**Table 1. Items included in TASII Questionnaire**

A list of skills, knowledge and abilities organized and grouped by content area / domain are presented in this section of questions. Please indicate how important the knowledge, skill, or ability is **for your CDC project officer to demonstrate** in order for you to successfully implement the cooperative agreement.

|  | **Importance** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Not Important / Not Applicable** | | **Somewhat Important** | | **Important** | | **Very Important** |
| **Communication** | | | | | | | |
| 1. Verbally expresses ideas, expectations, concerns, and recommendations in a clearly organized manner |  |  | |  | |  | |
| 1. Expresses ideas, expectations, concerns, and recommendations clearly in written business documents |  |  | |  | |  | |
| 1. Expresses ideas, expectations, concerns, and recommendations clearly in written scientific documents |  |  | |  | |  | |
| 1. Applies communication and group dynamic strategies (e.g., principled negotiation, conflict resolution, active listening, risk communication) in interactions |  |  | |  | |  | |
| **Grant Administration and Management** | | | | | | | |
| 1. Educates and advises on CDC’s grant application process in general |  |  | |  | |  | |
| 1. Educates and advises on program-specific grant goals, standards and expectations |  |  | |  | |  | |
| 1. Advises on budget preparation and monitors the fiscal management of grant funds |  |  | |  | |  | |
| 1. Educates and supports on the use of CDC information management systems or other reporting tools and resources |  |  | |  | |  | |

**Table 1. *Continued***

|  | **Importance** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Not Important / Not Applicable** | | **Somewhat Important** | | **Important** | | **Very Important** |
| **Public Health Applied Sciences and Knowledge** | | | | | | | | |
| 1. Demonstrates basic knowledge of scientific and/or clinical terminology and relevant disease etiology that are applicable to my program |  |  | |  | |  | | |
| 1. Applies basic public health sciences (including, but not limited to biostatistics, epidemiology, social and behavioral health sciences) to my program activities |  |  | |  | |  | | |
| 1. Advises and knowledgably discusses evidence-based strategies or interventions that may be appropriate for my program |  |  | |  | |  | | |
| 1. Explains and/or discusses how CDC and public health policies impact my program |  |  | |  | |  | | |
| 1. Explains and/or discusses how CDC’s or the division’s strategic plans impact my program |  |  | |  | |  | | |
| 1. Explains and/or discusses how public health laws impact my program |  |  | |  | |  | | |
| **Program Planning and Development** | | | | | | | | |
| 1. Assists in designing programs that address the identified risks or needs of my program’s target population(s) |  |  | |  | |  | | |
| 1. Advises or assists with strategic program planning by integrating emerging trends of the fiscal, social, and political environments into program design |  |  | |  | |  | | |

**Table 1. *Continued***

|  | **Importance** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Not Important / Not Applicable** | | **Somewhat Important** | | **Important** | | **Very Important** |
| 1. Advises on how to incorporate CDC’s public health products or other national public health-related initiatives (e.g., public health accreditation, CDC Winnable Battles, National Prevention Strategy) into program activities |  |  | |  | |  | |
| 1. Advises or assists in developing program activities, strategies, or interventions that are culturally competent or sensitive for my program |  |  | |  | |  | |
| **Program Management** | | | | | | | |
| 1. Develops recommendations to resolve concerns related to program operations |  |  | |  | |  | |
| 1. Applies strategies for organizing tasks, as well as resources needed, to achieve programmatic goals and prioritizes key action steps |  |  | |  | |  | |
| 1. Coordinates with appropriate CDC subject matter experts or other national partners to provide technical assistance and capacity building support |  |  | |  | |  | |
| 1. Identifies appropriate public health education and training to ensure that CDC-funded health agency staff possess the necessary skills and resources for program success while being sensitive to the local political and fiscal constraints (e.g., travel restrictions) |  |  | |  | |  | |

**Table 1. *Continued***

|  | **Importance** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Not Important / Not Applicable** | | **Somewhat Important** | | **Important** | | **Very Important** |
| **Program Monitoring and Improvement** | | | | | | | |
| 1. Provides guidance related to methods and instruments for collecting valid and reliable quantitative and qualitative data for my program |  |  | |  | |  | |
| 1. Routinely monitors and/or evaluates work plan activities and objectives and provides meaningful guidance or TA to improve program performance |  |  | |  | |  | |
| 1. Assesses program outcomes using required progress reports (e.g., Interim/Mid-Year Progress Report) to provide useful feedback on program performance |  |  | |  | |  | |
| 1. Conducts monitoring and/or evaluation activities of standardized or program performance measures and uses the findings to guide program improvement activities |  |  | |  | |  | |
| 1. Applies organizational and system-wide strategies, methods or tools for continuous quality improvement |  |  | |  | |  | |
| **Organizational Consultation** | | | | | | | |
| 1. Informs decision makers within my organization and state about the importance of my program |  |  | |  | |  | |
| 1. Represents the needs, concerns, or suggestions from my program to CDC leadership |  |  | |  | |  | |
| 1. Collaborates and coordinates with other CDC field staff assigned to my organization or agency |  |  | |  | |  | |

**Table 1. *Continued***

|  | **Importance** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Not Important / Not Applicable** | | **Somewhat Important** | | **Important** | | **Very Important** |
| 1. Creates knowledge exchange or networking opportunities with other jurisdictions or states implementing similar programs or facing similar issues or circumstances |  |  | |  | |  | |
| 1. Assists in the development of successful cross-agency, jurisdictional, sector relationships |  |  | |  | |  | |
| 1. Identifies non-CDC tools or resources (financial and non-financial) relevant to program activities |  |  | |  | |  | |
| 1. Identifies and analyzes problems, and generates solutions |  |  | |  | |  | |