PS20-2001 Evaluation and Performance Management Plan (EPMP) Guidance for Recipients

Guidance on the Evaluation and Performance Management Plan (EPMP) was provided in the Notice of Funding Opportunity (NOFO) for CDC-RFA-PS20-2001. Recipients are required to submit a detailed EPMP, including a Data Management Plan (DMP), within the first 6 months of award. The EPMP must demonstrate how the Recipient will fulfill requirements described in the *Evaluation and Performance Measurement* and *Project Description* sections of the NOFO over the entire period of performance (January 1, 2020 to December 31, 2024).

Due Date and Method of Submission

- Due on or before June 30, 2020.
- Do not exceed 20 pages and provide the Recipient grant number on each page.
- Submitted through www.grantsolutions.gov as a Grant Note.

The EPMP should include the following four sections:

1. **Overview**

   This section should describe the general approach you will take to measure and evaluate the overall performance of your entire program. Address the following:

   - How will you collect performance measures, respond to evaluation questions, and use evaluation findings for continuous program quality improvement?
     - *For example, performance measures could be the National TB Program Objectives and Performance Targets for 2025.*
   - How will key program partners participate in the evaluation and performance measurement planning processes?
   - Describe available data sources, feasibility of collecting appropriate evaluation and performance data, and other relevant data information (e.g., performance measures proposed by recipient).
     - *For example, data sources could be surveillance data submitted to CDC on each TB case via the Report of Verified Case of Tuberculosis (RVCT) and compiled in the National TB Indicators Project (NTIP).*
   - How will you identify programmatic areas of success and areas in need of improvement?
   - How will you determine why your program is not meeting the National TB Program Objectives and Performance Targets for 2025?
   - How will you use NTIP reports?
   - How will you increase your understanding of factors contributing to the performance of your program?
   - What remediation strategies will be used to improve performance?
   - How will you evaluate and update the DMP, if applicable, for accuracy throughout the lifecycle of the project?

2. **Data Management Plan (DMP)**

   The DMP should provide a description of the data that will be produced using these NOFO funds; access to data; data standards ensuring released data have documentation describing methods of collection, what the data represent, and data limitations; and archival and long-term data preservation plans. The DMP should be considered a living document and periodically evaluated and updated as needed.

   - For more information about CDC's policy on DMP, see: https://www.cdc.gov/grants/additionalrequirements/ar-25.html

- Currently, there are no standard forms to use when creating a DMP. Recipients may refer to these websites for examples of how to construct a DMP:
  - United States Geological Survey
  - Inter-university Consortium for Political and Social Research
  - Stanford University DMPTool
  - National Network of Libraries of Medicine Data Management Planning Tool
- Below is an example of a DMP outline with questions to address:
  - **Data Description**
    - What new data will you create as part of this project (e.g., medical records, surveillance case reports, contact investigation logs, cohort review summaries)
    - What type or format will you use for each dataset?
    - What volume of data do you anticipate creating?
  - **Data Standards**
    - How do you plan to collect the data?
    - What do the data represent?
    - What are the limitations of the data?
    - What documentation and metadata will accompany the data to allow it to be read and interpreted in the future?
  - **Data Access**
    - What are the risks to data security and how will these be managed?
    - How will you control access to keep the data secure?
    - How will you ensure that collaborators can access your data securely?
    - If collecting data in the field, how will you ensure its safe transfer into your main secured systems?
    - Do your chosen data storage formats and software enable sharing and long-term access to the data?
  - **Archival and Long-Term Data Preservation Plans**
    - Where (e.g., in which repository or archive) will the data be held?
    - What data must be retained/destroyed for contractual, legal, or regulatory purposes?
    - How will you decide what other data to keep?
    - What are the foreseeable uses for the data?
    - How long will the data be retained and preserved?

3. Programmatic Evaluation and Performance Measurement

- **Program Evaluation Plan**
  - Describe a Program Evaluation (PE) Plan that focuses on a one specific area of the program and include the following:
    - Background and rationale for selecting PE focus area (for example: not meeting indicator target in NTIP) and how findings will be used for program improvement
    - Evaluation objectives and/or key evaluation questions
    - Methods and timelines for data collection and analysis
    - Key program partners participating in the evaluation and performance measurement planning processes
  - PE plans, evaluation results, and remediation plans should be submitted annually in the Annual Performance Report (APR).
- **Cohort Review Plan**
  - Describe plans to perform systematic reviews of case management.

- For additional information on conducting cohort reviews, refer to "Understanding the TB Cohort Review Process: Instruction Guide".
- Cohort Review plans should be submitted annually in the APR.

4. **Laboratory Evaluation and Performance Measurement** (entire five-year period)

– Length should be <1 page
– Evaluation narrative should include and describe the following:
  - How and who determines monitoring practices for workload volume and turnaround time data?
  - What are the processes for establishment of internal laboratory-specific goals (Element 1)?
  - How are turnaround time data used to develop and evaluate strategies/activities for improvement of National Tuberculosis Laboratory Performance Targets [Element 1—specimen receipt, acid-fast bacilli (AFB) smear, nucleic acid amplification testing (NAAT), identification (ID), and drug susceptibility testing (DST)] (i.e., creation of LIMS queries, educational opportunities with submitters, discussion/collaboration with staff, leadership, and partners, etc.) ?
  - What is the approach for developing and evaluating strategies/activities for Element 2 (advancement of efficiency and quality improvement based on evaluation of laboratory-specific data) and Element 3 (communication and collaboration with partners)?

Please contact your DTBE Project Officer if you have further questions or need additional clarification.