Epidemiology and Analysis Program Office (CPK)

The Epidemiology and Analysis Program Office (EAPO) supports the targeted application of public health sciences to improve population health through research, consultation, practice, training, education, technical assistance, development and dissemination of scientific and public health information. (Approved 7/20/2010)

Office of the Director (CPK1)

(1) Provides leadership and overall direction for EAPO; (2) provides leadership and guidance on policy, program planning, program management, and operations; (3) establishes EAPO goals, objectives and priorities and assures alignment with CDC's overall goals, objectives and priorities; (4) monitors progress in implementation of projects and achievement of EAPO objectives; (5) provides management, administrative, support services, and coordinates with appropriate offices on program and administrative matters; (6) provides liaison with and represents CDC to other governmental agencies, national and international organizations, including healthcare and healthcare provider organizations, academic and research organizations, public health officials and components at local, state, national and international levels, and constituent organizations such as the Council of State and Territorial Epidemiologists; (7) provides leadership and overall direction for the planning, development and dissemination of the *Morbidity and Mortality Weekly Report (MMWR)*, related publications, and various scientific and health communication documents and special reports; (8) promotes state-of-the-art innovation in core public health sciences; (9) provides analytic support to CDC and OSELS activities in monitoring effectiveness of health care services in improving population health; (10) participates in the development and coordinates the dissemination of new and innovative analytic methods and an approach to the use of epidemiologic, biostatistical and other core public health sciences within CDC. (Approved 7/20/2010)

Business Management Activity (CPK12)

(1) Provides leadership, oversight, and guidance in the management and operations of EAPO; (2) plans, coordinates, and provides administrative management support, advice, and guidance to EAPO, involving the areas of fiscal management, procurement, property management, personnel, travel, and other administrative services; (3) coordinates the development of EAPO annual budget request; (4) conducts management analyses of EAPO programs and staff to ensure optimal utilization of resources and accomplishment of program objectives; (5) plans, allocates, and monitors EAPO resources; (6) maintains liaison and collaborates with other CDC components and external organizations in support of EAPO management and operations; (7) works closely with other federal agencies involved with EAPO interagency agreements; (8) coordinates EAPO requirements relating to procurement, grants, cooperative agreements, materiel management, and interagency agreements; (9) provides fiscal management and stewardship of grants, contracts, and cooperative agreements; and (10) develops and implements administrative policies, procedures, and operations, as appropriate for EAPO, and prepares special reports and studies, as required, in the administrative management areas. (Approved 7/20/2010)

Morbidity and Mortality Weekly Report Activity (CPK13)

(1) Manages the *MMWR* series of publications including the *MMWR* Recommendations and Reports, CDC Surveillance Summaries, and Annual Summary of Notifiable Diseases; and (2) develops, plans, coordinates, edits, and produces the *MMWR* series, including the *MMWR Recommendations and Reports, CDC Surveillance Summaries,* and Annual Summary of Notifiable Diseases. (Approved 7/20/2010)

Division of Library Sciences and Services (CPKD)

(1) Collaborates with other CIOs in planning and developing computer software for use in epidemiology and other core public health sciences; (2) delivers credible, timely information from scientific and health literature to CDC scientists, the public health community, and the general public by delivering reference services and access to published resources, evaluating, acquiring, organizing and making available knowledge resources, and providing training and consultation in use of science and health literature; (3) identifies the need and opportunities for components (e.g. messaging specification, vocabulary, public health directory, secure data transfer) that could be utilized across multiple informatics solutions to ensure interoperability, integration, and consistency; (4) provides library operations (Library Services Most Efficient Organization [MEO]); (5) provides information, reference, and research services; (6) deploys the Outbreak Management System (OMS) suite of applications in a multitude of scenarios; and (7) continues to redevelop and improve Epi Info to feature software enhancements. (Approved 7/20/2010)

Library Services Branch (CPKDB)

 (1) Provides library operations (Library Services MEO); (2) provides information, reference, and research services; (3) provides library educational and instructional services; (4) provides library knowledge management, systems, and technology support; (5) provides library marketing services and outreach; and (6) provides library administrative services; and (7) monitors the effectiveness of health reform through health statistics. (Approved 7/28/2010)

Outreach and Dissemination Branch (CPKDC)

(1) Deploys the OMS suite of applications in a multitude of scenarios; (2) collaborates with national and global partners using Epi Info; (3) trains public health professional on the use of Epi Info; (4) continues to redevelop and improve Epi Info to feature software enhancements; (5) works with CDC partners to test, implement, or evaluate various informatics tools to support notifiable disease surveillance; (6) delivers a range of tools to be used by CDC and its public health partners to monitor and analyze outbreak events; (7) provides support to public health entities during a response to an outbreak; (8) tracks public health data across jurisdictions to locate and contain the originating factors of an outbreak; (9) maintains a central server for data sharing between local, state, and CDC public health professionals; (10) designs and develops interoperable e-tools in multiple languages to aid the detection, reporting, confirmation, analysis, and feedback of epidemiologic data and the management of outbreaks; (11) conceives and designs open-source public health tools for outbreak management and surveillance applications;

(12) provides resources for rapid development of epidemiologic tools in data collection and analysis; (13) enables sophisticated methods of epidemiologic studies in remote areas with limited technological and network resources; and (14) delivers effective and informative output from user-friendly software tools. (Approved 7/28/2010)

Division of Epidemiologic and Analytic Methods for Population Health (CPKE)

(1) Provides leadership and overall direction for execution of programs that support the development and dissemination of epidemiological and analytical methods for improving population health, and that identify what works in community preventive services; (2) establishes division goals, objectives and priorities and assures alignment with EAPO and CDC goals, objectives and priorities; (3) provides leadership and guidance for a portfolio of projects and activities that address cross cutting topics including measurement and assessment of population health, burden of disease, health disparities, social determinants of health, and community preventive services; (4) supports the development and dissemination of publications and reports on cross cutting topics and community preventive services; (5) monitors progress in implementation of division projects and activities that support the achievement of CDC and EAPO goals, objectives, and priorities; (6) provides oversight and approval of scientific products including manuscripts, websites, reports, and other documents; (7) assures compliance with all federal rules and regulations regarding research with human subjects; (8) provides division-level management, administration, support services, and coordinates with appropriate offices on program and administrative matters; and 9) develops curriculum, training, and consultation services for CDC and other federal and non-federal partners to foster the development of skills in epidemiologic and analytic methodologies, and systematic reviews. (Approved 8/16/2012)

Office of the Director (CPKE1)

(1) Provides leadership and guidance on strategic planning and implementation, program priority setting, and policy development, to advance the mission of the division, EAPO and CDC; (2) develops goals, objectives, and budget; monitors progress and allocation of resources, and reports accomplishments, future directions, and resource requirements; (3) develops, implements and evaluates long term research and programmatic agendas for analytical and epidemiologic activities and the Community Guide; (4) facilitates scientific, policy and program collaboration among divisions and centers, and between CDC and other federal/non-federal partners; (5) promotes advancement of science throughout the division, supports program evaluation, and ensures that research meets the highest standards in the field; (6) provides epidemiologic and analytic expertise and consultation to planning, projects, policies and program activities; (7) advises the Office of the Director of EAPO on matters relating to epidemiologic and analytic methods and the Community Guide, and coordinates division responses to requests for technical assistance or information on activities supported by the division; (8) develops and produces communication tools and public affairs strategies to meet the needs of division programs and mission; and (9) represents the division at official professional and scientific meetings, both within and outside of CDC. (Approved 8/16/2012)

Analytic Tools and Methods Branch (CPKEB)

(1) Supports the development and dissemination of cross-cutting analytical methodology, including but not limited to advanced statistical methods, forecasting, geospatial methods, meta-analysis, and economic analysis; (2) supports and conducts applied research that expands the scope of analytic methods capabilities and public health science; (3) provides assistance and consultation on analytical methodology to other units within CDC; (4) identifies complex system models and logistics simulation models and evaluates and assesses their validity and utility for public health practice; (5) maintains an inventory of up-to-date information on models relevant to public health and facilitates access to the models by other units within CDC; (6) develops and applies new and existing quantitative methodologies and simulation and decision support tools to assist CDC programs including emergency preparedness and response activities; (7) develops, maintains, and improves epidemiologic tools for data collection, data management, and data analysis, including Epi Info; (8) provides training, technical assistance, and support to public health partners and entities using Epi Info for outbreak investigations and other public health monitoring activities; (9) collaborates with national and global partners to conceive and develop open-source public health tools for outbreak management, surveillance, and research applications; (10) participates with CDC and other federal and non-federal partners in developing indicators, methods, and statistical procedures for assessing and monitoring the health of communities and measuring the effectiveness of community interventions; and (11) participates with CDC and other federal and non-federal partners in developing indicators, methods, and statistical procedures for measuring and reporting social determinants of health. (Approved 8/16/2012)

Community Guide Branch (CPKEC)

(1) Convenes and supports the independent Community Preventive Services Task Force (CPSTF); (2) oversees production of the systematic reviews that serve as the foundation for CPSTF findings and recommendations; (3) coordinates and manages large and diverse teams of internal and external partners in the systematic review process; (4) participates with other CDC programs, HHS, and non-governmental partners in developing and/or refining methods for conducting systematic reviews; (5) assists CDC and other federal and non-federal partners in understanding, using, and communicating methods for conducting systematic reviews;
(6) produces and promotes the use of the *Guide to Community Preventive Services* (aka *Community Guide*); (7) communicates the *Community Guide* reviews, recommendations, and research needs in the *American Journal of Preventive Medicine* and the *Morbidity and Mortality Weekly Report* (*MMWR)* publications as well as via other journals, books, documents, the world wide Web, and other media; (8) participates with other CDC programs, HHS and non-governmental partners in disseminating *Community Guide* reviews, recommendations, and research needs to appropriate audiences throughout the U.S. health care and public health systems, and their multisectoral partners; (9) participates with other CDC programs, HHS, and other federal and non-governmental partners in developing policies, and processes for referencing Community Guide findings in research and programmatic funding announcements, with the aim of increasing use of Community Guide findings and filling evidence gaps;
(10) participates with other CDC programs, HHS, and non-governmental partners in developing and/or refining methods for implementing Community Guide recommendations; (11) provides

consultations for implementing *Community Guide* recommended strategies; (12) participates in the development of national and regional public/private partnerships to enhance prevention research and the translation of evidence into policy and action; (13) assists CDC and other federal and non-federal partners in linking reviews of evidence to guidelines development and/or program implementation; and (14) designs and conducts programmatic, process and outcome evaluation strategies for all stages of development and diffusion of the *Community Guide.* (Approved 8/16/2012)