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| **Public Health Preparedness Coalition** |
| **Workplan Template** |
| **Budget Period 3 – 2021-2022** |



**Workplan Guidelines:**

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| Objective | What will be achieved? Must be [SMART](http://www.nationalacademies.org/hmd/About-IOM/Making-a-Difference/Community-Outreach/Smart-Bites-Toolkit/~/media/17F1CD0E451449538025EBFE5B1441D3.pdf). |
| [PHEP Capability(ies)](https://www.cdc.gov/phpr/capabilities/) | What PHEP capability is being addressed? |
| Planned Activities | How will the objective be achieved? |
| Evaluation Measure(s) | How will success be measured and what are the anticipated results of the planned activities? |
| Date to be Completed | When will the objective be met? |
| Responsible Entity | Who is responsible for meeting the objective? |
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* The Workplan guides priorities for the budget period and will help public health coalitions to manage their emergency preparedness program.
* The Workplan will allow coalitions to highlight their successes and demonstrate the impact of their preparedness program.
* The Workplan should drive and inform your budget and be organized to focus on accomplishments.
* Deliverables may be combined if applicable. All deliverables must be accounted for within the workplan.

To be eligible for Budget Period 3 funding coalitions and communities must ensure the following:

Exercises and drills that are planned and supported with PHEP funds must follow [HSEEP](https://preptoolkit.fema.gov/web/hseep-resources) guidelines. Advance submission of an Exercise Notification Form is required for exercises utilizing PHEP funds.

Communities will provide an annual update of public health staff trained in ICS (100, 200, and 300) and NIMS (700, 800) to the HMCC Sponsoring Organization.

Coalitions will follow the guidance provided in the Budget Period 3 Grants Management Manual.

Communities will provide updates of the coalition-wide 24/7 contact list to the HMCC Sponsoring Organization on a quarterly basis.

Coalitions will ensure that their expenditures are tied to the Budget Period 3 Workplan and are part of a pre-approved budget.

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***Failure of a Coalition/community to comply with these requirements and/or with fiscal guidelines issued by MDPH may necessitate repayment of funds received by the entity and/or affect eligibility for future funds.***

Coalitions will participate in the Budget Period (BP) 4 concurrence process.

Participation in or planning for trainings or conferences supported with PHEP funds must be in compliance with the BP3 Grants Management Manual. Advance submission of a Training Notification Form is required.

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| **Deliverable(s) 1:** Share OPEM provided links, resources, and information with coalition communities on Chemical, Biological, Radiological and Nuclear (CBRN) planning considerations. Additionally, share links provided by OPEM to an online instructor-led awareness level recovery course and recovery webinar series. | |
| **Objective** | Information, links, and resources regarding will be distributed by OPEM to coalition communities by coordinators as they become available. |
| **PHEP**  **Capability(ies)** | Capability 8: Medical Countermeasures Dispensing |
| **Planned Activities** | **1:** Send materials and documentation provided by OPEM to all coalition communities as materials become available. |
| **Evaluation Measure(s)** | **1:** All relevant links, documents, and other materials will be shared with coalition communities within 1 week of their provision by OPEM. |
| **Date to be completed by** | **1:** Information and links to materials will be shared as they are available throughout the year. |
| **Responsible Entity** | OPEM, Coordinator |
| **Quarterly Updates** |  |

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| **Deliverable(s) 2:**  Participate in the Health and Medical Coordinating Coalition (HMCC). | |
| **Objective** | Through participation in Region 3 HMCC activities, Coalition Local Public Health stakeholders will have opportunities to collaborate with stakeholders from: community health centers and other large ambulatory care organizations; hospitals and other acute care facilities; nursing homes and other long-term care facilities; emergency medical services, and local emergency management directors; which will result in all disciplines being better prepared to respond to an emergency, mass casualty or other catastrophic health event. |
| **PHEP**  **Capability(ies)** | Capability 6: Information Sharing |
| **Planned Activities** | **1:** When HMCC sends notification of scheduled meeting, the Coordinator will send a follow-up email to coalition members.  **2:** Through ongoing communication with HMCC, Coordinator will notify Coalition of opportunities to participate in HMCC Governing Body and subcommittees.  **3:** HMCC and Regional Coordinator will be invited to attend all Coalition and Executive Committee meetings to provide coalition members with updates.  **4:** Communities will participate in HMCC-run drills, exercises, and other DPH-approved trainings as requested. |
| **Evaluation Measure(s)** | **1:** Follow-up email from Coordinator to coalition member(s) regarding upcoming HMCC meeting.  **2:** At least Percent 50% of coalition member towns attend HMCC meetings, drills, exercises and other DPH approved trainings as requested. HMCC staff will keep attendance records.  **3:** HMCC and Regional Coordinator are invited to all coalition and Executive committee meetings and meeting minutes are kept in compliance with the open meeting law. Agendas and Minutes are sent to HMCC staff where they are kept on file. |
| **Date to be completed by** | Participation in this deliverable will take place over the entire year ending on 06/30/2022 |
| **Responsible Entity** | Coalition members, Coordinator, HMCC, Regional Coordinator |
| **Quarterly Updates** |  |

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| **Deliverable(s) 3:** Participate in state-sponsored drills, including updating WebEOC Emergency Dispensing Site (EDS) boards. Additionally, provide quarterly updates of 24/7 Board of Health contacts to the HMCC sponsoring organization. | |
| **Objective** | To ensure coalition members are able to log onto, use, and update information in WebEOC and then correct any gaps in their ability/knowledge prior to a real incident/emergency. Furthermore, to validate communities on the 24/7 contact list are receiving messages from the HHAN and the HMCC prior to a real incident/emergency with a target response rate of 70%. |
| **PHEP**  **Capability(ies)** | Capability 3: Emergency Operations Coordination |
| **Planned Activities** | **1:** When MDPH sends out the statewide MDPH-initiated WebEOC drill messages regarding the quarterly drill, all coalition communities will respond to the drill.  **2:** The Regional Coordinator will provide the drill results to the coordinator. The coordinator will record drill results in the workplan and share them with coalition members at coalition meetings.  **3:** Coordinator will initiate practice drills throughout the year with coalition members to ensure familiarity with WebEOC. The Regional Coordinator will provide practice drill results to the coordinator to report at coalition meetings.  **4:** Coordinator will with the coalition validate the accuracy of the 24/7 contact list and provide updates to the HMCC during quarterly reporting.  **5:** Coordinator will validate all members that have electronic devices paid for with PHEP funds are listed on the 24/7 contact list and participate in quarterly drills. |
| **Evaluation Measure(s)** | **1:** The MDPH-initiated WebEOC quarterly drill results are provided to the coordinator to record in workplan and distribute to coalition members at coalition meetings.  **2:** Practice drill results are provided to coalition members at the coalition meeting.  **3:** Practice drills will assess the need for additional training to address gaps in drill response.  **4:** Coordinator will validate 24/7 list, update as needed and provide quarterly updates to the HMCC.  **5:** Coordinator will validate all members that have electronic devices paid with PHEP funds receive and participate in MDPH quarterly drills. |
| **Date to be completed by** | MDPH-initiated drills will be conducted and results recorded on a quarterly basis in the coalition workplan. Results will be submitted on a quarterly basis. |
| **Responsible Entity** | Coalition members, Coordinator, HMCC, and Regional Coordinator |
| **Quarterly Updates** |  |

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| **Deliverable(s) 4:**  Host an After-Action Conference (virtual or in person) to capture lessons learned from the COVID-19 response. Information from that conference should be detailed out in an After Action Report/ Improvement Plan (AAR/IP). Ensure the AAR/IP includes a focus on specific tools that were implemented during the response including Non-Pharmaceutical Interventions (NPI), Communications tools/platforms and Emergency Dispensing Site Plans (EDS). Include in the AAR/IP an Improvement Plan Matrix outline changes that will be made to EDS plans, as well as changes in policies, procedures, etc.  **OR**  Complete the three Strategic National Stockpile (SNS) operational drills and submit the drill form. Drill forms must be submitted by March 25, 2022 to the HMCC sponsoring organization. | |
| **Objective** | Conduct an HSEEP Compliant virtual or After Action Conference to include the development of an AAR/IP focusing on specific tools that were implemented during the response including Non-Pharmaceutical Interventions (NPI), Communications tools/platforms and Emergency Dispensing Site Plans (EDS). Include in the AAR/IP an Improvement Plan Matrix outline changes that will be made to EDS plans, as well as changes in policies, procedures, etc. AAR/IP must be conducted and documentation submitted by March 25, 2022.  **OR**  Complete the three Strategic National Stockpile (SNS) operational drills and submit the drill forms into the HMCC by March 25, 2022. The three SNS drills need to be directly tied to EDS plans and results will be reflective of information detailed within the EDS plans.  Three SNS operational drills are:  i. site activation – drills the ability to contact and ensure facilities are available for emergency response functions.  ii. staff notification and assembly – drills the ability to contact and mobilize staff to perform emergency response duties.  iii. facility set-up – drills the amount of time it takes to completely setup a facility with materiel, layout, supplies necessary to perform its function. |
| **PHEP**  **Capability(ies)** | Capability 1: Community Preparedness; Capability 8: Medical Countermeasure Dispensing |
| **Planned Activities** | **AAR (Virtual or In-Person)**  **1:** The coalition will select an AAR/IP Virtual Conference date by 9/30/21. The coalition will select a date for the virtual AAR/IP Conference in coordinated with the planner/coordinator, MDPH Regional Coordinator and HMCC.  **2:** With input by the coalition, the Planner will develop HSEEP compliant AAR/IP Virtual Conference materials in preparation of AAR/IP Conference.  **3:** In preparation of the AAR/IP the planner will supply the coalition with an electronic survey to gather data/ takeaways from each municipality and their partners that assisted them during COVID. Information provided back will be aggregated by both community, and by coalition to analyze similarities and used to guide the Virtual AAR/IP Conference.  **4:** The Coalition will participate in an AAR/IP Virtual Conference where the prior gathered data is analyzed and further flushed out discussing individual experiences and capturing Coalition-wide areas for improvement.  **5:** Following the AAR/IP Virtual Conference the Planner will finalize the Coalition’s AAR/IP for review and distribution to the coalition.  **6:** **The** HSEEP Coalition level AAR/IP’s will be submitted to MDPH by March 25, 2022.  **SNS Drills**  **1:** Planner will coordinate with each community a time and location this deliverable will be conducted.  **2:** Planner will provide a list of planned exercise dates to HMCC and Regional Coordinator.  **3:** Planner will coordinate with each community to ensure either planner, HMCC, or Regional Coordinator will be present to provide/participate in technical assistance support.  **4:** Community will conduct exercise to incorporate all three drills occurring together. Assembly portion of drill will include physical staff assembling at EDS location, and physical full setup of EDS as denoted in community’s EDS plan.  **5:** In addition to public health department staff, drill will include participation by at least 2 non-health department or MRC members from community EDS ICS chart.  **6:** Exercise will utilize the Incident Command System (ICS) denoting staff EDS ICS positions on sign in sheet.  **7:** Planner will facilitate the completion of required drill documentation by community.  **8:** Finalized drill documentation will be completed by March 6th 2022. |
| **Evaluation Measure(s)** | **AAR/IP**  **1:** Coalitions will select a date to hold a virtual AAR/IP Conference by 9/30/21.  **2:** LPH will participate in and distribute to their respective local partners an electronic survey.  **3:** LPH will participate in the virtual coalition AAR/IP Conference by the planner.  **4:** Planner will provide the Coalition a copy of the completed AAR/IP to MDPH and the coalitions by March 25, 2022.  **SNS Drills**  **1:** Completed site-activation  **2:** Completed staff notification  **3:** Completed facility setup  **4:** Complete ICS Sign-in sheet  **5:** Complete drill forms workbook and send to planner prior to March 6, 2022.  **6:** Documentation submitted into MDPH by March 25, 2022. |
| **Date to be completed by** | All drill/TTX documentation will be finalized and submitted to HMCC prior to 03/25/2022. |
| **Responsible Entity** | Coalition members, Planner, Coordinator, HMCC, and Regional Coordinator |
| **Quarterly Updates** |  |

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| **Deliverable(s) 5:** Demonstrate ability to share basic epidemiological data with relevant healthcare organizations. This deliverable may be accomplished through participation in Massachusetts Virtual Epidemiologic Network (MAVEN) or other means identified by Local Public Health (LPH) and specifically approved by MDPH. | |
| **Objective** | All communities in the Coalition use MAVEN, the web-based disease surveillance and case management system that enables MDPH and local health to capture and transfer appropriate public health, laboratory, and clinical data efficiently and securely over the Internet in real-time, to replace paper-based methods of data exchange between MDPH, local public health, and clinicians. Total population coverage for epidemiological surveillance in the Coalition. |
| **PHEP**  **Capability(ies)** | Capability 13: Public Health Surveillance and Epidemiological Investigation |
| **Planned Activities** | **1:** All communities within the coalition participate in MAVEN and have access to MAVEN training via streaming webinar update and Massachusetts Local Public Health Institute. |
| **Evaluation Measure(s)** | **1:** 100% of all communities within the coalition currently participate in MAVEN. |
| **Date to be completed by** | Participation in this deliverable will take place over the entire year ending on 06/30/2022 |
| **Responsible Entity** | Coalition members, Regional Coordinator, Coordinator, and HMCC |
| **Quarterly Updates** |  |

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| **Deliverables(s) 6:** Update at least one section of the community EDS plan(s) based on an AAR/IP or identified gaps. Submit updated EDS plan (ensuring a record of revision notes changes made in this budget period) to HMCC staff for review by June 3, 2022. | |
| **Objective** | To ensure that EDS plans are reviewed, updated, and consistent across the coalition, based on written guidance provided by OPEM and the SNS program. |
| **PHEP**  **Capability(ies)** | Capability 8: Medical Countermeasure Dispensing |
| **Planned Activities** | **1:** The Planner will work with the Coalition members to review AAR/IP’s/gaps related to their EDS plans, and update their EDS plan accordingly.  **2:** All communities within the coalition will complete updates to one section with assistance from the Planner. |
| **Evaluation Measure(s)** | **1:** All communities within the Coalition complete revisions of one EDS plan section. |
| **Date to be completed by** | All updates will be completed and submitted to HMCC by June 3, 2022 |
| **Responsible Entity** | Local Public Health, Planners |
| **Quarterly Updates** |  |

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| **Deliverable(s) 7:** Build resiliency of communities by enhancing the Coalition MRC’s ability to recruit, train and retain member volunteers. | |
| **Objective** | Ensure trained, credentialed members are available to respond to a Public Health event and surge needs |
| **PHEP**  **Capability(ies)** | Capability 1: Community Preparedness; Capability 2: Community Recovery; Capability 3: Emergency Operations Coordination; Capability 8: Medical Countermeasure Dispensing; Capability 15: Volunteer Management |
| **Planned Activities** | 1. Communities will seek assistance from Coalition MRC for Public Health events, as requested. 2. Communities will engage Coalition MRC Coordinator for assistance in facilitating member participation for operational drills, including but not limited to setting up and participating in drills. 3. Communities will provide assistance to the Coalition MRC in order to ensure there are trained, credentialed volunteers available to activate for a Public Health event. This will be done by providing venues, supplies, and personnel to train MRC members. |
| **Evaluation Measure(s)** | 1. Coalition MRC maintains an updated volunteer database. 2. Communities have requested assets from the Coalition MRC. 3. Coalition MRC has activated their membership call out list when requested. |
| **Date to be completed by** | Participation in this deliverable will take place over the entire year ending on 06/30/2022 |
| **Responsible Entity** | Coalition members, Planner and Coalition MRC Director/Coordinator |
| **Quarterly Updates** |  |

*\*Please copy and paste the template box above to ensure that all deliverables are met. Deliverables may be combined if applicable. Space may be added to reflect any additional projects/priorities determined for a coalition and/or community’s workplan.*