

2023 - 2024 PHEP Requirements Due by Category

Requirement		Title	Description	Qtr. Due
Budget	B1	Line Item Expenses	Provide the required budget information on the online form https://PHEP.formstack.com/forms/phep_quarterly_expense_report_fourth_quarter_bp5	4th
	CR1	ORR Preparation / Capability Workplan Progress	Write a final capability gap workplan report.	4th
Community Resilience	CR2	Contribute to Growth of Regional Healthcare Coalitions	Participate in Regional Healthcare Coalition (RHCC) activities.	Every
	CR3	End of Year Report	Write a brief description of your jurisdiction's public health preparedness activities.	4th
Countermeasures & Mitigation	CM1	Off-Site Influenza Point-of-Dispensing (POD) Vaccination Clinic	Conduct an off-site influenza vaccination clinic as a POD exercise following your emergency medical countermeasures plan.	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).	2nd
	E2	Information Sharing	Routinely share information with KSPs and report on the materials your jurisdiction distributes each quarter.	2nd
	E3	Attend Communicable Disease and Public Health Law Training	Participate in a DPHHS Communicable Disease Epidemiology training course for updated guidance on Montana public health law and how it relates to communicable disease event responses.	1st
Environmental Health & Food Safety	F1	Sanitarian Participation in LEPC	A registered sanitarian (RS) from your jurisdiction's environmental health office must attend at least one LEPC or TERC meeting during the budget period.	Any
	F2	Review Truck and Train Wreck Protocol	The Registered Sanitarian (RS) for works with your jurisdiction's Board of Health to maintain an approved truck wreck response procedure under MCA 50-2-118.	1st
	F3	Confirm Back-up Sanitarian for Emergency Situations	Ensure a contracted secondary (backup) sanitarian for your jurisdiction is listed in the Montana Public Health Directory with updated after-hours contact information.	2nd
	F4	Update Contact Information for All Licensed Establishments	Fill in the contact information in the Licensed Establishment Database.	2nd
	F5	Regional HCC TTX for Foodborne Illness & Food-Related Injury	Host a TTX for the written procedure for investigating foodborne illnesses and food-related injuries.	Every

Information Management	IM1	Maintain the Montana Public Health Directory	Maintain and update contact information for all staff listed in the public health directory.	Every
	IM2	Tactical Communications Test	Conduct a redundant communications test to maintain connectivity with PHEP	Any
	IM3	24/7 Communication System Plan	Review, revise, or rewrite your public health emergency 24/7 communications system plan.	1st
	IM4	24/7 Communication System Implementation	Participate in regular testing of the 24/7 notification system initiated by DPHHS.	Every (Beginning 2nd Q.)
	IM5	HAN Distribution & Response	Test your DPHHS HAN response once each quarter.	Every
Immunization	IZ1	Immunization 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
Planning	P1	Communicable Disease Response Plan	Review and update, if necessary, your jurisdiction's response plan for communicable disease.	Any
Laboratory	L1	Sample Transport Plan Review	Review laboratory transport plan.	Any
	L2	CBAT Kit Inspection and Inventory	Inspect the CBAT kit and replace expired inventory.	1st
	L3	DWES Kit Inventory	The environmental health staff responsible for safe community water supply will inventory the contents of the Drinking Water Emergency Sampling Kit supplied by the Montana Public Health Lab.	2nd
Risk Comm	RC1	CERC Training	Complete a Crisis and Emergency Risk Communications training or refresher training.	Any
	RC2	Outreach	Distribute communication pieces to community partners and public each quarter.	Every
Training	T1	IS/ICS Training	Ensure public health staff have passed FEMA training courses for the incident command structure, at a minimum, in ICS 100, 200, and 700.	Any