

Quick Guide

PHEP Grant Deliverable Requirements 2018-2019

Category	#	Title	Description	Qtr. Due
Admin	A1	Maintain the Montana Public Health Directory	Review and update contact information for all staff listed in the public health directory. Verify satellite phone information as well as all specimen collection kit locations.	Every
Access & Functional Needs	AFN1	Jurisdictional A&FN Partners Group Meeting	Conduct or attend the jurisdictional A&FN group meeting established last budget period.	4th
	AFN2	Use Community Profiles to Review Emergency Preparedness Plans	Use the Community Profiles to review and update your jurisdiction's public health emergency preparedness plans to ensure that A&FN elements are adequately addressed.	4th
Budget & Miscellaneous	B1	In-Kind and Direct Estimates	Provide an estimate of either in-kind or direct funding in your jurisdiction that is supporting the efforts of this grant. Categories include: 1) Payroll, 2) Utilities, 3) Rent, 4) Other.	2nd
	B2	Local Staffing Summary	Provide the total number of staff supported by PHEP funding. Provide the total number of FTE supported by PHEP funding.	3rd
	B3	Actual Budget	Provide the actual budget in the following categories: 1) Staff, 2) Contractual, 3) Equipment, 4) Emergency fund, 5) Other – describe.	4th
	B4	Single Item Purchase Report	Report the purchase (or contribution to a purchase) of a single item costing more than \$5,000.	4th
Continuity of Operations	C1	Transfer of Authority and Successor Responsibilities Guidelines	Develop and update Transfer of Authority and Successor Responsibilities Guidelines. Attached is a sample of the state plan. We will post a template on the PDR.	2nd

	C2	Continuity of Operations Training	Complete one of the provided Continuity of Operations trainings in person or online within the budget period and report in the fourth quarter.	3rd
Emergency Medical Countermeasure	EMC1	Update and Share CHEMPACK Plan	Review, update, and share your jurisdiction's CHEMPACK Plan.	1st
	EMC2	Emergency Medical Countermeasure (EMC) Plan	Review, update, and distribute your jurisdiction's Emergency Medical Countermeasure Dispensing Plan.	2nd
	EMC3	Emergency Medical Countermeasure (EMC) Inventory Management	Describe your inventory tracking process.	2nd
Epidemiology	E1	Identify Key Surveillance Partners	Identify and provide the total number of KEY SURVEILLANCE PARTNERS (KSP) within your jurisdiction for active surveillance purposes every quarter. Record the number of KSPs by type (providers, laboratories, and other KSPs).	Every
	E2	Conduct Active Surveillance with Key Surveillance Partners (KSP)	Engage your key surveillance partners through "active" weekly or biweekly surveillance calls. Maintain a log of calls as part of your tracking system to keep contacts up to date under E1.	Every
	E3	Routinely Disseminate Information	Report on the materials your jurisdiction distributes to KSPs each quarter.	Every
	E4	Disseminate Disease Reporting Instructions to KSP	Annually disseminate the list of reportable conditions and reporting instructions to KSPs, preferably in person or via presentations. Record the date(s) of dissemination or indicate when your jurisdiction plans to do so.	1st
	E5	Reconcile Cases with DPHHS Staff	Reconcile all communicable disease investigations performed in the past quarter in order to meet the timeliness and completeness standards set forth by DPHHS and the Administrative Rules of Montana.	Every
	E6	Maintain 24/7 Communication System	Participate in the regular testing of the 24/7 notification system initiated by the CDEpi section.	Every
	E7	Exercise the Communicable Disease Response Plan	Conduct a table top exercise with your local communicable disease response partners utilizing one of three communicable disease scenarios developed by DPHHS or substituting a suitable exercise with prior approval.	3rd

	E8	Pandemic Influenza Plan	Review and update your jurisdiction's Pandemic Influenza Plan. Upload the current updated flu plan and your plan review worksheet to the progress report.	4th
Exercise	EX1	Training & Exercise Planning	Conduct a Training & Exercise Planning Workshop and produce a Multi-Year Training & Exercise Plan.	1st
	EX2	Influenza Point-of-Dispensing (POD) Clinic	Conduct an Influenza POD Clinic involving at least two local or state organizations utilizing your jurisdiction's Emergency Medical Countermeasures Plan and POD Box materiel and complete an After Action Report/Improvement Plan (AAR/IP).	2nd
Food & Water Safety	F1	Sanitarian Participation in LEPC	A registered sanitarian (RS) from your jurisdiction's environmental health office attends at least one LEPC or TERC meeting annually.	4th
	F2	Review Truck and Train Wreck Protocol	The RS for your jurisdiction works with the local Board of Health to maintain an approved procedure to respond to truck wrecks under MCA 50-2-118.	1st
	F3	After-Hours Contact Information for Sanitarians Integrated into 24/7 System	Ensure that environmental health sanitarians are integrated into your jurisdictions 24/7 communication system (see E6).	Every
	F4	Update Contact Information for All Licensed Establishments	Fill in the contact information in the Licensed Establishment Database.	2nd
	F5	Written Procedure for Investigating Foodborne Illness & Food-Related Injury	Provide a written procedure that outlines the procedure for investigating Foodborne Illnesses and Food-related Injuries.	3rd
Health Alert Network	H1	HAN Distribution	Test your local HAN system at least once each quarter.	Every
	H2	HAN Plans & Protocols	Review and upload your jurisdiction's HAN plans/protocols to the progress report.	2nd
	H3	Local HAN Contacts	Provide the total number of HAN contacts by audience type.	Every
	H4	Tactical Communications	Inventory modes of tactical communications for your jurisdiction.	3rd
	H5	Redundant Tactical Communications Test	Contact the DPHHS Duty Officer and provide him or her with your name and jurisdiction and the device you are using (i.e. Phone, Cell Phone, Satellite Phone, etc.)	2nd & 4th

Immunization	IZ1	Off-Site Influenza Clinics	Report the total number of off-site influenza immunization clinics and the total number of influenza vaccine doses administered at the off-site clinics.	Every
	IZ2	Influenza Partners & Communication	Report influenza vaccination planning with your jurisdiction's influenza partner agencies or groups and types of media outreach used to advertise influenza prevention messaging and your influenza clinics.	Every
	IZ3	Influenza POD Exercise	Complete the Checklist for Best Practices for Vaccination Clinics Held at Satellite, Temporary, or Off-Site Locations.	2nd
Public Health Laboratory	L1	Exercise the Laboratory Sample Transport Plan	Utilizing one of the three disease scenarios developed by DPHHS, as part of the tabletop exercise, discuss how you would get samples to the Public Health Laboratory in the event that the Montana Public Health Laboratory (MTPHL) courier service is not available.	3rd
Planning	P1	Participation in Regional Healthcare Coalitions	Participate in an organized regional working group meeting of public health jurisdictions within a Healthcare Coalition area to select the necessary executive committee public health representatives.	1st
	P2	Medical Surge Planning Preparedness	Assist development of HCC response plans, predominantly focusing on surge operations.	2nd
	P3	Responder Safety & Health	Identify public health emergency responders' safety and health risks and personal protective needs.	4th
Risk Comm	RC1	Crisis and Emergency Risk Communication Plan Review	Self-evaluate your jurisdiction's risk communications plan by completing the online survey.	2nd
	RC2	Public Information Communication Exercise	Exercise a public information component in conjunction with the E7 Communicable Disease Response Plan Exercise.	3rd
Training	T1	Update Trainings	All PHEP personnel and public health staff that could be called upon to respond to an emergency or disaster are trained, at a minimum, in ICS 100, 200, and 700.	4th
	T2	Training to an Identified Gap (Part 1)	Choose one gap that was identified in an earlier AAR/IP and identify how this gap will be addressed.	1st

	T3	Training to an Identified Gap (Part 2)	Demonstrate that you have addressed the gap identified in T2 (Part 1).	3rd
	T4	Attend One ESF#8 Meeting	Attend one ESF#8 meeting in your jurisdiction during the budget period to learn of any training needs related to emergency operations.	4th