



## BP5 Reporting and Submission Tool (RST) Instructions

### What is it?

MDPH OPEM is using the Survey123 platform to collect programmatic and budgetary information from each PHEP coalition, HPP region, MRC unit, or HMCC funded program across MA. Each region/coalition/MRC unit will use the survey to:

- Capture initial focus areas based on capabilities and MDPH deliverables
- Describe the status of the administrative deliverables
- Acknowledge programmatic requirements
- Report quarterly on activities and budgets
- Submit required documentation as outlined by the Grants Management Manual (e.g., Budget Modifications, Training Request Form, Subcontractor ID packet, etc.)

The Reporting and Submission tool (RST) was developed to streamline the completion and submission of all budget period 5 (BP5)/FY24 programmatic and budgetary documents and reporting requirements and serves as the single site for updates and submission to be used throughout the budget period.

### Who should complete the survey?

All applicable fields should first be completed by the appropriate region/coalition/HMCC/MRC, and upon submission, the survey results will be shared with the regional HMCC Sponsoring Organization and MDPH Regional Coordinator (if applicable) for final review and official submission to MDPH OPEM. Where applicable, program staff/support should work with regional coordinators and the HMCC Sponsoring Organizations for technical assistance and to ensure all program requirements and deadlines are met. In the case of multiple MRC units who share a region workplan and budget, several units may work together to complete the tool and submit as a single submission.

### How does the RST work?

1. Visit the link: <https://survey123.arcgis.com/share/9427e1a4ed66468698f7e40fda8ef606>
2. Read the instructions and begin by completing the Basic Information Section with applicable program details. This section **must** be filled out each time the survey is completed (including initial, quarterly, and for all other submissions). By selecting your region, program type, and entity, your previous entries will be visible in future submissions.
3. Following the questions prompted, select which activity will be completed under the *What would you like to do today?* section.
  - A. IF SELECTING Initial Submission of Budget and Focus Area Report, the survey will direct you to complete:

- a. Section 1 - Administrative Deliverables and Attestations\*. You must review and acknowledge all administrative deliverables by clicking the check boxes or selecting Yes and providing all applicable information. *\*You will only be required to complete this section upon initial survey submission.*
- b. Section 2 - Budget Submissions. You will be prompted to make a selection. Choose *Not Applicable* if not attaching a budget or *Yes - I will attach a budget* and follow prompts to upload applicable attachments.
- c. Section 3 - Focus Area Report
  - i. Referencing the BP5 MDPH Deliverables and using the applicable emergency preparedness capabilities (PHEP, HPP, MRC), identify three to five areas of focus (e.g., programmatic priorities, broad topics or themes) that your coalition, MRC unit, hospital, or HMCC region will prioritize during the budget period. Each focus area should be based on identified gaps, lessons learned, and/or demonstrated needs.
  - ii. Upon identifying a focus area, please select the applicable capabilities and deliverables. **All programmatic deliverables listed must be accounted for across the identified focus areas.**
- d. Submission Review section to finish the final survey questions.

**B. IF SELECTING Quarterly Submissions of Budget and Focus Area Activities, the survey will direct you to complete:**

- a. Section 2 – Budget Submissions. Complete and upload the applicable budget documents.
- b. Section 3 – Focus Area Report. Fill out the relevant quarterly updates in Section 3. Based on the priorities and focus areas your region, coalition or MRC unit has identified, describe in detail all associated activities completed in the applicable quarter below (e.g., project status, hired staff, trainings, updated plans, etc.). While the completion of all administrative deliverables will be collected and reported via the initial survey submission (through the previous section), please share any updates, successes, or challenges in the quarterly update fields provided.
- c. Continue to the Submission Review section to complete the final survey questions.

**C. IF SELECTING Additional Documents Submission, the survey will direct you to complete:**

- a. Additional Submissions. If you are selecting Additional Documents, the survey will direct you to a click on a link to complete and upload all applicable documents (e.g., Training Host/Request Form; AAR/IP, MRC Call Down Template, Subcontractor ID Packet, etc.).

**D. Submission Review. Continue to the Submission Review section to complete the final survey questions.**

4. Upon completion of all applicable questions and by clicking the "Save or Submit" button, a copy of this survey and all uploaded attachments will be shared with the Regional HMCC Sponsoring Organization for final review. If the survey submission has all the required elements, is complete, and the HMCC sponsoring organization has no additional questions, the survey will be submitted to MDPH OPEM by the sponsoring organization on your behalf. If the survey is incomplete or discrepancies arise upon review, survey submitters should work with the HMCC sponsoring organization to ensure all information is completed and accurate. Upon submission, you will be able to reference and review your most recent survey 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. An email confirming survey submission will be sent to the programmatic contact person listed. A copy of final HMCC submission will also be shared with MDPH Regional Coordinators.

### What is a Focus Area?

A focus area can be a broad topic, theme, or priority that your unit, coalition or region wishes to work on this year. Focus areas should be based on identified gaps, lessons learned, and/or demonstrated needs and address all programmatic deliverables. Budget items should directly relate to the focus areas identified by each region/coalition/HMCC/MRC.

- HMCC example:
  - **Focus Area #1:** Strengthen policy and processes for stakeholder communications.
  - **Focus Area #1 Description:** By testing and exercising the ENS system and related procedures, the HMCC will work to identify existing strengths and gaps relating to when, how, and by whom the ENS is used, including how the HMCC sends communications to MDPH.
  - **Quarter 1 Update:** HMCC conducted a review of the current Response Plan and developed a scope of work for the planned exercise, to be held on November 15, 2022. Monthly planning meetings were held with the selected vendor two times/month in August and September.
- HPP example:
  - **Focus Area #1:** Increase regional capacity to treat radiation injuries from a low notice event.
  - **Focus Area #1 Description:** Based on discussions with facilities in the region identify what baseline radiation surge preparedness is, provide education and training for clinicians, exercise existing plans, and utilizing gaps identified from AAR/IP and educational opportunities, obtain related supplies and equipment to fill those gaps.

- **Quarter 1 Update:** Discussed with hospitals and learned how many clinicians had radiation specific education. Held training and had 6 of 10 hospitals participate. Learned how to decontaminate and treat patients who were injured from radiation. Decided to incorporate radiation surge into a TTX MCI exercise in Q2.
  - MRC example:
    - **Focus Area #1:** Enhance partnerships between an MRC unit and community organizations.
    - **Focus Area #1 Description:** Based on the MRC unit's experiences driven by the recent Covid response regarding the needs and utilization of volunteers within healthcare facilities during emergencies, the unit will work to build brand awareness promoting the use of the MRC volunteers and aim to establish formal relationships (MOUs, processes) between community organizations and the MRC host agency.
    - **Quarter 1 Update:** The unit coordinator met with personnel from the local community health center (CHC) to identify the barriers and opportunities for quickly onboarding volunteers in an emergency on 10/2; The unit fact sheet was updated, printed and shared with community partners at an HMCC stakeholder meeting including hospitals, community health centers, the Smithtown Senior Center and Smithtown Emergency Management; Hosted a meeting with the senior center on 9/25 to provide an overview of the unit and available resources. Hosted virtual orientation event on 9/12, which reviewed roles/responsibilities when volunteering in a healthcare facility. 10 volunteers attended.
- PHEP example:
  - **Focus Area #1:** Consider impacts and lessons learned from COVID 19 on Emergency Dispensing Plans
  - **Focus Area #1 Description:** Based on After Action Reports (AAR) findings and debriefing documents from real world experiences (clinics) during the COVID 19 response communities will review and update their EDS plan(s) to incorporate newer elements such as social distancing, line spacing and any changes in their through-put as a result of these updates.
  - **Quarter 1 Update:** The town held a small drill with their MRC unit to simulate through-put calculations based on several changes to their EDS plan including the floor plan layout. Using those updated calculations, the community used modeling software to better understand the number of staff projected to support these efforts. Meetings are scheduled to discuss possible models to identify updated staffing numbers. The next budget modification will identify additional supplies needed to support the updated EDS layout. The community anticipates holding a larger EDS drill in Q4 to test the updates to their plan.

### **Reporting and Submission Tool Tips and Reminders**

- It is recommended that regions/coalitions/MRCs review the survey questions and use the RST Template pdf as a planning document prior to completion and submission.
- Remember to save your work and return to the survey later by clicking the “Save or Submit” button before closing your browser.
- The Basic Information section must be filled out on the survey for your most recently saved/submitted data to auto populate the form.
- Attachments will not save or auto populate. All files must be reattached if you choose to save the survey and complete it at another time.
- Once the survey is saved, the information provided through previous submissions will remain in all fields unless overwritten during a subsequent survey completion.
- Programs who share a region workplan and budget (e.g., multiple MRC units), should work together to complete the tool and submit as a single submission.
- Don’t forget to address **all** annual deliverables when completing focus areas and quarterly updates.
- Consider leaving space on the initial submission by selecting less than five focus areas. Additional focus areas may be identified and added if priorities change throughout the year, however five is the maximum.
- Regions/coalitions/MRCs should work with their HMCC sponsoring organizations around specific details and processes regarding deadlines, budgets, and submissions.
- The RST has been developed to streamline processes, however reaching out to an HMCC sponsoring organization or DPH via email with questions, issues, or concerns always remains available.
- Confirm all submission deadlines with the HMCC, as they may differ from final deadlines shared by DPH, for updates, reports, materials, etc. to be reviewed accordingly prior to submission to DPH.

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