

EP Guidance Manual Deliverable Reporting Requirements Matrix - BP 1901

Domain	Activity	Title	Requirement	Frequency	Applicable To	Submitted To	Due Date	Central Office Contact(s)
1	2.2	Assess Hazard Vulnerabilities and Risks	Complete an HCC HVA	Annually	All HCCs	REDCap	June 30, 2021	Diane Dubinski
1	2.3	Assess Equipment Inventory	Identify equipment purchased with PHEP and HPP dollars	Annually	All HCCs and PHEP programs	REDCap	August 31, 2020	Bianca Novo
1	2.4	Assess Regional ESF-8 Deployable Inventory	Identify inventory of deployable equipment & resources intended to be shared in an emergency	Semi-Annually	All HCCs and PHEP programs	REDCap	October 1, 2020 and February 1, 2021	Peter Koonz
1	2.5	Program Quality Improvement	New requirement: Maintain national standards and engage in program quality improvement through completion of either Project Public Health Ready (PPHR), Public Health Accreditation Board, or other nationally recognized accreditation	Annually	All PHEP Programs	REDCap	June 30, 2021	Jennifer Johnson
1	3	Response Plans for CBRNE Threats	Further refine the departments EOP to reflect CBRNE system response	Annually	Central Office and all regions	REDCap	June 30, 2021	David Green
2	1.1	All-hazards Emergency Preparedness and Response Plan	All plans will be updated to meet requirements	Annually	All HCCs and PHEP programs	REDCap	June 30, 2021	David Green
2	1.2	Incident Command Training	All employees must complete NIMS and Incident Command Training	One time	All PHEP Programs	TNHAN Profile	June 30, 2021	Matt Hayes
2	1.3	Pediatric Surge Response Plan	New requirement: Develop pediatric surge response plan to meet HPP requirements	Annually	All HCCs and PHEP programs	REDCap / CAT	Draft April 1, 2020; Final Plan due: June 30, 2020 - Extended to Dec. 30, 2020 - Extended further to Jan. 8, 2021 (per ASPR)	David Green

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3	1	Strengthen Information Management	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, 2021	Jeff Sexton
3	3.1	Coordinate Public Messaging	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, 2020	All HCCs and PHEP programs	REDCap	June 30, 2021	Darryl Edmisson
3	4	Communicating Impact of PHEP Preparedness Funding	Each PHEP program 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.	Annually	All PHEP programs	REDCap	June 30, 2021	Julie Shaffner
3	4.1	Communicating Impact of HPP Preparedness Funding	Each HCC and its members, shall develop a one-pager impact story of their contribution to an initiative or response during an emergency to demonstrate return on investment	Annually	All HCCs	REDCap	June 30, 2021	Julie Shaffner
4	1.1	MCM Distribution and Dispensing Plans	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, 2021	Sean Kice

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4	1.2	Assess 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, 2021	Peter Koonz
4	1.3	MCM Operational Readiness Reviews	Conduct operational readiness reviews during the grant period	Annually	All NON-CRI Programs	REDCap	June 30, 2021	Sean Kice
4	1.4	MCM Operational Readiness Review Self-Assessment	Conduct operational readiness review self-assessments	Annually	All CRI programs	REDCap	June 30, 2021	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, 2021	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 HCCs and PHEP Programs	Central Office team	June 30, 2021	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, 2021	Sean Kice
4	3	Community Reception Centers (Radiation Preparedness)	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, 2021	Matt Hayes
5	3.1	Coordinate Volunteers	Recruit, train, retain and update volunteer data	On-going	All PHEP Programs	REDCap and National MRC	September 30, 2020; December 31, 2020; March 31, 2021; June 30, 2021	Randy Gowler

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5	3.2	Coordinate Medical Volunteers	Recruit and credential medical volunteers	On-going	All PHEP Programs	REDCap and National MRC	September 30, 2020; December 31, 2020; March 31, 2021; June 30, 2021	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, 2021	John Benitez
5	5	ASPR Coalition Assessment Tool	Each HCC will provide complete reporting into the ASPR Coalition Assessment Tool	Annually	All HCCs	CAT Tool	Updates due: January 31, 2021 and final reporting due: June 30, 2021	Diane Dubinski
5	6	HCC Surge Estimator Tool	New requirement: Each HCC will submit a HCC Surge Estimator Tool	Annually	All HCCs	REDCap / CAT	January 1, 2021	Diane Dubinski
6	1.1	Epidemiological Surveillance and Investigation	Document syndromic surveillance data and systems	Annually	All PHEP Programs	REDCap	June 30, 2021	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) / Outbreak Summaries into REDCap	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	CDC DCIPHER / REDCap	June 30, 2021	Sean Kice
		Exercise Requirement 2	New requirement: All regions must participate in and document an exercise that includes an at-risk or access and functional needs population	One time	All PHEP Programs	REDCap	June 30, 2021	Matt Hayes

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		Exercise Requirement 3	All regions must complete either a full scale open POD exercise or a full scale medical model (mass vaccination) POD exercise. All regions must participate in Fight Flu TN Statewide Influenza Vaccination Full Scale Exercise scheduled in 2020	One time	All PHEP Programs	REDCap	November 29, 2020	Sean Kice
		Exercise Requirement 4	All exercises and other significant events must be entered on the SharePoint Regional calendar prior to the event occurring	As needed	All HCCs and PHEP programs	SharePoint Regional calendar	As needed	Amy Cox
		Exercise Requirement 5	Conduct redundant HCC communication drills. HCCs are required to participate in at least two drills annually. Offered quarterly.	Every six months	Central office, All HCCs and PHEP programs, MTEARS Controllers	REDCap	First drill should be completed by Dec. 31,2020; At least two by June 30, 2021	Randy Gowler
		Exercise Requirement 6	Conduct redundant PHEP program communication drills. PHEP programs are required to participate in at least one drill quarterly. Offered monthly.	Monthly	All PHEP Programs	REDCap	September 30, 2020; December 31, 2020; March 31, 2021; June 30, 2021	Randy Gowler
		Exercise Requirement 7	Conduct a low-notice hospital evacuation coalition surge test tabletop/functional exercise with executive after action review	Annually	All HCCs	REDCap	June 30, 2021 / Waived Per ASPR	Amy Cox
		Exercise Requirement 8	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