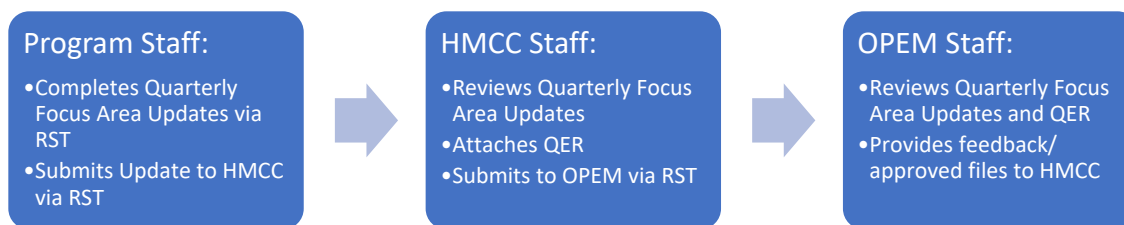




Reporting and Submission Tool (RST) Quarterly Reporting Instructions

DPH OPEM requires preparedness programs receiving OPEM funding to submit quarterly updates to Sponsoring Organizations via the RST that details the fiscal and programmatic activities that occurred during that reporting period. These updates are provided via the Quarterly Expenditure Report (QER) and the Quarterly Focus Area updates which are submitted to OPEM using the RST.



1. Visit the RST Survey link: <https://arcg.is/19OPCT2>.
2. Choose the option to *Submit Quarterly Expense Report, Budget Mod, and/or Quarterly Focus Area Report Update*. (Note: these instructions do not address Budget Modification submissions)
3. Complete the survey questions by selecting your region, program type, and program name.
4. If submitting a QER, complete *Section 2: Budget Submissions* and attach the QER and any required supporting documents using the RST.
5. Complete *Section 3. Focus Area Report* by first entering the information of the individual completing the quarterly update. The focus areas should pre-populate based on the original submission.
6. Scroll down to Focus Area, and the corresponding quarter number (e.g., Focus Area #1 - Quarter 1 Activities) and complete all applicable quarterly updates. All focus area updates should be provided in this section.
7. Complete the remaining contact information field below in the *Submission Review* section.
8. Save or Submit quarterly updates by selecting *Save or Submit*.

Quarterly Report Content

Quarterly reports are a way to capture and highlight the work that has been performed during the previous quarter. Programs are expected to report on activities relating to all administrative tasks relevant to program coordination/implementation, public health and preparedness initiatives, and emergency response activities and reporting, as they relate to deliverables.

The quarterly report collects key activity information, such as start/end date, activity description and impact, participants involved in the activity (i.e., ability to reach target audience), improvement metrics

(e.g., increased response rate by 10% from previous quarter) and more. These quarterly activity reports should reflect only what has been completed, and should include a brief description of the activity, a report on the progress achieved toward completing the activity, and any successes and/or challenges that were encountered during implementation.

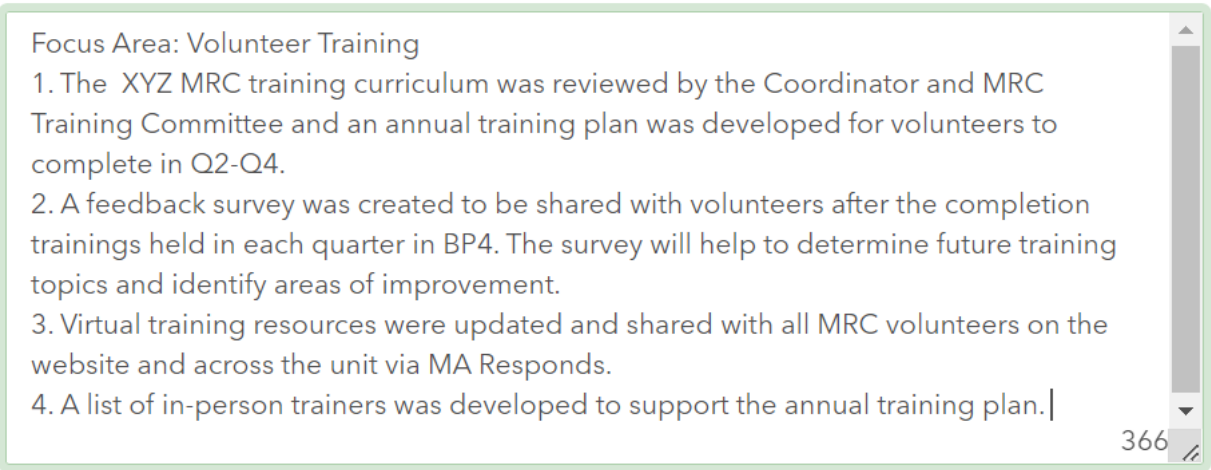
Quarterly updates should, **at minimum**, reflect the following information:

- a. What **specific** activities did your program engage in during this quarter to advance work around your program's identified focus area?
 - Include applicable administrative tasks and programmatic activities (e.g., updated documents, policies, etc.).
 - Include hosting or participating in orientations, drills, trainings, exercises, assessments, etc.
 - Specify:
 1. The training topic area with dates
 2. The number and type of attendees (volunteers, stakeholders, etc.) (*e.g., Training - CPR; 8/12/22; 14 XYZ MRC volunteers plus staff*)
 3. Other relevant information related to the training (e.g., how evaluation results will be used to modify future trainings; increase in the number of certified staff in the region)
 - Include community events, stakeholder meetings, regional collaborations and/or preparedness initiatives and associated details. Documentation of regional collaboration can also include metrics regarding alerting and notifications.
 - Include updates regarding the procurement of supplies/equipment that will improve operational capacity (e.g., all 5 hospitals in the region took delivery of fully equipped 15-piece burn kits).
 - Demonstration of Duty Officer activities, including metrics regarding notifications, pages, activations, etc.
- b. What overall progress has your program made towards achieving any goals, objectives or metrics set within this focus area?
- c. What is the status of the work?
 - Have you encountered any delays, barriers or issues or do you anticipate future implementation issues? How were these issues resolved? How will the issue be addressed in future quarters?
 - Have all activities associated with this Focus Area been completed or will work continue in the next quarter?
 - Approximately what % of the work associated with the Focus Area has been completed? (25%. 50%, etc.)
 - Has a product been created, or a supply been purchased?
- d. Unsure whether to include something? Add it!

The following screenshot has been provided as an example:

Focus Area #1 - Quarter 1 Activities

Based on the priorities and focus areas your region, coalition or MRC unit has identified, please describe in detail all associated activities completed in the applicable quarter below. While the completion of all administrative deliverables will be collected reported via the initial survey submission (previous section), please share any updates, successes or challenges in the quarterly updates below.



Focus Area: Volunteer Training

1. The XYZ MRC training curriculum was reviewed by the Coordinator and MRC Training Committee and an annual training plan was developed for volunteers to complete in Q2-Q4.
2. A feedback survey was created to be shared with volunteers after the completion trainings held in each quarter in BP4. The survey will help to determine future training topics and identify areas of improvement.
3. Virtual training resources were updated and shared with all MRC volunteers on the website and across the unit via MA Responds.
4. A list of in-person trainers was developed to support the annual training plan.

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