

**ANGELLE TOLLIVER, MSIT**  
**Fractional Public Health Operations and Reporting Support**

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Bringing deep expertise supporting HHS initiatives across SAMHSA, HRSA, OASH, and OPA, I help public health teams reduce reporting burden, organize program information, visualize progress, and clearly communicate impact through secure, human-reviewed workflows tailored to their goals.

### **SERVICE PACKAGES**

#### **Starter Option: Reporting & Workflow Relief Scan**

A short, low-commitment assessment to identify where your team is losing time and where fractional support could help.

#### **Includes:**

- 1–2 discovery conversations
- Review of sample reports, spreadsheets, or TA materials
- Identification of reporting, documentation, or data-visualization bottlenecks
- Recommended first pilot project

#### **Outcome:**

A short roadmap showing where support could save time, improve clarity, and help your team communicate impact.

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#### **Package 1: Reporting Relief Sprint**

For teams that need help getting reports, updates, or continuation materials out the door.

#### **Scope of Services:**

- Review existing reports, grantee updates, meeting notes, and data tables
- Draft executive summaries, progress narratives, and stakeholder updates
- Organize findings around goals, activities, outcomes, barriers, and next steps
- Create reusable templates for future reporting

#### **Best for:**

- Quarterly reports
- Continuation applications

- Board updates
- Program officer updates
- Grant performance narratives

**Outcome:**

Draft reports, progress narratives, and reusable templates that your team can review, finalize, and submit

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**Package 2: Program Dashboard & Data Storytelling Support**

For teams that have data in spreadsheets, reports, or tracking systems but need a clearer way to see progress, risks, and outcomes.

**Scope of Services:**

- Convert spreadsheets or program tracking data into easy-to-read dashboards
- Create visuals for leadership, funders, board members, or program staff
- Show trends across grantees, sites, cohorts, TA activities, outcomes, or milestones
- Build simple charts that support reports, impact briefs, and presentations

**Best for:**

- Grant performance reporting
- Grantee monitoring
- TA engagement tracking
- Program outcome summaries
- Leadership updates
- Board/funder presentations
- Monthly or quarterly progress reviews

**Outcome:**

Clear dashboards, charts, and data summaries that help leadership, funders, and program teams understand where the program stands, what is working, what needs attention, and what the numbers mean.

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**Package 3: Evidence & Impact Brief**

For teams that need to quickly show why a program matters.

**Scope of Services:**

- Summarize evaluation reports, literature, grantee stories, and outcome data

- Pull out themes, evidence of progress, gaps, and risks
- Create 1–3 page impact briefs for leadership, funders, or partners
- Translate technical findings into plain language
- Draft success stories, outcome highlights, and lessons learned

**Best for:**

- Programs facing funding uncertainty
- TA centers proving value
- Nonprofits preparing for renewal or fundraising
- Teams needing “what did we accomplish?” summaries

**Outcome:**

Polished 1–3 page impact briefs that translate your program's data and findings into plain language your funders, leadership, and partners can act on.

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**Package 4: Knowledge Base & Workflow Cleanup**

For teams with scattered resources, repeated questions, outdated materials, or staff transitions that make it hard to find and reuse program knowledge.

**Scope of Services:**

- Organize TA resources, templates, FAQs, training materials, and guidance
- Identify duplicate, outdated, or hard-to-find content
- Create a simple resource map or searchable knowledge base plan
- Draft plain-language summaries and user-friendly categories

**Best for:**

- TA centers
- Grantee support teams
- Programs merging resource libraries
- Teams losing institutional knowledge due to staff changes

**Outcome:**

An organized resource map and plain-language summaries that make it easier for staff, grantees, and partners to find what they need while preserving institutional knowledge during staffing or funding transitions.