

# PHEP Budget Period 4

## Operational Readiness Review Reporting Requirements

August 2022

CDC's PHEP Operational Readiness Review (ORR) implementation in Budget Period 4 (BP4) will focus on collecting recipient data related to select capability planning elements. In addition, **local Cities Readiness Initiative (CRI) planning jurisdictions will not be required to submit data in BP4.**

PHEP recipients must submit data on approximately 50 planning-related elements in BP4. These elements align with the operational data elements collected in Budget Period 3 (BP3) related to the Pandemic COVID-19 Incident Response (RSP). Collecting parallel data elements is intended to maintain the focus on pandemic lessons learned and to capture the current plans, policies, and procedures that PHEP recipients used or revised during the COVID-19 pandemic response.

Following is a summary of the planning elements, the [PHEP Operational Readiness Review Guidance](#) page number where recipients can find more detailed information, and the corresponding RSP element, if applicable. More information on responding to the questions is available in the ORR guidance in Appendix E: Answer Choice, Section 2: Evaluation of Plans.

PHEP ORR Planning Element	Element Description	PHEP ORR Guidance Page Number	Corresponding RSP Element
CAP1.1a	Date of the most recently conducted jurisdictional risk assessment (JRA) or equivalent	21	NA
CAP1.1b	Hazards identified in the assessment (select all that apply)	22	NA
CAP1.2	Process in place for transporting people during an emergency (select all that apply)	23	RSP1.a
CAP1.3	Evidence identifies roles and responsibilities of equity officer, disability/access and functional needs (D/AFN) coordinator, or equivalent	25	RSP1.b
CAP2.1c	Community recovery (post-incident) plans address mental/behavioral health	27	RSP1.c
CAP2.2	Process for notifying the community of available public health services	29	RSP1.d
CAP3.1a	Date of most recent preparedness plans (or annexes) review or update	30	NA



PHEP ORR Planning Element	Element Description	PHEP ORR Guidance Page Number	Corresponding RSP Element
CAP3.2a	Emergency operations center (EOC) functions include pre-event indicators	31	RSP2.a
CAP3.3a	Plans identify incident commander/unified command role	33	RSP2.b
CAP3.4	Process or procedures to request additional personnel and material resources from outside the health department and/or jurisdiction	34	RSP2.c
CAP3.5a	Plans document processes required to support a response including administrative preparedness	35	RSP2.d
CAP3.6a	Continuity of operations (COOP) plans identify essential public health services	36	RSP2.e
CAP4.1a	Plans describe roles and responsibilities for public information officer (PIO)	37	RSP3.a
CAP4.2b	Joint Information System (JIS) process and components include a process for establishing and participating in a Joint Information Center (JIC)	38	RSP3.b
CAP4.3a	Evidence community partners representing individuals with access and functional needs (AFN) are integrated in message development for stakeholders	39	RSP3.c1
CAP4.3b	Evidence community partners representing individuals with AFN are integrated in message dissemination to stakeholders	39	RSP3.c2 Element has 2 parts
CAP4.4a	Process or procedures in place to address inquiries about an incident from the public	40	RSP3.d1
CAP4.4b	Process or procedures in place to address inquiries about an incident from the media	40	RSP3.d2 Element has 2 parts
CAP5.1a	During a mass fatality incident describe public health's role for electronic death registration system (EDRS) reporting	41	RSP5.c
CAP5.1b	During a mass fatality incident describe public health's role in the issuance of death certificates	41	RSP5.e

PHEP ORR Planning Element	Element Description	PHEP ORR Guidance Page Number	Corresponding RSP Element
<b>CAP5.1d</b>	During a mass fatality incident describe public health's role in identification of sites for interim storage and disposition of human remains	41	<b>RSP5.a</b>
<b>CAP5.2b</b>	Fatality management operation plans include surveillance	43	<b>RSP5.b</b>
<b>CAP5.2c</b>	Fatality management operation plans include mortality reporting	43	<b>RSP5.d</b>
CAP6.2a	Plans in place for information sharing support situational awareness and education and include content and development	48	<b>NA</b>
CAP6.2b	Plans in place for information sharing support situational awareness and education and include dissemination	48	<b>NA</b>
CAP6.2c	Plans in place for information sharing support situational awareness and education and include secure messaging	48	<b>NA</b>
<b>CAP7.1d</b>	Plans describe public health roles and responsibilities related to mass care within congregate sites such as shelters related to climate monitoring	49	<b>RSP5.f</b>
<b>CAP7.1g</b>	Plans describe public health roles and responsibilities related to mass care within congregate sites such as shelters related to mental/behavioral health services	49	<b>RSP5.g</b>
<b>CAP7.2</b>	Plans or process for accommodating AFN populations at congregate locations	51	<b>RSP5.h</b>
<b>CAP8.1a</b>	Process to request assistance for medical countermeasure (MCM) assets involving federal disaster declaration	53	<b>RSP4.1a</b>
<b>CAP8.2</b>	Point of dispensing (POD) security plans in place	55	<b>RSP4.c</b>
<b>CAP8.3a</b>	Process for dispensing MCM in POD and dispensing/vaccination clinic (DVC) sites includes flow diagram	56	<b>RSP4.b</b>

<b>PHEP ORR Planning Element</b>	<b>Element Description</b>	<b>PHEP ORR Guidance Page Number</b>	<b>Corresponding RSP Element</b>
<b>CAP8.3e</b>	Process for dispensing MCM in POD and DVC sites includes emergency use authorization (EUA) protocols	56	<b>RSP4.d</b>
<b>CAP8.4</b>	MCM procedures for cold chain management	58	<b>RSP4.e</b>
<b>CAP9.1a</b>	Transportation plans include primary transport	61	<b>RSP4.f</b>
<b>CAP9.2d, h</b>	Adequate receipt, stage, store (RSS) facility staffing available for 24 hours of continuous operation	63	<b>RSP4.g</b>
<b>CAP9.4b</b>	RSS site-specific security for MCM assets includes security plan	65	<b>RSP4.h</b>
<b>CAP10.1a</b>	Public health medical surge plans during an incident include triggers or additional public health support of health care	69	<b>RSP5.j</b>
<b>CAP10.2</b>	Plans for crisis standards of care (CSC)	70	<b>RSP5.k</b>
<b>CAP10.3a</b>	Procedures in place for information exchange between public health and health care sectors regarding staffing status	71	<b>RSP5.l</b>
<b>CAP11.1a</b>	Plans for nonpharmaceutical interventions (NPI) include regulatory and legal authorities	74	<b>RSP4.i</b>
<b>CAP11.1b</b>	Plans for NPI include triggers for activation	74	<b>RSP4.i</b>
<b>CAP12.1</b>	Public health laboratory has implemented a laboratory information management system (LIMS) to receive and report laboratory information electronically (e.g., electronic test orders and reports with hospitals and clinical laboratories, surveillance data from public health laboratory to epidemiologist; answer choices: yes, bidirectional capability to receive and report; receive only; report only; no, electronic messaging capability)	76	<b>RSP6.a</b>
<b>CAP13.3a</b>	Procedures for confidential, sensitive, and restrictive data including secure storage	81	<b>RSP6.d</b>
<b>CAP13.3b</b>	Procedures for confidential, sensitive, and restricted data include secure sharing	81	<b>RSP6.e</b>

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<b>CAP13.4</b>	Plans to initiate and track mitigation actions	85	<b>RSP6.f</b>
<b>CAP14.3a</b>	Plans for pre-deployment assessment of public health responders include physical health screenings	90	<b>RSP4.j</b>
<b>CAP14.3b</b>	Plans for pre-deployment assessment of public health responders include mental/behavioral health screenings	90	<b>RSP4.l</b>
<b>CAP14.4a</b>	Scalable plans for public health responders (during and after response) include just-in-time training	91	<b>RSP4.n</b>
<b>CAP14.4b</b>	Scalable plans for public health responders (during and after response) include injury and morbidity surveillance	91	<b>RSP4.k</b>
<b>CAP14.4c</b>	Scalable plans for public health responders (during and after response) include post-deployment monitoring	91	<b>RSP4.m</b>
<b>CAP15.1b</b>	Volunteer management plans include screening and credential verification	92	<b>RSP5.m</b>