

## EP Deliverable Reporting Requirements Matrix - BP 5

Domain	Activity	Title	Requirement	Frequency	Applicable To	Submitted To	Due Date	Central Office Contact(s)
1	2.1	<b>Jurisdictional Risk Assessments</b>	Complete the JRA for the entire State based on combined information from each HCC and PHEP programs	Once in five year project cycle	All HCCs and PHEP programs	Central office JRA team	Sept. 1, 2018	Jennifer Johnson
1	2.2	<b>Assess Hazard Vulnerabilities and Risks</b>	Complete an HCC HVA	Annually	All HCCs	REDCap	June 30, 2019	Robert Newsad
1	2.3	<b>Assess Regional Health Care Inventory</b>	Inventory equipment & resources purchased with PHEP & HPP dollars and identify resources intended to be shared in an emergency	Annually	All HCCs and PHEP programs	Health.EP-Finance@tn.gov	August 31, 2018	Jamie Dent Peter Koonz
1	3	<b>Response Plans for CBRNE Threats</b>	Further refine the departments EOP to reflect CBRNE system response	Annually	Central Office and all regions	REDCap	June 30, 2019	David Green
2	1.1	<b>All-hazards Emergency Preparedness and Response Plan</b>	All plans will be updated to meet requirements	Annually	All HCCs and PHEP programs	REDCap	June 30, 2019	David Green
2	1.2	<b>Incident Command Training</b>	All employees must complete NIMS and Incident Command Training	One time	All PHEP Programs	TNHAN Profile	June 30, 2019	Darryl Edmisson
3	1	<b>Strengthen Information Management</b>	Use Public Health systems to share emergency information, warnings and situational awareness across disciplines, jurisdictions, HCCs and their members	Quarterly	All HCCs and PHEP programs	REDCap	June 30, 2019	Jeff Sexton

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3	3.1	<b>Coordinate Public Messaging</b>	Each HCC and its members, in collaboration with HPP and PHEP awardees, should agree upon and plan for the type of information that will be disseminated by either the HCC or its individual members to the public during an emergency	By June 30, 2019	All HCCs and PHEP programs	REDCap	June 30, 2019	Darryl Edmisson
3	4	<b>Communicating Impact of Preparedness Funding</b>	<b>New requirement:</b> Each PHEP program and each HCC and its members, shall develop a one-pager impact story of their contribution to a public health and medical initiative or response during a public health emergency to demonstrate return on investment. Templates for the one-pager have been provided. Requirement includes producing separate documents, one for HPP and one for PHEP annually.	Annually	All HCCs and PHEP programs	REDCap	June 30, 2019	Julie Shaffner
4	1.1	<b>MCM Distribution and Dispensing Plans</b>	Jurisdictions must either conduct their own MCM plan reviews including the CHEMPACK program or attend a review provided by the state	Annually	All HCCs and PHEP programs	REDCap	June 30, 2019	Sean Kice

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4	1.2	Access Supply Chain Integrity	Conduct a supply chain integrity assessment to evaluate equipment and supply needs that will be in demand during emergencies and develop strategies to address potential shortfalls	Annually	All HCCs	REDCap	June 30, 2019	Peter Koonz
4	1.3	MCM Operational Readiness Reviews	Conduct operational readiness reviews during the grant period	Once	All CRI Programs	REDCap	June 30, 2019	Sean Kice
4	1.5	MCM Technical Assistance Action Plans	Develop CDC MCM action plans and conduct conference calls with the state regarding the progress of these plans	Semi-annually	All CRI programs	REDCap	June 30, 2019	Sean Kice
4	2.1	Protecting the Health Care Workforce	Consult with central office, consider, and document acquisition, storage, rotation, activation, use, and disposal decisions and provide documentation	When Purchasing PPE	All HCC's and PHEP Programs	Central Office team	June 30, 2019	Sean Kice
4	2.2	Protecting the Health Care Workforce	Maintain respiratory protection program and provide documented evidence in the form of plans and fit testing numbers	Annually	All PHEP Programs	REDCap	June 30, 2019	Sean Kice
4	3	Community Reception Centers (Radiation Preparedness)	<b>New requirement:</b> Include CDC radiation toolkit in plans and conduct training for nursing strike teams. Coordination with regions with existing training programs is essential.	Annually	All PHEP Programs	REDCap	June 30, 2019	David Green

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5	3.1	Coordinate Volunteers	Recruit, train, retain and update volunteer data	On-going	All PHEP Programs	REDCap and National MRC	September 30, 2018; December 31, 2018; March 31, 2019; June 30, 2019	Randy Gowler
5	3.2	Coordinate Volunteers	Recruit and credential medical volunteers	On-going	All PHEP Programs	REDCap and National MRC	September 30, 2018; December 31, 2018; March 31, 2019; June 30, 2019	Randy Gowler
5	4	Crisis Standards of Care Awareness	Review the latest version of the "Guidance for the Ethical Allocation of Scarce Resources during a Community-Wide Public Health Emergency as Declared by the Governor of Tennessee"	Annually	All HCCs and PHEP programs	REDCap	June 30, 2019	John Benitez
6	1.1	Epidemiological Surveillance and Investigation	Document syndromic surveillance data and systems	Annually	All PHEP Programs	REDCap	June 30, 2019	Julie Shaffner
6	1.2	Epidemiological Surveillance and Investigation	Submit investigation summaries	Following an investigation	All PHEP Programs	CEDEP Outbreak Coordinator (Steffany.cavallo@tn.gov)	Thirty (30) days after the conclusion of any investigation	Julie Shaffner
		Exercise Requirement 1	All CRI local jurisdictions must complete all 3 drills: 1) staff notification and assembly; 2) facility set-up; and 3) site activation, and complete a CDC Jurisdictional Data Sheet	Annually	All CRI Programs	State SNS Coordinator (sean.j.kice@tn.gov)	June 30, 2019	Sean Kice
		Exercise Requirement 2	All regions must participate in a statewide Receive, Stage, & Store (RSS) distribution full scale exercise	One time	All PHEP Programs	REDCap	June 30, 2019	Sean Kice

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		<b>Exercise Requirement 3</b>	<b>New requirement:</b> All regions must complete either a full scale open POD exercise or a full scale medical model (mass vaccination) POD exercise. Statewide Influenza Vaccination Full Scale schedule Dec. 2018 will meet this requirement. Participation is required.	One time	All PHEP Programs	REDCap	December 2, 2018 to December 8, 2018	Sean Kice
		<b>Exercise Requirement 4</b>	All exercises must be entered on the SharePoint Regional calendar prior to the exercise occurring	As needed	All HCCs and PHEP programs	SharePoint Regional calendar	As needed	Amy Cox
		<b>Exercise Requirement 5</b>	Conduct redundant HCC communication drills. HCCs are required to participate in at least two drills annually. Offered quarterly.	Quarterly	Central office, All HCCs and MTEARS Controllers	REDCap	September 30, 2018; December 31, 2018; March 31, 2019; June 30, 2019	Randy Gowler
		<b>Exercise Requirement 6</b>	Conduct redundant PHEP program communication drills. PHEP programs are required to participate in at least one drill quarterly. Offered monthly.	Monthly	All PHEP Programs	Randy Gowler	September 30, 2018; December 31, 2018; March 31, 2019; June 30, 2019	Randy Gowler
		<b>Exercise Requirement 7</b>	Conduct a low-notice hospital evacuation functional exercise to test a 20% surge across each EMS region	Annually	All HCCs	REDCap	June 30, 2019	Amy Cox
		<b>Exercise Requirement 8</b>	Complete and submit AAR/IPs for all responses to real incidents, planned events, and exercises	As needed	All HCCs and PHEP programs	REDCap	Within 120 days of event/exercise	Amy Cox