

# Attachment A: 2018 – 2019 SUPPLEMENT

## Budget Period Grant Guidance

### DPHHS Public Health Emergency Preparedness (PHEP) Activities

The CDC restored historical funding to the PHEP program in July, boosting Montana’s allocation. DPHHS is distributing this funding according to the current policies and formulas it uses for all PHEP grant awards. PHEP has added three deliverable requirements to validate the increase in funding to the local health jurisdictions.

The guidance in this attachment is in addition to the original Attachment A for the 2018 – 2019 Budget Grant period and does not supplant any of the information provided there. More details are found in the contract task order amendments for this funding.

### Access & Functional Need Populations

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Community Resilience

Incident Management

Surge Management

#### AFN3 Volunteer Registry Administer Training

**Due: 4<sup>th</sup> Quarter**

Choose an administer and a back-up administrator for the new Volunteer Registry in your jurisdiction to attend the training (TBD).

**Guidance:**

The Volunteer Registry is being built on a new platform that will provide easy access for potential volunteers to register and be available for activation. Administrators and their back-ups for each jurisdiction will need to attend training on the new system when it is completed. The format of the training has not yet been determined nor have the dates. PHEP will provide more information later in the budget period as completion of the Registry nears.

**To fulfill this deliverable:**

1. Appoint an administrator and a back-up for the jurisdiction
2. Both attend training

### Exercise

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Community Resilience

Incident Management

Countermeasure & Mitigation

#### EX3 Strategic National Stockpile (SNS) Mass Counter Measure (MCM) Distribution Table Top Exercise (TTX)

**Due 4<sup>th</sup> Quarter**

Conduct a local SNS MCM Distribution TTX utilizing your jurisdiction’s SNS MCM distribution plan and complete an After-Action Report & Improvement Plan (AAR/IP) to include completing the questionnaire requested/provided by MT PHEP.

**Guidance:**

Montana DPHHS will be testing the State of Montana’s ability to activate and operate a MCM Receipt, Staging and Storage (RSS) site by conducting a state-wide SNS MCM RSS full-scale distribution exercise in October 2019.

One of the most important objectives of MCM is coordination with our local partners. To this end we are asking the LHJs to complete a SNS MCM Distribution TTX. The objectives are to ensure distribution plans are up-to-date, feasible and that local partnerships (MOU, MOA & Handshakes) are current and applicable the LHJs plan.

MT PHEP will provide further guidance and post exercise materials (EXPLAN, AAR/IP, Questionnaire) prior to the start of 3<sup>rd</sup> Quarter, January 2019.

**To fulfill this deliverable:**

1. Conduct SNS MCM Distribution TTX.
2. Complete an AAR/IP, including answering the PHEP LHJ Distribution Questionnaire.

## Training

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Community Resilience

Incident Management

Countermeasure & Mitigation

### T5 Attend or View Training about Conducting Table Top Exercises

**Due: 2<sup>nd</sup> Quarter**

All PHEP personnel and public health staff involved with conducting or participating in a table top exercise (TTX) will attend or view the Skype training in the 2<sup>nd</sup> quarter.

**Guidance:**

The purpose of this deliverable requirement is to assist public health staff in your jurisdiction prepare for the 3<sup>rd</sup> quarter E7 TTX. Staff who will conduct or participate in exercising the communicable disease plan will learn the basic elements of how a TTX should work, how long discussions should take, injects, and other components of a successful exercise. All staff involved in the TTX should attend.

The Skype presentation will be recorded. If any of your staff are unable to attend the original training, he or she will be able to view it later.

**To fulfill this deliverable:**

1. Determine who will be participating in your E7 TTX.
2. Attend or view the Skype presentation.
3. Report participation on the progress report.