



MISSOURI DEPARTMENT OF
**HEALTH &
SENIOR SERVICES**

**PROTECTING HEALTH AND
KEEPING PEOPLE SAFE**

Missouri PHIG Evaluation Monitoring Assessment Guide

- Welcome to the Missouri Public Health Infrastructure Grant Evaluation Monitoring Assessment Guide (Version 3).
- The purpose of this document is to offer guidance on completing the Missouri Public Health Infrastructure Grant Evaluation Monitoring Assessment.
- The Public Health Infrastructure Grant or “PHIG”, requires reporting to the CDC on how Missouri public health is improving in the strategies of *Workforce* and *Foundational Capabilities*. The questions in the assessment are designed to collect this required CDC data. All information provided by LPHAs in the assessment will be reported to the CDC in an aggregated format (agency contact information will not be reported).

PHIG Evaluation Monitoring Assessment Reporting Periods

The assessment reporting periods and submission due dates for the assessment are as follows:

| Year | Reporting Period | Dates | LPHA Assessment Submission Date |
|---------------|-------------------------|------------------------------|--|
| Year 1 | 1 | 12/1/2022-5/31/2023 | NA |
| | 2 | 6/1/2023-11/30/2023 | |
| Year 2 | 3 | 12/1/2023 – 5/31/2024 | 7/15/2024 |
| | 4 | 6/1/2024 – 11/30/2024 | 1/15/2025 |
| Year 3 | 5 | 12/1/2024 – 5/31/2025 | 7/15/2025 |
| | 6 | 6/1/2025 – 11/30/2025 | 1/15/2026 |
| Year 4 | 7 | 12/1/2025 – 5/31/2026 | 7/15/2026 |
| | 8 | 6/1/2026 – 11/30/2026 | 1/15/2027 |
| Year 5 | 9 | 12/1/2026 – 5/31/2027 | 7/15/2027 |
| | 10 | 6/1/2027 – 11/30/2027 | 1/15/2028 |

Accessing the PHIG Evaluation Monitoring Assessment

- The link to the assessment was sent out to Missouri LPHA Administrators & Directors on 3/18/24. Here is the link:

https://redcap.link/Missouri_PHIG_Evaluation_Monitoring_Assessment

- The link to the assessment, this guide, and an optional tool designed to aid in storing assessment data are located on the Missouri LPHA hub webpage. The link to the webpage is here:

www.mo-lpha.com

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Missouri Public Health Infrastructure Grant Evaluation Monitoring Assessment

Returning

AAA



The Missouri Department of Health and Senior Services has contracted with the University of Missouri-Columbia (MU) School of Medicine to carry out an evaluation of the Public Health Infrastructure Grant (PHIG) program in Missouri. This assessment will be given to PHIG awardees twice a year and in turn reported in summary format as requested by the CDC. More importantly, it will provide valuable insight as to how Local Public Health Agencies are strengthening their workforce and foundational capabilities as a result of PHIG funding. A stronger public health infrastructure means better protection for Missourians from preventable illness, health threats, and death. On behalf of the Missouri Department of Health and Senior Services, thank you for taking the time to complete this assessment. For questions on completing the assessment, please refer to the LPHA PHIG Evaluation Guide or contact the DHSS PHIG Program Team.

Date

* must provide value

2024-03-19 13:06 Y-M-D H:M

Choose the Reporting Period

* must provide value

- 12/1/2023 - 5/31/2024
- 6/1/2024 - 11/30/2024
- 12/1/2024 - 5/31/2025
- 6/1/2025 - 11/30/2025
- 12/1/2025 - 5/31/2026
- 6/1/2026 - 11/30/2026
- 12/1/2026 - 5/31/2027
- 6/1/2027 - 11/30/2027

reset

Select the date range of the reporting period you are submitting the assessment on

Missouri PHIG Monitoring Assessment Page 1

12/1/2025 - 5/31/2026
 6/1/2026 - 11/30/2026
 12/1/2026 - 5/31/2027
 6/1/2027 - 11/30/2027

[reset](#)

Your First Name
* must provide value

Your Last Name
* must provide value

Your Email Address
* must provide value

Your Phone Number

Your Job Title
* must provide value

Local Public Health Agency
* must provide value

The person completing the assessment or the preferred contact for the assessment should input their contact information

Missouri PHIG Monitoring Assessment Page 1

- For the next section, enter the total number of existing/current staff at your agency on the **Final Day** of the reporting period
 - Include all staff that were employed by your agency on the final day of the reporting period no matter their funding source
 - **Do not** include staff employed by other agencies that are contracted to work for your agency
 - Count part-time staff the same as full-time staff (**part-time should be counted as 1*)
 - The count should include all staff actively employed by your agency on **Final Day** of the reporting period
 - Example: for the first assessment that covers the reporting period of 12.1.23-5.31.24, you would put in the count of all staff present on 5.31.24
 - If unsure of the exact count on final day of the reporting period, estimate as close as possible

Existing/Current Staff Positions

(On the Final Day of the Reporting Period)

How many active staff were employed by your agency on the **Final Day** of reporting period?

* must provide value

Missouri PHIG Monitoring Assessment Page 1

- Once a number is input for the existing staff count on the Final Day, the job categories selection titles will populate below
 - Check the boxes for each **job category** staff from your agency were actively working in on **the final day** of the reporting period
 - If unsure if you had staff actively employed under a job category, refer to **Appendix A** at the end of this guide, or you may refer to the **Optional PHIG LPHA PHIG Evaluation Assessment Template** for reference

Select all category/ categories of staff positions filled by your agency on Final Day of the reporting period (select all that apply)

* must provide value

- 1. Agency leadership and management
- 2. Program manager
- 3. Business, improvement, and financial operations staff
- 4. Office and administrative support staff
- 5. Information technology and data system staff
- 6. Public information, communications, and policy staff
- 7. Laboratory workers
- 8. Epidemiologists, statisticians, data scientists, other data analysts
- 9. Behavioral health and social services staff
- 10. Community health workers and health educators
- 11. Public health physician, nurse and other clinicians or healthcare providers
- 12. Preparedness staff (emergency preparedness)
- 13. Environmental health workers
- 14. Animal control and compliance/inspection staff
- 15. Other

Missouri PHIG Monitoring Assessment Page 1

- The final step for this page is to select “Yes” if your agency hired anyone to new positions in your agency during the reporting period.
 - **Include internal staff hired to new positions and staff new to your agency** that began working in the new position during the reporting period
 - Only include staff employed by your agency (e.g., if a person is doing contractual work on behalf of your agency but is employed by another agency/organization, they should not be considered as a newly hired position)
 - Only select “Yes” if staff **began working in newly hired positions during reporting period**

Newly Hired Positions

(During the Current Reporting Period)

Have you hired any positions during the current reporting period including internal staff hired to new positions?

* must provide value

Yes

No

[reset](#)

- If newly hired positions did occur during the 6-month reporting period and “Yes” is selected, a drop-down list of job categories will show
 - These job categories are identical to those in the Existing/Staff Positions section
 - Only select job categories that newly hired position's staff **began working** under during the entire reporting period
 - Refer to **Appendix A** of this PowerPoint for further clarification on what job titles fall under the shown job categories as well as additional criteria for selection, or use the **Optional LPHA Assessment Template** document for guidance
 - The selections made on this first page will shape the flow of the assessment for the respondent

Newly Hired Positions (During the Current Reporting Period)

Have you hired any positions during the current reporting period including internal staff hired to new positions?
* must provide value

Yes
 No

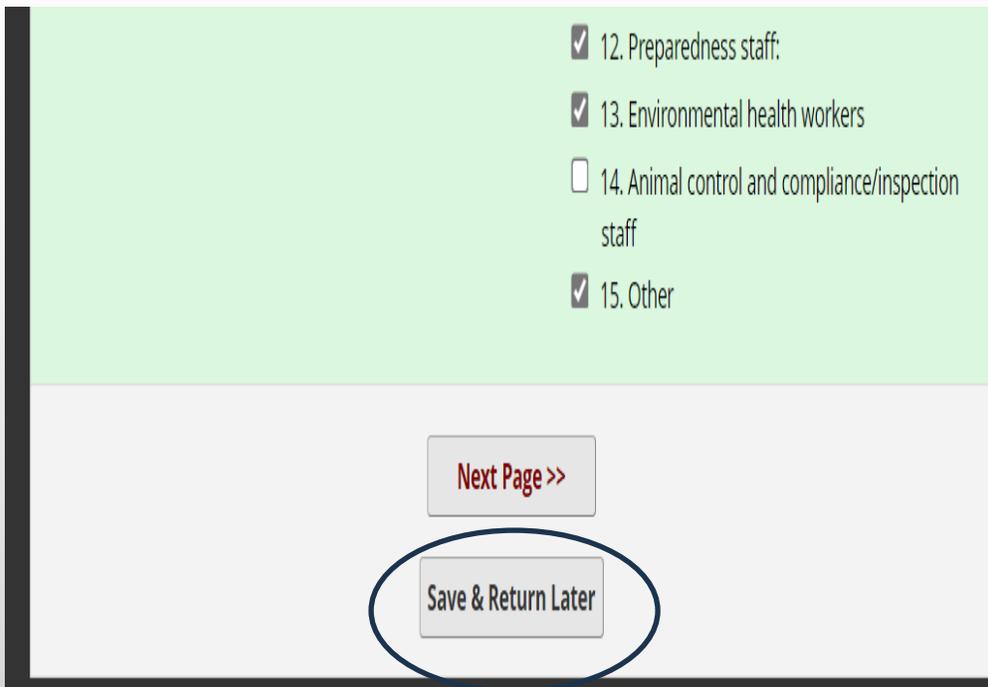
reset

Select the category/ categories of positions hired during the current reporting period (select all that apply)
* must provide value

- 1. Agency leadership and management
- 2. Program manager
- 3. Business, improvement, and financial operations staff
- 4. Office and administrative support staff
- 5. Information technology and data system staff
- 6. Public information, communications, and policy staff
- 7. Laboratory workers
- 8. Epidemiologists, statisticians, data scientists, other data analysts
- 9. Behavioral health and social services staff
- 10. Community health workers and health educators
- 11. Public health physician, nurse and other clinicians or healthcare providers
- 12. Preparedness staff:
- 13. Environmental health workers

Missouri PHIG Monitoring Assessment Page 1

- At the bottom of the first page of the assessment is a **Save & Return Later** button.
 - It is recommended you save at this point as the first page will determine the flow of the assessment
 - After saving you will get a pop-up box with a return code
 - Record the return code so that you can return to this point if needed or select to have a return link sent to your email
 - After closing the box, you can elect to continue the survey



12. Preparedness staff:

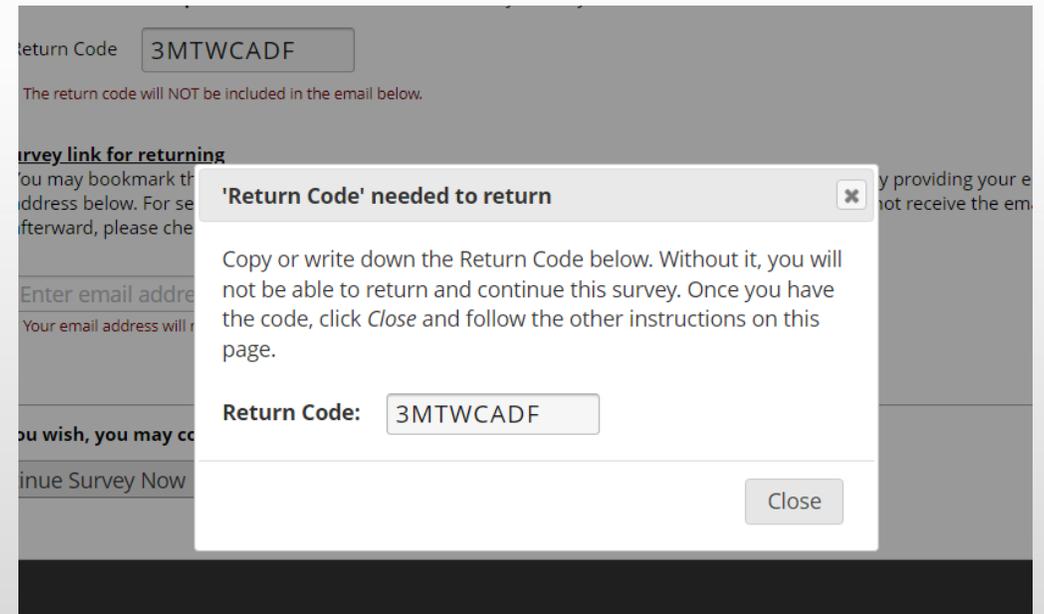
13. Environmental health workers

14. Animal control and compliance/inspection staff

15. Other

Next Page >>

Save & Return Later



Return Code: 3MTWCADF

The return code will NOT be included in the email below.

'Return Code' needed to return

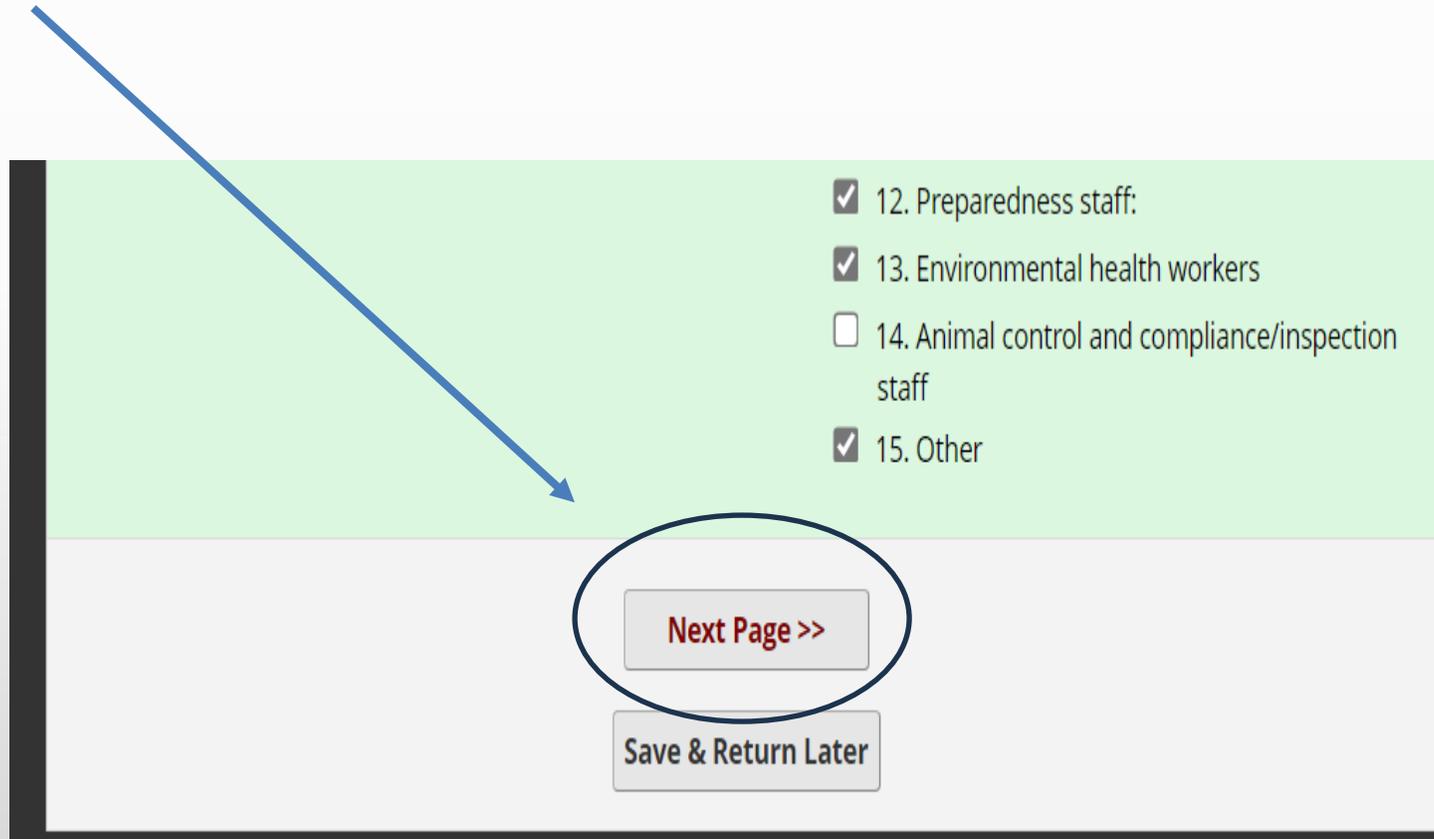
Copy or write down the Return Code below. Without it, you will not be able to return and continue this survey. Once you have the code, click *Close* and follow the other instructions on this page.

Return Code: 3MTWCADF

Close

Missouri PHIG Monitoring Assessment Page 1

- Hitting the “Next Page >>” button will take you to Page 2 of the assessment



12. Preparedness staff:

13. Environmental health workers

14. Animal control and compliance/inspection staff

15. Other

Next Page >>

Save & Return Later

Missouri PHIG Monitoring Assessment Job Categories Pages

- The next page will start with a selected job category from page 1
 - If on page 1, **Agency leadership and management** was selected under the **Existing/Current Staff Positions** section, then you will see what is pictured below
 - The job category (determined by selection on page 1) will dictate what job titles appear in the table

Category 1- Agency leadership and management

For Reporting Period 12/1/2024 - 5/31/2025

Please complete the survey below.

If you would like to modify the previous responses please use the following link: [Survey Queue Link](#)

Existing/Current Staff Positions

(On Final Day of Reporting Period)

| Job Title | Number of Total Staff in the Respective Job Title | Number of Staff that is PHIG Funded | How Many PHIG Funded Staff were Internal Staff when they became PHIG Funded? |
|--|---|-------------------------------------|--|
| Department/Agency Director or Administrator | <input type="text"/> | | |
| Deputy/Assistant Director or Administrator | <input type="text"/> | | |
| Division Director or Administrator | <input type="text"/> | | |
| Program Director (does not include Program Managers) | <input type="text"/> | | |

Job titles that appear depend on the job category that is represented



Missouri PHIG Monitoring Assessment Job Categories Pages

- On the **Existing/Current Staff Positions** table, input the correct numbers for each respective job title that was occupied on **Final Day** of the reporting period
- For the **Number of Total Staff in the Respective Job Title** column, input the total number of employed staff in that job title within your agency for final day of the reporting period

| Job Title | Number of Total Staff in the Respective Job Title | Number of Staff that is PHIG Funded | How Many PHIG Funded Staff were Internal Staff when they became PHIG Funded? |
|---|---|-------------------------------------|--|
| Department/Agency Director or Administrator | <input type="text" value="1"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Deputy/Assistant Director or Administrator | <input type="text"/> | | |
| Division Director or Administrator | <input type="text"/> | | |

Missouri PHIG Monitoring Assessment Job Categories Pages

- For the remaining columns, list the counts of how many staff are PHIG funded and internal staff that became PHIG funded respective to each job title on final day of the reporting period
 - Refer to **Appendix A** of this guide or the **Optional PHIG Evaluation Assessment Template** for guidance on which columns existing staff should be counted under
 - Internal staff that became PHIG funded are the number of staff within each job title that were already working at your agency when they became PHIG funded
 - Count them if they became PHIG funded at any point (even before reporting period)
 - They must be PHIG funded on final day of reporting period to be counted

| Job Title | Number of Total Staff in the Respective Job Title | Number of Staff that is PHIG Funded | How Many PHIG Funded Staff were Internal Staff when they became PHIG Funded? |
|---|---|-------------------------------------|--|
| Program Manager-Immunizations, Substance Abuse, Tobacco Control, School Health, Oral/Dental Services, Mental Health | <input type="text" value="2"/> | <input type="text" value="1"/> | <input type="text" value="1"/> |
| Program Manager-Accountability and Performance Management (accreditation coordinator, QI staff, performance management) | <input type="text" value="1"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Program Manager-Assessment and | | | |

Missouri PHIG Monitoring Assessment Job Categories Pages

- Continue to input counts for each job title row that your agency had existing staff in on final day of the reporting period
- If you did not have existing staff on final day of the reporting period for a particular job title, leave the field blank (example circled in red)

Existing/Current Staff Positions

(On Final Day of Reporting Period)

| Job Title | Number of Total Staff in the Respective Job Title | Number of Staff that is PHIG Funded | How Many PHIG Funded Staff were Internal Staff when they became PHIG Funded? |
|---|---|-------------------------------------|--|
| Attorney or Legal Counsel | <input type="text"/> | | |
| Business Support Services Including Business Office Administrators and Coordinators | <input type="text" value="1"/> | <input type="text" value="1"/> | <input type="text" value="0"/> |
| Grants or Contracts Specialist | <input type="text"/> | | |

Missouri PHIG Monitoring Assessment Job Categories Pages

- After completing the table for the **Existing/Current Staff Positions**, you must scroll down to find the **Newly Hired Positions** section
 - This section is for submitting all newly hired positions in the job category of the page that **started working in their new position during the entire reporting period**
 - It pertains to the same job category displayed at the top of the page and highlighted in the section (just like the **Existing/Current Staff Positions** table)
 - First, select the number of new hires that **started working** in the job category **during the reporting period**
 - Include all new hires whether they are par-time or full-time (this assessment does not differentiate between the two)
 - Include internal hires that started working in their new position during the reporting period
 - Additional guidance provided in Appendix A

Newly Hired Positions
(During the Current Reporting Period)

Select number of positions filled for the "Agency leadership and management" (Category 1) 0

must provide value 1

2

3

4

5

6

7

8

9

10

[reset](#)

Category 1- Agency leadership and management

For Reporting Period 12/1/2023 - 5/31/2024

Please complete the survey below.

Missouri PHIG Monitoring Assessment Job Categories Pages

- The number of newly hired positions selected for the job category during the reporting period will result in the corresponding number of rows appearing in table below
- Notice in the example below you can only fill in two rows for new hires in this job category because only 2 was selected above
- A maximum of 10 newly hired positions for each job category can be input for each reporting period

Select number of positions filled for the "Program manager" (Category 2) 0

* must provide value 1

2

3

4

5

6

7

8

9

10

[reset](#)

| Category 2 | Source of Funding | Job Title as Per CDC | Is this an <u>Internal Hire</u> ? |
|------------|-------------------|---|---|
| Person 1 | PHIG ▾ | Program Manager-Environmental Public He ▾ Explain Other | <input type="radio"/> Yes <input checked="" type="radio"/> No reset |
| Person 2 | | Explain Other | |

Missouri PHIG Monitoring Assessment Job Categories Pages

- For the Source of Funding column, select “PHIG” or “Other”
 - If any amount of the position’s regular salary or wages are from PHIG funds, select PHIG
 - Count staff supported by the PHIG Accreditation and PHIG Internship funds as PHIG funded
 - Do not count bonus pay from PHIG funds distributed in pay checks over a set period of time
 - Refer to **Appendix A** for additional guidance

| Category 2 | Source of Funding | Job Title as Per CDC | Is this an <u>Internal Hire</u> ? |
|------------|-------------------|--|---|
| Person 1 | PHIG ▾ | Program Manager-Environmental Public He▾ Explain Other | <input type="radio"/> Yes <input checked="" type="radio"/> No reset |
| Person 2 | | Explain Other | |
| | | | |

Missouri PHIG Monitoring Assessment Job Categories Pages

- Next, select the job title of the new hire
- The job titles available will depend on the job category the page represents
- Job titles selected should reflect the **new positions official title** (For more guidance on selection of a job title including a complete list of job titles per job category, refer to **Appendix A**)
- If no job title accurately reflects the newly hired positions title, select “Other” as the job title
 - Doing so will result in a box populating beneath the “Explain Other” heading
 - Type in the job title of the newly hired position

| Category 2 | Source of Funding | Job Title as Per CDC | Is this an <u>Internal</u> Hire? |
|------------|-------------------|---|---|
| Person 1 | PHIG ▾ | Program Manager-Other ▾ Explain Other <input type="text"/> | <input type="radio"/> Yes <input checked="" type="radio"/> No reset |

Missouri PHIG Monitoring Assessment Job Categories Pages

- For the ***Is This an Internal Hire?*** column, select “Yes” if the person was a current staff member employed by your agency before transitioning to the new position
- Select “No” if the person occupying the new position was not a current employee before taking on the role

| Category 2 | Source of Funding | Job Title as Per CDC | Is this an <u>Internal Hire?</u> |
|------------|-------------------|--|---|
| Person 1 | PHIG ▾ | Program Manager-Environmental Public He ▾ Explain Other | <input checked="" type="radio"/> Yes <input type="radio"/> No reset |

Missouri PHIG Monitoring Assessment Job Categories Pages

- If you did not select newly hired positions for a specific job category on page 1, then there will not be input boxes available for each column and you will not be able to input data in the table for the job category **You can change this by clicking on the "Survey Queue" button and selecting to edit the response for page 1*

| Newly Hired Positions (During the Current Reporting Period) | | | |
|--|-------------------|----------------------|----------------------------------|
| Category 3 | Source of Funding | Job Title as Per CDC | Is this an <u>Internal</u> Hire? |
| Person 1 | | Explain Other | |
| Person 2 | | Explain Other | |
| Person 3 | | Explain Other | |
| Person 4 | | Explain Other | |

Missouri PHIG Monitoring Assessment Job Categories Pages

- In all, there are 15 job category pages to input counts for existing/current staff positions and newly hired positions for
 - Depending on your selections on page 1, you may or may not have to fill out existing/current staff positions and newly hired positions for each job category
 - It is recommended you use the **Optional PHIG Evaluation Assessment Template** to assist you in tracking data throughout each reporting period
 - If none of the job categories/job titles accurately capture an existing staff member on the final day of the reporting period or a newly hired position during the reporting period, you may select “Other” for either section on page 1 of the assessment
 - If “Other” is selected on page 1 for either existing staff positions or newly hired positions then there will be a page similar to the examples we just used whereas you can select “other” as a job title as well
 - The “Other” job category selection also allows you to capture interns and fellows as a job title within the **Existing/Current Staff Positions** table and **Newly Hired Positions** table

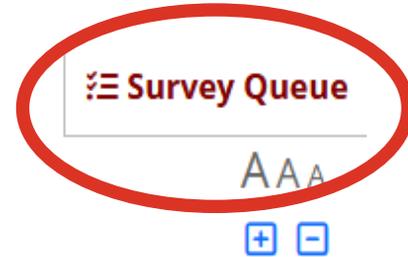
| Existing/Current Staff Positions (On Final Day of Reporting Period) | | | |
|--|---|-------------------------------------|--|
| Job Title | # Total Personnel in the Respective Job Title | Number of Staff that is PHIG Funded | How Many PHIG Funded Staff were Internal Staff when they became PHIG Funded? |
| Intern, Student Intern | <input type="text"/> | | |
| Fellows | <input type="text"/> | | |
| Other (not categorized) | <input type="text"/> | | |

- You can go back to any previous page by clicking on the "Survey Queue" button located in the upper right corner of each page
- After you click on the "Survey Queue" button, a screen will pop up allowing you to select the page you wish to edit by clicking "Edit response" next to the page you want to adjust
- **Note: the back browser button will not take you back to the previous page**

Category 3 - Business, improvement, and financial operations staff

For Reporting Period 12/1/2024 - 5/31/2025

Please complete the survey below.



Survey Queue
Get link to my survey queue

Listed below is your survey queue, which lists any other surveys that you have not yet completed. To begin the next survey, click the 'Begin survey' button next to the title.

| Status | Survey Title | |
|---|--|--|
| ✔ Completed | Missouri Public Health Infrastructure Grant Evaluation Monitoring Assessment | <input type="button" value="Edit response"/> |
| ✔ Completed | Category 1- Agency leadership and management | <input type="button" value="Edit response"/> |
| ✔ Completed | Category 2 - Program manager | <input type="button" value="Edit response"/> |
| ✔ Completed | Category 3 - Business, improvement, and financial operations staff | <input type="button" value="Edit response"/> |
| <input type="button" value="Begin survey"/> | Category 15 - Other | |
| <input type="button" value="Begin survey"/> | Chronic Diseases and Accreditation | |
| <input type="button" value="Begin survey"/> | PHIG Progress Report | |



- After working through listing existing staff positions and newly hired positions across all job categories, you will come to the Chronic Diseases and Accreditation Section page

Chronic Diseases and Accreditation

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Chronic Diseases

Below is a listing of 21 common program areas in public health. Which of the following best describes the programmatic areas your LPHA has ongoing activity. (Select All that Apply.)

* must provide value

- Infectious Disease - Immunization
- Infectious Disease - HIV/AIDS
- Infectious Disease - STD/STI
- Chronic Diseases-Nutrition & Physical activity (including Fruits and Vegetables/ Obesity)
- Chronic Diseases-Tobacco use
- Chronic Diseases-Cancer
- Chronic Diseases-Cardiovascular/ Diabetes (including WISEWOMAN)
- Chronic Diseases-Aging (including Seniors/ Falls prevention)

- For the Chronic Diseases section, check all program areas your agency has activity in
 - Check the box if you have any ongoing activity in the program
 - If you do not currently have activity in a program area but plan to, leave the box blank
 - It does not matter if you have staff officially employed in a program area, only if there is activity in it from your agency

Chronic Diseases and Accreditation

AAA



Chronic Diseases

Below is a listing of 21 common program areas in public health. Which of the following best describes the programmatic areas your LPHA has ongoing activity. (Select All that Apply.)

* must provide value

- Infectious Disease - Immunization
- Infectious Disease - HIV/AIDS
- Infectious Disease - STD/STI
- Chronic Diseases-Nutrition & Physical activity (including Fruits and Vegetables/ Obesity)
- Chronic Diseases-Tobacco use
- Chronic Diseases-Cancer
- Chronic Diseases-Cardiovascular/ Diabetes

Missouri PHIG Monitoring Assessment Chronic Diseases and Accreditation Pages

- Following completion of the Chronic Diseases section, scroll down to complete the Accreditation section
- The Accreditation section will ask your agency's public health accreditation status **Note: The Accreditation section will be available in 12 month increments in the assessment in RedCAP*
- It will also ask a series of questions on perceptions, barriers, and expectations regarding accreditation
 - This portion should be completed by LPHA leadership, preferably an agency Director or Administrator
 - Once a value has been input for every question, hit submit at the bottom of the page

| Accreditation | | | | | |
|--|-----------------------|-----------------------|-------------------------------|-----------------------|-----------------------|
| Regarding public health accreditation, is your agency: select from dropdown: | <input type="text"/> | | | | |
| <i>* must provide value</i> | | | | | |
| Perception of Accreditation Value | | | | | |
| | Strongly Agree | Agree | Neither Agree nor Disagree | Disagree | Strongly Disagree |
| Please select your response based on the following statement, "My stakeholders are aware of the value of accreditation." <i>* must provide value</i> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| | | | | | reset |
| Please select your response based on the following statement, "I know where to find resources and assistance on accreditation." <i>* must provide value</i> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| | | | | | reset |
| Please select your response based on the following statement, "I know how achieving accreditation affects my agency's day-to-day operations." <i>* must provide value</i> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| | | | | | reset |

- For the final page of the assessment, the progress reports mentioned in agency PHIG contracts have been incorporated into the assessment
- For the first part, input answers into the narrative boxes in response to the progress questions

PHIG Monitoring Assessment AAA
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PHIG Monitoring Assessment

| | |
|--|---|
| <p>What activities are you working on to provide well-being/mental wellness initiatives at your agency? <i>* must provide value</i></p> | <div style="border: 1px solid #ccc; height: 100px;"></div> <p style="text-align: right; font-size: small;">Expand</p> |
| <p>What are your successes with PHIG funding thus far? <i>* must provide value</i></p> | <div style="border: 1px solid #ccc; height: 100px;"></div> <p style="text-align: right; font-size: small;">Expand</p> |
| <p>What challenges have you encountered with PHIG funded activities thus far? <i>* must provide value</i></p> | <div style="border: 1px solid #ccc; height: 100px;"></div> <p style="text-align: right; font-size: small;">Expand</p> |

Missouri PHIG Monitoring Assessment Progress Report Page

- The second part of this page asks to list PHIG funded activities and input the percent complete range as it pertains to the activity listed
 - PHIG funded activities will need to be typed in by the respondent and will be unique to the agency
 - Use the description of percent complete ranges above to determine what percent range is appropriate for the activity

| Percent Complete Ranges | |
|-------------------------|--|
| Percent Complete Range | Description of Range Estimate |
| a. 0% | No actions (including planning) have been started for this deliverable |
| b. 1-25% | Funding recipient has begun initial work on this activity and is still conducting some planning |
| c. 26-50% | Funding recipient has completed initial planning and has initiated steps to carry out the activity |
| d. 51-75% | Funding recipient is in the process of carrying out the activity and is analyzing data obtained from the activity |
| e. 76-99% | Funding recipient has carried out the majority of the activity. Data from the activity has been collected and the fund recipient is completing final reports |
| f. 100% | The activity has been fully completed and no further work towards it is required during the reporting period timeframe. |

| Activity Number | Describe the PHIG Funded Activities | Percent Complete Range |
|-----------------|-------------------------------------|------------------------|
| 1 | <input type="text"/> | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |

Appendix A

- How to classify staff under the **Existing/Current Staff Positions** and **Newly Hired Positions** sections
 - Staff can be counted under 15 different job categories
 - Each job category has a prescribed selection of job titles to select from
 - On page 1, if no job category accurately classifies an employee, select “Other” as a job category
 - Staff counts under the **Existing/Current Staff Positions** section should be of existing staff active on **final day** of the reporting period the assessment is covering
 - Staff counts under the **Newly Hired Positions** section are to include all newly hired staff and internal staff that moved to a new position that started working in their new position during **the entire reporting period** (Do not count staff that has not yet started actively working)
 - If a staff member works under multiple job titles, categorize them under the job title they are officially given
 - If there is no matching job title, count them under the job title that best describes the area they spend most of their work time on
 - **Do not count a staff member in more than one job title**
 - Do not count staff employed by other agencies that are doing contract work on behalf of your agency
 - Part-time staff are to be counted the same as full-time staff (this assessment does not differentiate between the two)
 - Count each staff member 1 time throughout the assessment (count them as a whole number (e.g.1, 2) and not as a fractional number)

Appendix A

- **PHIG Funded Staff**

- A staff member is considered PHIG funded if any part of their salary is funded by PHIG, no matter how little the amount is (e.g. if \$1 of PHIG funding supports a staff member's wages, they are PHIG funded)
- Staff funded by the PHIG Accreditation and PHIG Internship funds count as PHIG funded
- Do not count staff as PHIG funded if they only receive PHIG funds through a hiring/retention bonus distributed into paychecks over a set period of time

- **Internal PHIG Funded Staff**

- A staff member is considered internal if they were already working for your agency when they became PHIG funded
- A staff member is an internal PHIG funded staff if they were already working for your agency when they became PHIG funded or moved into a new PHIG funded position

Appendix A

| Job Category | Job Title |
|--|--|
| Agency Leadership and Management: | Agency Director, Administrator |
| | Agency Deputy/Assistant Director, Deputy/Assistant Administrator |
| | Program Director |
| | Chief Medical Officer, Health Officer |
| | Other |

Appendix A

| Job Category | Job Title |
|--|---|
| <p style="text-align: center;">Program Manager:</p> | Program Manager-Immunizations, Substance Abuse, Tobacco Control, School Health, Oral/Dental Services, Mental Health |
| | Program Manager-Accountability and Performance Management (accreditation coordinator, QI staff, performance management) |
| | Program Manager-Assessment and Surveillance (disease surveillance, contract tracing, epidemiology, enforcement, inspection, public health laboratory, vital records) |
| | Program Manager-Chronic Disease & Injury Prevention (non-communicable/chronic disease, health promotion/wellness, injury/violence prevention) |
| | Program Manager-Communicable Disease Control (influenza, COVID-19, tuberculosis, STDs/STIs) |
| | Program Manager-Communications |
| | Program Manager-Community Partnership Development (community health planning/assessment) |
| | Program Manager-Emergency Preparedness/Response |
| | Program Manager-Environmental Public Health (environmental health, animal control) |
| | Program Manager-Equity |
| | Program Manager -Maternal, Child and Family Health (WIC, family planning) |
| | Program Manager-Organizational Competencies (leadership and governance, information technology, workforce development and human resources, financial management, contract and procurement, facility operations, legal services) |
| | Program Manager-Policy Development and Support |
| Program Manager-Other | |

Appendix A

| Job Category | Job Title |
|--|---|
| <p>Business, Improvement, and Financial Operations Staff:</p> | Attorney, Legal Staff |
| | Business Support Services including Business Office Administrators and Coordinators |
| | Grants or Contracts Specialist |
| | Human Resources Personnel |
| | Community Health Planner |
| | Quality Improvement Staff |
| | Training/Development Manager |
| | Workforce Development Staff |
| | Accreditation and Performance Improvement Staff |
| | Other |
| <p>Office and Administrative Support Staff:</p> | Clerical Personnel including Administrative Assistants, Secretaries |
| | Customer Service/Support Personnel |
| | Custodian, Facilities and Operations Worker |
| | Implementation Specialist |
| | Medical/Vital Records Staff |
| | Other |

Appendix A

| Job Category | Job Title |
|--|---|
| Information Technology and Data System Staff: | Information Systems Manager, Information Technology Specialist, IT Support Staff |
| | Informatics Staff |
| | Web Developer/Computer Programmer |
| | Other |
| Public Information, Communications, and Policy Staff: | Public Health Information Staff, Communications Staff, Web Content Writer/Content Developer |
| | Policy Analyst |
| | Other |

Appendix A

| Job Category | Job Title |
|--|---|
| Laboratory Workers: | Laboratory Technician |
| | Laboratory Scientist/Medical Technologist |
| | Laboratory Aide or Assistant |
| | Other |
| Epidemiologists, Statisticians, Data Scientists, Other Data Analysts: | Epidemiologist |
| | Statistician |
| | Economist |
| | Data or Research Analyst |
| | Other |

Appendix A

| Job Category | Job Title |
|---|--|
| Behavioral Health and Social Services Staff: | Behavioral Health Professional |
| | Contract Tracer |
| | Counselor |
| | Health Navigator |
| | Social Worker/Social Services Professional |
| | Other |
| Community Health Workers and Health Educators: | Health Educator |
| | Community Health Worker |
| | Other |

Appendix A

| Job Category | Job Title |
|---|---|
| <p align="center">Public Health Physician, Nurse and Other Clinicians or Healthcare Providers:</p> | Physician Assistant, Public Health/Preventive Medicine Physician |
| | Registered Nurse-Immunizations, Substance Abuse, Tobacco Control, School Health, Oral/Dental Services, Mental Health |
| | Registered Nurse-Assessment and Surveillance (disease surveillance, contract tracing, epidemiology, enforcement, inspection, public health laboratory, vital records) |
| | Registered Nurse-Chronic Disease & Injury Prevention (non-communicable/chronic disease, health promotion/wellness, injury/violence prevention) |
| | Registered Nurse-Communicable Disease Control (influenza, COVID-19, tuberculosis, STDs/STIs) |
| | Registered Nurse- Maternal, Child and Family Health (WIC, family planning) |
| | Registered Nurse-Other |
| | Licensed Practical or Vocational Nurse- Immunizations, Substance Abuse, Tobacco Control, School Health, Oral/Dental Services, Mental Health |
| | Licensed Practical or Vocational Nurse-Assessment and Surveillance (disease surveillance, contract tracing, epidemiology, enforcement, inspection, public health laboratory, vital records) |
| | Licensed Practical or Vocational Nurse-Chronic Disease & Injury Prevention (non-communicable/chronic disease, health promotion/wellness, injury/violence prevention) |
| | Licensed Practical or Vocational Nurse-Communicable Disease Control (influenza, COVID-19, tuberculosis, STDs/STIs) |
| | Licensed Practical Nurse-Maternal, Child and Family Health (WIC, family planning) |
| | Licensed Practical Nurse-Other |
| | Nursing and Home Health Aide |
| | Nutritionist or Dietitian |
| | Oral Health Professional, Dentist |
| | Pharmacist |
| | Emergency Medical Technician/Paramedic, Emergency Medical Services Worker |
| | Other Health Professional/Clinical Support Staff |
| | Physical/Occupational/Rehabilitation Therapist |
| Public Health Veterinarian | |
| Other | |

Appendix A

| Job Category | Job Title |
|----------------------------|--|
| Preparedness Staff: | Emergency Preparedness/Management Worker |
| | Other |

Appendix A

| Job Category | Job Title |
|--|--|
| Environmental Health Workers: | Environmental Health Worker, Environmental Health Technician, Environmental Health Scientist, Environmental Engineer |
| | Other |
| Animal Control and Compliance/Inspection Staff: | Licensure/Regulation/Enforcement Worker |
| | Sanitarian or Inspector |
| | Animal Control Worker |
| | Medical Examiner |
| | Other |

Appendix A

| Job Category | Job Title |
|---------------------|--------------------------|
| Other: | Interns/Student Interns |
| | Fellows |
| | Others (not categorized) |
| | |



**Please reach out with questions
or to schedule an individual
appointment for assistance in
completing PHIG Evaluation
Monitoring Assessments**

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travis.fisher@health.mo.gov





MISSOURI DEPARTMENT OF
HEALTH &
SENIOR SERVICES

THANK YOU!