



# An Overview of Budget Period 3 Operational Readiness Review (ORR) Program Requirements

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PHEP Connects Webinar  
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- Participate in our evaluation questions

# Purpose

Provide an overview of expected PHEP reporting requirements for 62 recipients in Budget Period (BP) 3. The Operational Readiness Review (ORR) is conducted on an ongoing basis. Due to the COVID-19 response and expanding of the ORR, requirements have been waived or delayed. In BP3 and BP4 CDC will conduct reviews again. This session is the first of three to present information on BP3 reporting expectations and the review process.

# Presenter(s)



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# Webinar Outline

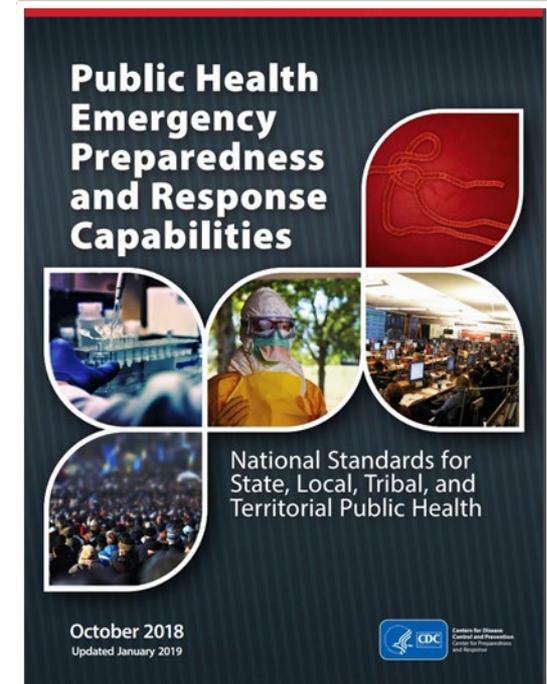
- **Background**
- **Overview of expansion**
  - Planning section – 15 capabilities for awareness
  - Descriptive section – modified requirements
    - ✓ Critical Contact Sheet (CCS)
    - ✓ Partner Planning Sheet (PPS)
    - ✓ Workforce Development and Training (WDT)
  - Operational section - related to COVID response
    - ✓ During period of limited Vaccine availability (early 2021)
    - ✓ Reporting on overall COVID-19 response

# Background

Overview and layout

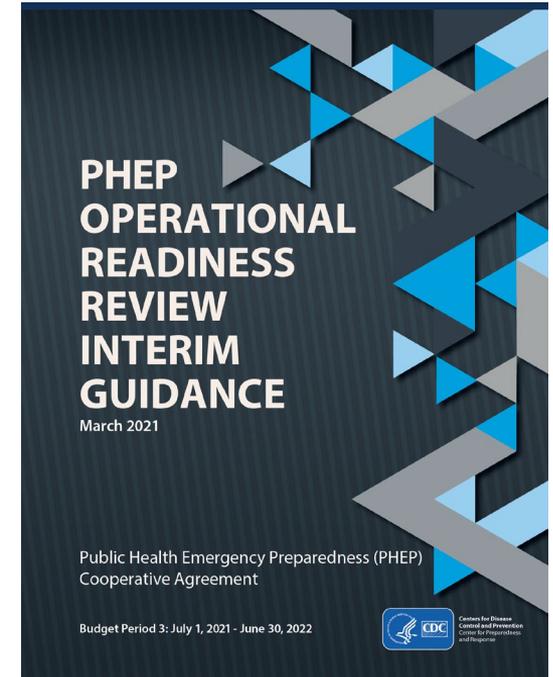
# Where we are and how we got here

- Updated Capability Standards (2019)
- Expanded Operational Readiness Review
- 2019 NOFO
  - Incorporate Emerging Infectious Disease scenarios into MCM planning
  - Expand Operational Readiness Review process
- Apply to nationwide response: COVID-19



# ORR Guidance

- **Interim Guidance – Three sections**
  - Descriptive and demographic information
  - Evaluation of plans (capability review)
  - Operations
- **Updated Guidance**
  - Internal user testing and division-wide review of content
  - Feedback from DSLR branches – EAB, PIB
  - Remainder of BP3 – Feedback from recipients during initial use



# ORR Guidance Layout for each section

- **Descriptive, planning, operations**

Element	Data Entry Guidance	Significance
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- Element – Standardized nomenclature used to label each measure with three-letter acronym of the form. Each element and sub-element are numbered and lettered
- Data entry guidance
  - Section 1 and 3 provides detail and clarifies expectations
  - Section 2 explains purpose of measure and reference to capability function and task
- Significance – The implication of the element is described

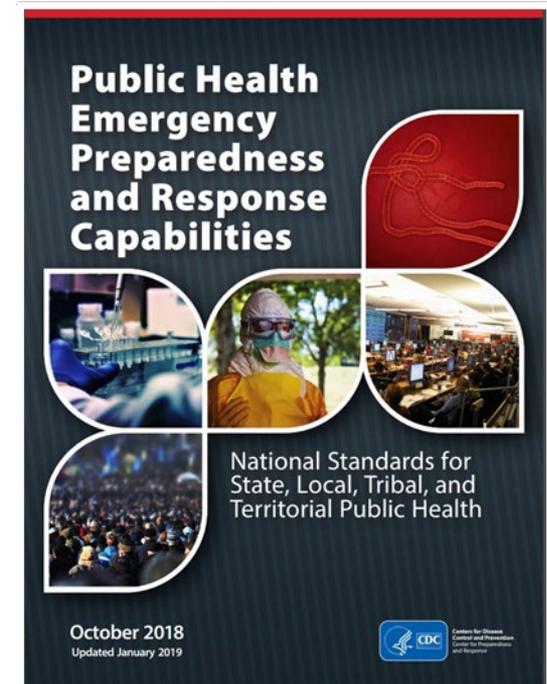
Reviewer Guidance	Documentation	Submission Frequency
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- Reviewer guidance – Provides detail and clarifies expectations about the content the review must identify
- Documentation – Provides basic overview of documentation with *examples of acceptable evidence*
- Submission frequency details when data must be input or updated

**Planning section**

# Capabilities Review

- Not required in BP3
- Important resource for review
  - Elements review plans and other documents about processes in place
  - Abridged review of 15 capabilities
  - Helpful for operational reporting on COVID response



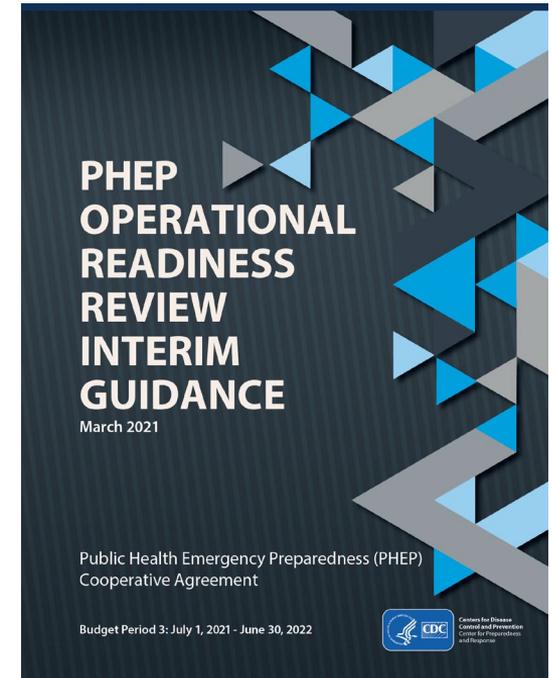
# Capability Refresh

- **Six domains and two tiers**

- Community resilience – both tiers
- Incident management – tier 1
- Information management tier 1
- Countermeasures and mitigation – tier 1 except NPI
- Surge management – tier 2
- Biosurveillance – tier 1

# Development of planning elements

- Each review element in (capability) planning section is aligned with tasks and functions from the capabilities
- Decision to review based on extensive feedback by state and local recipients, CDC SMEs, and external partner recommendation



## Community Resilience (Domain 1) example planning elements

- **CAP1.2** Process in place for transporting people during an emergency (**select lead, support, or no role**)
  - Lead: Primary responsibility for preparedness planning and/or response activities
  - Support: Shared collaboration for preparedness planning and/or response activities
  - No role: No direct involvement in planning or response activities
- **CAP1.3** Evidence identifies roles and responsibilities of Equity officer, Disability/ Access and Functional Needs (D/AFN) coordinator, or equivalent
  - New position on Critical Contact Sheet (CCS).
  - Evidence: How the position is integrated with public information officer (PIO), across teams, units, engages with partners, leads partner coalitions, etc.

# Community Resilience (Domain 1) example planning elements

## Capability 2 – Community Recovery

- **CAP2.1a-f** *Community recovery plans address*
  - a. *assessment of PH recovery needs*
  - b. *assessment of services provided by PH*
  - c. **Mental/behavioral health**
  - d. *Environmental health*
  - e. *Human/social services*
  - f. *Review of integrated recovery coordination plans with key partners*
- **CAP2.2** *Process for notifying/informing the community of available public health services*

**Descriptive section**

# Operational program requirements for BP3

- I. Annual PHEP exercise [Vulnerable Populations] with Access and Functional Needs (AFN) partners – link to partner planning sheet
- II. Joint Functional Exercise with Emergency Management and Health Care Coalitions – link to workforce development and training
- III. Pandemic COVID-19 FE: Vaccination for Critical Workforce Groups and Disproportionately Impacted Populations (VAC)
- IV. Pandemic COVID-19 Incident Response (RSP)

## BP3 Descriptive requirements

- Critical Contact Sheet (CCS)
  - Every six months,
  - Updates to staff reporting including D/AFN coordinator or equivalent
- Partner Planning Sheet (PPS)
  - Partners involved in COVID-19 pandemic response
  - Complete partner planning profile once entered as part of response
- Workforce Development and Training (WDT)
  - Document staff training related to preparedness and response
  - Area/s of improvement identified from COVID-19 pandemic response

# BP3 Descriptive requirements – Partner Planning Sheet

Partner Planning Sheet (PPS) – rationale for inclusion in descriptive section

- Partners support public health preparedness, response and/or recovery activities across multiple capabilities, not just in community preparedness (capability 1)
- Partner profile provides information useful for reporting, but also to indicate the level of integration across PHEP activities within the jurisdiction
- Partners may be identified because they support risk-mitigation, coordinate delivery of public health messages and services, and improve emergency operation and preparedness services for their jurisdiction

# BP3 Descriptive requirements – Partner Planning Sheet

## Partner Planning Sheet (PPS) – Profile

- Partner name (unique identifier)
- Access and functional needs group represented (or not applicable)
- Preparedness phase of partner engagement (pre-incident, response, recovery)
- Participation in JRA
- Communication support (public information and warning)
- Exchange of information between agencies (information sharing, situational awareness)
- Participation in training
- **Participation in exercises or incidents – link to participation in response**

## BP3 Descriptive operational link – PPS

Partner Planning Sheet (PPS) – Participation in exercises or incidents

- **Access and functional needs group represented** – necessary for annual PHEP exercise (select annually as applicable)
- **Communication support** (public information and warning) – is this their AFN role?
- **Exchange of information between agencies** (information sharing, situational awareness) – is this the joint exercise role – as a healthcare coalition partner or emergency management partner
- **Participation in exercises or incidents** –partner should be identified in the AAR Other pertinent evidence should be included

# BP3 Descriptive requirements – Workforce Development and Training

- Workforce Development and Training (WDT)
  - Document staff training related to preparedness and response
  - Elements:
    - (WDT1) Workforce development for preparedness includes:
      - Training requirements
      - Documentation and tracking
    - (WDT2) Integrated preparedness planning workshop (IPPW) date
    - Multiyear integrated preparedness planning (IPP) includes
      - Number of additional planning years
      - Area/s of improvement identified from COVID-19 pandemic response

**Operational section**

# Operational program requirements

- ✓ Annual PHEP exercise [Vulnerable Populations] with Access and Functional Needs (AFN) partners – work with project officer, team
- ✓ Joint Functional Exercise with Emergency Management and Health Care Coalitions – work with project officer, team
- 3. Pandemic COVID-19 FE: Vaccination for Critical Workforce Groups and Disproportionately Impacted Populations (VAC)
- 4. Pandemic COVID-19 Incident Response (RSP)

# Operational program requirements

1. Annual PHEP exercise [Vulnerable Populations] with Access and Functional Needs (AFN) partners – work with project officer, team
2. Joint Functional Exercise with Emergency Management and Health Care Coalitions – work with project officer, team
3. Pandemic COVID-19 Incident Response (RSP) – Overview of the jurisdictional COVID-19 response across all capabilities – February 23 Wednesday Webinar
4. Pandemic COVID-19 FE: Vaccination for Critical Workforce Groups and Disproportionately Impacted Populations (VAC)

# Operational program requirements

1. Annual PHEP exercise [Vulnerable Populations] with Access and Functional Needs (AFN) partners – work with project officer, team
2. Joint Functional Exercise with Emergency Management and Health Care Coalitions – work with project officer, team
3. Pandemic COVID-19 Incident Response (RSP)
4. Pandemic COVID-19 FE: Vaccination for Critical Workforce Groups and Disproportionately Impacted Populations (VAC) – March 16 Wednesday webinar

**Available Resources**

# Web Links for Public Release

- [Public Health Emergency Preparedness and Response Capabilities: National Standards for State, Local, Tribal, and Territorial Public Health—October 2018 \(cdc.gov\)](#)
- [Access and Functional Needs Toolkit: Integrating a Community Partner Network to Inform Risk Communication Strategies](#)
- [Homeland Security Exercise and Evaluation Program | FEMA.gov](#)

# Questions

For more information, contact CDC  
1-800-CDC-INFO (232-4636)  
TTY: 1-888-232-6348 [www.cdc.gov](http://www.cdc.gov)

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