'APR', and '--- APR Archive'. Under 'Year 4 - Grantee', options include 'Workplan', '--- Grants.gov Submission', 'IPR', '--- IPR Grants.gov Submission', 'APR', and '--- APR Archive'. At the bottom of the menu, there is a 'Technical Assistance' section with links for 'Submit Request' and 'Pending Request'. The main content area shows a table of pending requests, with two rows highlighted by a red border. The first row is for 'City Of San Antonio Metropolitan Health District-2013-05-03T10_05_09' with a status of 'NEW' and a description of 'QI Training for Staff'. The second row is for 'City Of San Antonio Metropolitan Health District-2013-05-03T10_08_49' with a status of 'NEW' and a description of 'SME for accreditation pre-requisites'.

<input type="checkbox"/> Name	Description of TA
City Of San Antonio Metropolitan Health District-2013-05-03T10_05_09 NEW	QI Training for Staff
City Of San Antonio Metropolitan Health District-2013-05-03T10_08_49 NEW	SME for accreditation pre-requisites

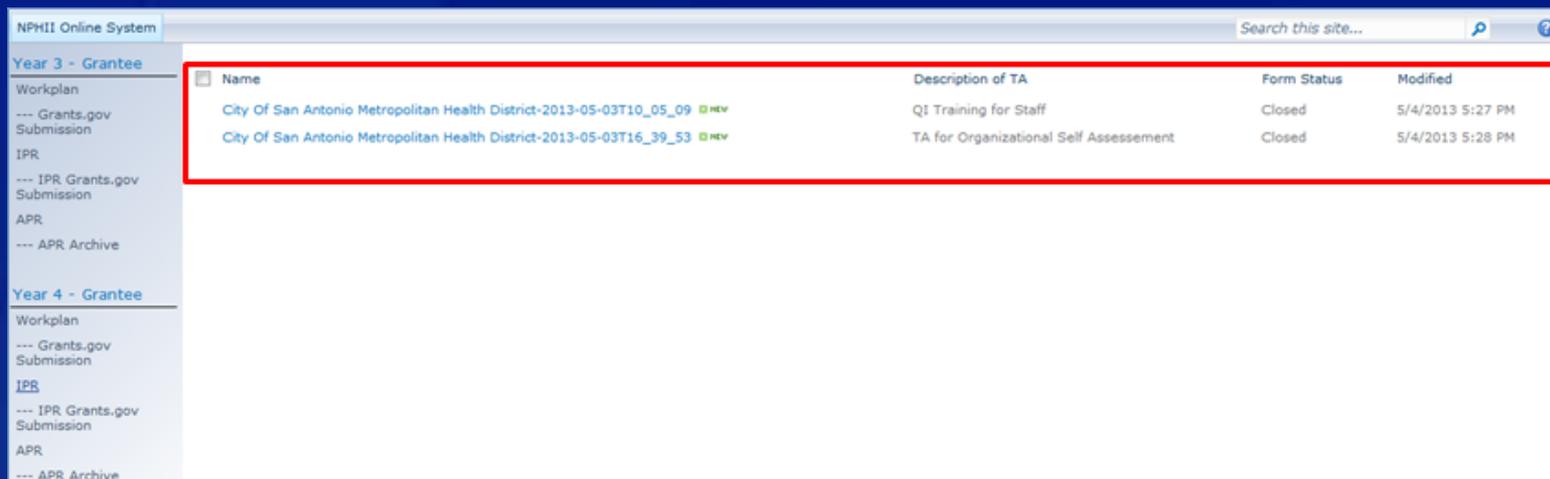
Technical Assistance

Submit Request

Pending Request

Past requests will be saved under the closed requests folder

- ❑ Closed requests will be available for review and reference in the past requests folder



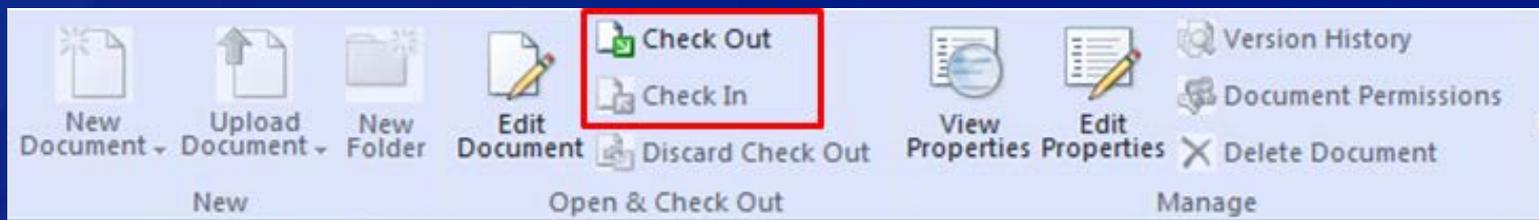
The screenshot shows the NPHII Online System interface. The main content area displays a table with four columns: Name, Description of TA, Form Status, and Modified. Two rows of data are visible, both with a status of 'Closed'. A red rectangular box highlights the table area.

Name	Description of TA	Form Status	Modified
City Of San Antonio Metropolitan Health District-2013-05-03T10_05_09 	QI Training for Staff	Closed	5/4/2013 5:27 PM
City Of San Antonio Metropolitan Health District-2013-05-03T16_39_53 	TA for Organizational Self Assessment	Closed	5/4/2013 5:28 PM

RECOMMENDATIONS AND NEXT STEPS

Recommendations and best practices for the NPHII Online System

- ❑ **Save workplan, IPR, and APR forms frequently**
 - Save online forms periodically when entering updates
 - Consider using an offline template for large amounts of data
- ❑ **Navigate the system using the left sidebar menu**
 - Use the top ribbon only to check in and check out forms
- ❑ **Use the Check In and Check Out features to edit forms**



Next steps for the NPHII Online System Launch

- ❑ Prepare for the system soft launch:**
 - Complete the site demonstration
 - Identify system contacts and complete the CDC JOIN process
 - Review the Grantee User Guide

- ❑ Launch the NPHII Online System — June 17th planned**

- ❑ Contact your PO with questions**

Thank you!
Please send comments and questions to
pimnetwork@cdc.gov

For more information, please contact CDC's Office for State, Tribal, Local and Territorial Support.

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The findings and conclusions in this presentation are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.