

Progress Quarter		Contact Information
<input type="checkbox"/> Quarter 1 covers July 1, 2020 – September 30, 2020 due October 15, 2020 <input type="checkbox"/> Quarter 2 covers October 1, 2020 – December 31, 2020 due January 15, 2021 <input type="checkbox"/> Quarter 3 covers January 1, 2021 – March 31, 2021 due April 15, 2021 <input type="checkbox"/> Quarter 4 covers April 1, 2021– June 30, 2021 due July 15, 2021	Region: _____ Fiscal Agent: _____ Contact Person: _____ Contact Email: _____ Date Sent: _____	
Description of Tasks		Deliverables
1	<p>Regional coordinators or designated subject matter expert(s) for regions without a coordinator will:</p> <ul style="list-style-type: none"> <li>Assist local health department staff in the development, review and updating of all local plans</li> <li>Provide general technical assistance (TA) and training to local health department staff</li> <li>Work with local health departments and KDHE staff to identify training gaps at the local level</li> <li>Provide suggestions and/or feedback to KDHE regarding local priorities, issues, etc.</li> </ul> <p>If technical assistance was not provided during the quarter, a signed statement stating “No assistance provided” must be submitted with the quarterly reporting.</p>	Date TA report submitted to KDHE: Quarter 1: _____ Quarter 2: _____ Quarter 3: _____ Quarter 4: _____
2	<p>Regional coordinators or designated subject matter expert(s) for regions without a coordinator will convene, at a minimum, quarterly meetings of all the local health departments within the region and maintain minutes of the meetings and attendee lists using the KDHE Meeting Report template. The 4<sup>th</sup> quarter meeting must take place no later than May 21, 2021.</p> <ul style="list-style-type: none"> <li>Meetings must be set up in KS-TRAIN at least 30 days prior to the scheduled date so the required registration requirement can be met.</li> <li>A draft of the meeting minutes must be provided to all members and KDHE within 10 business days.</li> <li>KDHE must be notified of any changes to meeting dates or formats as they occur.</li> </ul> <p align="right">Due by <b>May 31, 2021</b></p>	Date meeting minutes sent: Quarter 1: _____ Quarter 2: _____ Quarter 3: _____ Quarter 4: _____ KS-TRAIN #: _____

3	<p>Regions may send staff from their region to attend preparedness-related conferences, trainings or exercises to increase knowledge, skills and abilities to develop and maintain plans, conduct training and exercises and respond to public health threats and emergencies using a whole-community approach to preparedness management. (Examples include but are not limited to: 2021 Preparedness Summit, Four Corners Emergency Management, Kansas Public Health Association.)</p> <p>Conferences and out of state training events must be pre-approved by KDHE. See guidance documents for instructions on pre-approval. Summary will include course name and date.</p> <p align="right"><b>Due by June 30, 2021</b></p>	<p>For in-state events: _____ Date: _____ Name: _____ _____</p> <p>Number of staff attended: _____ Name of attendees: _____</p> <p>For out-of-state events: Each person must submit a 1-page summary no later than 15 days after the conference</p>								
4	<p>Regional coordinators or designated subject matter expert(s) for regions without a coordinator will attend, in person or virtually, the Healthcare Coalition (HCC) meeting(s). Regional coordinators or designated subject matter expert(s) for regions without a coordinator whose region supports multiple HCCs must attend each HCC meeting within their region (in person or virtually) or send a designee. Designees are permitted if a letter is on file with KDHE prior to the meeting date.</p> <p>Register for the meeting on KS-TRAIN #: _____ Attendee: _____ HCC Region meeting(s) attended for this report: _____</p>	<p>1 date: _____ 2 date: _____ 3 date: _____ 4 date: _____ 5 date: _____ 6 date: _____</p>								
5	<p>Regional coordinators or designated subject matter expert(s) for regions without a coordinator will ensure each Readiness Response Coordinator (RRC, formerly HCC) has up-to-date email addresses for each member of the PHEP region so that the RRC can include them in the email distribution list for the HCC meeting minutes.</p>	<p>Q1 Updated Yes <input type="checkbox"/> No <input type="checkbox"/> Q2 Updated Yes <input type="checkbox"/> No <input type="checkbox"/> Q3 Updated Yes <input type="checkbox"/> No <input type="checkbox"/> Q4 Updated Yes <input type="checkbox"/> No <input type="checkbox"/></p>								
6	<p>In [November 2020 (Date to be determined)], regional coordinators or designated subject matter expert(s) for regions without a coordinator must attend the annual Training and Exercise Planning Workshop (TEPW) to update the KDHE Multi-Year Training and Exercise Plan (MYTEP) for inclusion in the grant application for the upcoming budget period.</p>	<p>Name of attendee(s): _____ _____</p>								
7	<p>[Dates TBD], Regional coordinators or designated subject matter expert(s) for regions without a coordinator must attend three Preparedness Regional Coordinator Meetings. One meeting will take place in Salina and two will take place virtually. KDHE Preparedness will have further meetings with the coordinators as needed. If the regional coordinator cannot attend, he/she will work with KDHE to send a proxy.</p>	<table border="0"> <thead> <tr> <th>Date</th> <th>Attendee</th> </tr> </thead> <tbody> <tr> <td>1. _____</td> <td>_____</td> </tr> <tr> <td>2. _____</td> <td>_____</td> </tr> <tr> <td>3. _____</td> <td>_____</td> </tr> </tbody> </table>	Date	Attendee	1. _____	_____	2. _____	_____	3. _____	_____
Date	Attendee									
1. _____	_____									
2. _____	_____									
3. _____	_____									

**2020 - 2021 Public Health Emergency Preparedness  
Regional Public Health Work Plan**  
*WORK PLAN PROGRESS REPORTS WILL BE SUBMITTED TO [KDHE.PREPAREDNESS@KS.GOV](mailto:KDHE.PREPAREDNESS@KS.GOV)*

8	<p>Regional coordinators or designated subject matter expert(s) for regions without a coordinator will participate in at least one annual exercise (e.g., full-scale exercise) as a facilitator, player or evaluator. Serving in an observer role does not meet the participation requirement. If COVID-19 prevents the completion of an exercise, the regional coordinator must submit documentation on the TA how he/she supported the regional role during the pandemic response.</p> <p align="right">Due <b>April 30, 2021</b></p>	<p>Date of Exercise: _____ County: _____ Role: _____</p>
9	<p>Regional coordinators or designated subject matter expert(s) for regions without a coordinator will maintain accurate information for a 24/7 activation protocol, which details who will be called and what type of events will start the protocol for the region.</p> <p align="right">Due by <b>March 31, 2021</b></p>	<p>24/7 activation protocol is up to date and available? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
10	<p>Regional coordinators or designated subject matter expert(s) for regions without a coordinator will attend and/or monitor minutes of the regional Homeland Security Council meetings. This information will be discussed in the regional meetings for situational awareness.</p>	<p>Q 1 discussed Yes <input type="checkbox"/> No <input type="checkbox"/> Q 2 discussed Yes <input type="checkbox"/> No <input type="checkbox"/> Q 3 discussed Yes <input type="checkbox"/> No <input type="checkbox"/> Q 4 discussed Yes <input type="checkbox"/> No <input type="checkbox"/></p>
11	<p>Regional coordinators or designated subject matter expert(s) for regions without a coordinator will develop a summary report of their counties health department's needs and improvements from the April 2020 full-scale exercise (FSE) or real-world incident when approved by KDHE. This summary report will include a plan to meet the gaps revealed in the AAR/IP from the FSE or real-world incident approved by KDHE.</p> <p align="right">Due by <b>Oct 15, 2020</b></p>	<p>Date summary report sent: _____</p>
12	<p>PHEP-purchased inventory items will be maintained in the Comprehensive Resource Management and Credentialing System (CRMCS). Regional coordinators will annually:</p> <ul style="list-style-type: none"> <li>• Complete a review of the actual inventory, removing expired items and adding new items to the hard copy and CRMCS listings.</li> <li>• Note the responsible person for the cache and how the expired items were disposed of.</li> <li>• Send in a screenshot of items entered with quarterly work plan.</li> </ul> <p align="right">Due by <b>May 31, 2021</b></p>	<p>Date cache was reviewed in CRMCS: _____</p> <p>Name of person responsible for cache: _____</p> <p>Screenshot: __ Yes ____ No entry required</p>

*The following represent administrative preparedness requirements that can be requested at any time during the project period. Please maintain all documents on-site throughout the project period (2019 - 2024):*

- ❖ Document through job descriptions and employee time and attendance records that all staff members paid with preparedness funds are performing activities related to preparedness.*
- ❖ Retain copies or transcripts of all certificates/proof of attendance for trainings completed during the entire project period for at least 5 years.*
- ❖ Have available signed shared resource agreements, MOA, MOU and any maintenance contracts relating to PHEP grant funds.*
- ❖ Regional coordinators will provide to KDHE Preparedness information pertaining to the performance measures, benchmark requirements and/or any other requested information as related to the current Hospital Preparedness Program-Public Health Emergency Preparedness Cooperative Agreement.*
- ❖ Retain copies of expenditure reports, including invoices for each capital equipment purchase, for a period of at least five years. Capital equipment includes purchases of \$5,000 and above and/or with a lifespan of greater than a year.*
- ❖ Regional coordinators within a CRI footprint will ensure work plans for the local health departments are completed as well as the CRI work plan.*