



BP1 Reporting and Submission Tool (RST) Instructions

Overview

The Reporting and Submission tool (RST) was developed to streamline the completion and submission of programmatic and budgetary documents and reporting requirements and serves as the single site for updates and submission to be used throughout the budget period.

MDPH OPEM is using the Survey123 platform to collect programmatic and budgetary information from each region/coalition/MRC unit for all funded programs. In filling out this survey, each region/coalition/HMCC/MRC unit will identify general priority areas and provide quarterly activities based on the determined priorities and report on the status of the programmatic requirements.

Program-level personnel are required to complete the RST to document program planning and implementation activities for review by HMCC sponsoring organization staff. The HMCC sponsoring organization will work with program staff to provide technical support and guidance regarding expectations for reporting and is responsible for final review and official submission to MDPH OPEM.

After your initial submission, you will be able to reference and review your most recent submission by following the same survey URL. By filling out the Basic Information section on the survey your most recently submitted data will auto-populate the form.

If you would like to save your progress and finalize your submission at another time, scroll to the end of the survey and select "Save my progress" in the Save or Submit section. Using the same survey URL, you will be able to pick up where you left off after re-filling in the Basic Information section which is just four short questions.

Questions or issues experienced during completion of this survey tool should be directed to your regional HMCC Sponsoring Organization.

Each region/coalition/MRC unit will use the survey to:

- Capture initial priority areas
- Provide quarterly updates of progress made on priority area activities
- Acknowledge programmatic requirements
- Submit initial program budgets
- Report quarterly expenditures to OPEM
- Request budget modifications
- Seek approval to host or attend trainings, exercises, meetings and conferences
- Provide OPEM with required documentation for subcontracts
- Deliver required reports (e.g., HVA, Response Plan updates, AARs, etc.)

Who should complete the survey?

Program-level personnel are required to complete the RST to document program planning and implementation activities for review by HMCC sponsoring organization staff. The HMCC sponsoring organization will work with program staff to provide technical support and guidance [regarding expectations for reporting] and is responsible for final review and official submission to MDPH OPEM.

In the case of multiple MRC units who share a regional workplan and budget, several units may work together to complete the tool and submit as a single submission (to be reflected in one unit's submission).

How does the RST work?

1. Visit the link: [RST FY25](#)
2. Read the instructions.
3. Under the *What would you like to do today?* section, select which activity will be completed:
 - A. Submit Initial or Quarterly Priority Area Updates
 - B. Submit Budget Documents, (including Initial, Quarterly Expense Report or Budget Modification) (link to new page)
 - C. Submit Additional Documents Submission (link to new page)
4. Provide your applicable program details (region, program type, and program name). This section **must** be filled out each time the survey is completed, and enables your previous entries to be visible in future submissions.
5. Complete the A, B, or C action you selected above, as follows:
 - A. Submit Initial or Quarterly Priority Area Updates

Priority Area Report

- Referencing the BP1 MDPH Requirements and Priority Areas and using the applicable [Public Health Response Readiness Framework](#) (for PHEP, HPP, MRC), identify three priority areas that your coalition, MRC unit, hospital or HMCC region will prioritize during the budget period. Each priority should be based on gaps identified in your hazard vulnerability analysis, risk-assessment, or from other lessons learned and/or demonstrated needs.
- Provide the name and email address of the Programmatic Contact Person.

Priority Areas

- Priority Area Selection (PHEP, HMCC, HPP). Select three priority areas from the drop down menu. You must include all of the priority areas from the drop down. Example, you will put the first drop down in priority area #1, the second drop down in priority areas #2, etc
- Priority Area Selection (MRC). Select three priority areas from the drop down menu.

- Priority Description. The description should include details on the identified priority area such as how it was determined, general approaches to ensuring progress, etc. Specifically, please describe how the selected priority relates specifically to your program (e.g., based on a regional HVA, risk assessment, etc.).
- Quarterly Activities. Based on the priorities and priority areas your region, coalition or MRC unit has identified, please describe in detail all associated activities completed in the applicable quarter below.

Quarterly Requirements

- Please complete the following requirements for each quarter. A single text box will be provided to capture all quarterly updates. Updates should begin with the applicable quarter (e.g. "Q1: Meeting held 9/20; Q2: Meeting held 12/5). Please Note: Initial submission of the RST does not require any updates in this section. Please insert N/A.

B. Submit Budget Documents, (including Initial, Quarterly Expense Report or Budget Modification)

- The survey will direct you to click on a link to complete and upload applicable budget documents. You will be prompted to make a selection and to follow prompts to upload applicable attachments.

C. Additional Documents Submission

- The survey will direct you to a click on a link to complete and upload all applicable documents (e.g., AAR/IP, MRC Call Down Template, Subcontractor ID Packet, etc.).

6. Submission Review. Continue to the Submission Review section to complete the final survey questions.

- Complete the following survey questions below. By selecting "Submit," a copy of this survey and all uploaded attachments will be shared with the Regional HMCC Sponsoring Organization for review. If the survey submission has all the required elements, is complete, and the HMCC has no additional questions, the survey will be submitted to MDPH OPEM on your behalf.
- After your initial submission, you will be able to reference and review your most recent submission by following the same survey URL. After filling out the Basic Information section of the survey your most recently submitted data will auto populate the form - this can be used throughout the budget period to for additional reporting and submissions.

Questions or issues experienced during completion of this survey tool should be directed to your regional HMCC Sponsoring Organization