

**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
<b>Communication</b>				
1. <u>Verbally</u> expresses ideas, expectations, concerns, and recommendations in a clearly organized manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Expresses ideas, expectations, concerns, and recommendations clearly in written <u>business</u> documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Expresses ideas, expectations, concerns, and recommendations clearly in written <u>scientific</u> documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Applies communication and group dynamic strategies (e.g., principled negotiation, conflict resolution, active listening, risk communication) in interactions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Grant Administration and Management</b>				
5. Educates and advises on CDC's grant application process in general	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Educates and advises on program-specific grant goals, standards and expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Advises on budget preparation and monitors the fiscal management of grant funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Educates and supports on the use of CDC information management systems or other reporting tools and resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Table 1. *Continued***

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

**Table 1. *Continued***

	Importance			
	Not Important / Not Applicable	Somewhat Important	Important	Very Important
17. 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Advises or assists in developing program activities, strategies, or interventions that are culturally competent or sensitive for my program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Program Management</b>				
19. Develops recommendations to resolve concerns related to program operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Applies strategies for organizing tasks, as well as resources needed, to achieve programmatic goals and prioritizes key action steps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Coordinates with appropriate CDC subject matter experts or other national partners to provide technical assistance and capacity building support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. 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)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Table 1. *Continued***

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

**Table 1. *Continued***

	<b>Importance</b>			
	<b>Not Important / Not Applicable</b>	<b>Somewhat Important</b>	<b>Important</b>	<b>Very Important</b>
31. Creates knowledge exchange or networking opportunities with other jurisdictions or states implementing similar programs or facing similar issues or circumstances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Assists in the development of successful cross-agency, jurisdictional, sector relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Identifies non-CDC tools or resources (financial and non-financial) relevant to program activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Identifies and analyzes problems, and generates solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>