PS 25-0003 Evaluation and Performance Management Plan Guidance for Award Recipients

- Guidance on the required Evaluation and Performance Management Plan was provided in:
  - CDC-RFA-PS25-0003 published in 2024
  - In the Notice of Award (NoA) issued in 2024 under the terms and conditions
- Recipients are required to submit a detailed Evaluation and Performance Measurement plan, including a Data Management Plan, within the first 6 months of award, as described in the Reporting Section of the NOFO
  - Plan should demonstrate how the recipient will fulfill requirements described in CDC Evaluation and Project Description sections of the NOFO
  - Plan should cover timeframe **January 1, 2025,** to **December 31, 2029**
  - Plan should not exceed 20 pages

The Evaluation and Performance Measurement Plan should include the following sections:

1. **Overview –** describe the following:
   - How will you identify programmatic areas of success and areas in need of improvement?
   - How will available data sources be used, 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 data submitted to CDC on each TB case via the RVCT and compiled in NTIP.
     - Performance measures could be the national TB program performance targets available in NTIP.
   - How will you use the National TB Indicators Project (NTIP) reports?
   - Describe the process you will use to determine why your program is not meeting the National TB Program Objectives and Performance Targets for 2030. For example, the annual program evaluation effort can be used to determine why your program is not meeting a performance target.
   - Explain that you will use evaluation findings for continuous program quality improvement
   - How will key program partners participate in the evaluation and performance measurement planning processes?
   - How will you update the Data Management Plan (DMP), if applicable, for accuracy throughout the lifecycle of the project.
   - How will laboratory evaluation and performance measurement be conducted to improve monitoring practices and to use data and other information to develop and evaluate strategies/activities for improvement of National Tuberculosis Laboratory Performance Targets (Element 1), and for Element 2 and Element 3 for the lifecycle of the project?

2. **Data Management Plan (DMP)** (entire five-year award period)
   - 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.

- For more information about CDC's policy on DMP, see: https://www.cdc.gov/grants/additional-requirements/ar-25.html
- DMP example with questions to consider:
  - **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** (entire five-year award period)
   - **Program Evaluation Plan**
     - Describe how you will annually identify at least one area where your program is not performing well for an evaluation to determine why performance is low. For example, monitoring indicator performance in NTIP on specified schedule and comparing your program's performance to National 2030 TB targets could be one way to identify areas where program underperforming.
     - Explain that the general components of your program's annual Program Evaluation (PE) Plan will include:
       - Background and rationale for selecting the program evaluation focus area (for example: not meeting an indicator target in NTIP)
       - 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
       - Analysis of results and interpretation of findings

- o Remediation plans to address issues identified during the evaluation Explain that your program will submit the annual program evaluation effort, including the specific focus area, methods, implementation, findings and remediation plan in its Annual Performance Report (APR).
- **Cohort Review Plan**
  - o Describe plans to perform systematic reviews of case management.
  - o For additional information on conducting cohort reviews, refer to ["Understanding the TB Cohort Review Process: Instruction Guide"](#).
  - o Cohort Review plans should be submitted annually in the Annual Performance Report (APR).

4. **Laboratory Evaluation and Performance Measurement (entire five-year period)**
   - Length should be <1 page
   - Evaluation narrative should include and describe (how/what):
     - Monitoring practices for workload volume and turnaround time data
     - Processes for establishment of internal laboratory-specific goals (Element 1)
     - Use of turnaround time data 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), growth-based drug susceptibility testing (DST), molecular sequencing DST, and IGRA]
     - Approach to develop and evaluate strategies/activities for Element 2 (advancement of laboratory efficiency and quality assurance using laboratory-specific data) and Element 3 (communicate and collaborate with partners)

Report Due Dates and Method of Submission
   - All reports are due to CDC on or before June 30, 2029
   - Ensure award and program announcement numbers are shown on each page of the reports
   - Reports must be submitted via www.grantsolutions.gov as a Grant Note

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