<table>
<thead>
<tr>
<th>Progress Quarter (Check One)</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Quarter 1 covers July 1, 2020 – September 30, 2020</td>
<td>County: __________________________</td>
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<tr>
<td>☐ Quarter 2 covers October 1, 2020 – December 31, 2020</td>
<td>Contact Person: __________________________</td>
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<tr>
<td>☐ Quarter 3 covers January 1, 2021 – March 31, 2021</td>
<td>Contact Email: __________________________</td>
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<tr>
<td>☐ Quarter 4 covers April 1, 2021 – June 30, 2021</td>
<td>Contact Phone: __________________________</td>
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<td>Date sent: __________________________</td>
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</tbody>
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Work plan for designated Small Counties/Tribes

<table>
<thead>
<tr>
<th>Description of Tasks</th>
<th>Deliverables</th>
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| 1 | A local health department (LHD) representative will attend, in person, via conference call or webinar, Healthcare Coalition (HCC) meetings. Designees are permitted, provided they are a staff member or contractor of an LHD. In the event a designee is assigned, the designee is required to attend the HCC meeting in person or virtually.  
Attendee for this quarter report: __________________________  
HCC Region attended for this quarter report: __________________________ | 1 date: __________________________  
2 date: __________________________  
3 date: __________________________  
4 date: __________________________  
5 date: __________________________  
6 date: __________________________ |
| 2 | LHD representative will participate in a local ESF 8 or LEPC planning meetings at least once per year to work with health and medical partners in order to strengthen community preparedness and response activities. The local ESF or LEPC acts as an advisory committee of governmental and nongovernmental partners to the LHD to integrate preparedness efforts across jurisdictions and to leverage funding streams.  
Due by June 30, 2021  
Attendee names and meeting notes attached | ESF-8 ☐ / LEPC ☐  
Date attended: __________________________ |
| 3 | The LHD may send staff to regional PHEP meetings, 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: the 2021 Preparedness Summit, Four Corners Emergency Management, Kansas Public Health Association.)  
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.  
Due by June 30, 2021  
For in-state events:  
Date: __________________________  
Name: __________________________  
Number of staff attended: __________________________  
Names of attendees: __________________________ | For out-of-state events: Each person must submit a 1-page summary no later than 15 days after the conference.  
As administrator of the LHD I attest, all employees in ICS positions have completed the outlined training.  
Signature and date: __________________________ |
| 4 | LHD administrators will ensure designated staff complete the following training:  
• FEMA IS-100: An Introduction to the Incident Command System (ICS)  
• FEMA IS-200: Basic ICS  
• FEMA IS-700: An Introduction to the National Incident Management System (NIMS)  
• TEEX Medical Countermeasures Awareness for Public Health Emergencies course, AWR314  
Due by September 30, 2020 |
**WORK PLAN PROGRESS REPORTS WILL BE SUBMITTED TO KDHE.PREPAREDNESS@KS.GOV**

|   | **LHD will maintain health department personnel contact information in the Kansas Health Alert Network (KS-HAN) to ensure the ability of the LHD in receiving situational awareness information.**<br>• LHD staff registered on KS-HAN will update contact information annually, or sooner if need arises. Users are expected to update their own user profiles.<br>• LHD will review registrant lists to add and remove appropriate members from their organization to ensure they have access. LHD will email KDHE.KSHANAdmin@ks.gov to request changes to KS-HAN. | **Date of KS-HAN update/review:**____________<br>____________<br>____________<br>____________<br>**Note any issues this quarter:**____________________________________________________<br>**Due by September 30, 2020** |
| 5 | | |
|   | **LHD staff registered on KS-HAN will respond to KS-HAN drills to ensure and demonstrate the ability to receive and respond to situational awareness updates and common operating picture information, and to ensure that communications equipment is appropriately receiving health alerts and situational information.**<br>Note any issues this quarter: __________________________________________________________<br>**Quarter 1 date:**____________<br>**Quarter 2 date:**____________<br>**Quarter 3 date:**____________<br>**Quarter 4 date:**____________ | **Quarter 1 date:**____________<br>**Quarter 2 date:**____________<br>**Quarter 3 date:**____________<br>**Quarter 4 date:**____________ |
| 6 | **LHD will ensure a minimum of two health department surge staff or volunteers are registered users of the Inventory Management Tracking System (IMATS) by working with the KDHE Preparedness MCM/SNS Coordinator to receive access. These users must complete the training hosted on KS-TRAIN.**<br>• LHD staff registered on the IMATS will update their contact information annually, or when information changes.<br>• LHDs will review registrant lists regularly and send an email to KDHE.Preparedness@ks.gov to request addition or removal of members from their organization.<br>• New IMATS users will complete the KS-TRAIN training (Module 6 under New LHD Administrator Training). | **Date of IMATS update:**____________<br>**Training class attended:**____________<br>**Attendee names:**____________<br>____________<br>____________<br>**Due by September 30, 2020** |
| 7 | | |
|   | **LHD can purchase equipment and supplies to maintain PHEP readiness in their counties based on their county plans, risk assessment, and AAR/IPs.** | **Date items purchased and entered CRMCS and screenshot sent to KDHE:**________<br>**No purchase**<br>____________<br>____________<br>____________<br>**OPTIONAL:** KDHE will track social media participation using #KSPrepared. If this hashtag is used, no documentation is needed.<br>1. **Social media platform used for posts during September 2020?** ________________<br>**Due by June 30, 2021** |
| 8 | | |
|   | **LHD will use community preparedness to build partnerships and address risks within their community. LHDs will aim to engage community partners who might otherwise not be involved with preparedness efforts. This is an optional work plan activity for the small health departments.**<br>LHD may participate in the National Preparedness Month campaign in **September 2020** by posting:<br>• At least two different posts on one social media platform each week during the month of September.<br>• Using the hashtag #KSPrepared to signify participation. | **Due by December 31, 2020**<br>**Date the contact information was reviewed/updated:**____________<br>**Signature**<br>____________<br>____________<br>____________<br>____________
| 9 | | |
|   | **LHD will ensure 24/7 epidemiological contact information is kept current and sent to KDHE Bureau of Epidemiology & Public Health Informatics at KDHE.EpiHotline@ks.gov. This supports the public health system having access to personnel trained to manage and monitor routine jurisdictional surveillance and epidemiological investigation systems and support surge requirements in response to threats.** | **Due by September 30, 2020** |
### AAR/IP

The AAR/IP from COVID-19 BP1 response is required for acquisition of items identified in the county IP, to update the county plans for the next surge, and for TEPW and planning purposes for BP3. The interim AAR/IP for the COVID-19 response in BP1 must include a minimum of 4 PHEP capabilities.

Other Requirements:
- Plans/procedures for assisting at-risk populations specific to the jurisdiction must be documented or evidenced in all exercises. Exercises must also include at-risk and vulnerable populations.
- Exercise activity will be aligned with the HSEEP principles and test/validate current plans and procedures.
- Exercise AAR/IPs must be written using the KDHE approved AAR/IP Template and only reflect PHEP capabilities, not the capabilities or requirements outlined by other agencies (i.e. CMS, Emergency Management, etc.).

Ensure that specific exercise role/responsibilities and improvement plan tasks are outlined for your individual health department. Each capability tested must outline at least one strength and one area for improvement. Serving in an observer role does not meet the participation requirement.

**Due by September 30, 2020**

A. LHD will review and update county plans as needed according to the findings and improvement plans from a real-world incident when approved by KDHE. LHD will ensure Improvement Plan (IP) items are reviewed and completed by the due dates listed on the Improvement Plan. This activity allows for the acquisition of items needed per the IP. This activity replaces the local exercise for this year only.

**Due by June 30, 2021**

As administrator of the LHD I attest, all IP items are completed.

**Signature and date.**

### 12

LHD will ensure that priority communication services are available in an emergency. This should include maintaining an always-on high-speed internet connection, email services, and a phone and or cell phone that is available to LHD preparedness personnel.

**Due by September 30, 2020**

As administrator of the LHD I attest, priority communication services are available 24/7.

**Signature and date.**

### 13

LHD will maintain a website and/or social media account(s) where information can be posted and accessed by members of the public to promote awareness of LHD preparedness activities and actions the public can take to improve personal preparedness. Examples of social media include Facebook, Twitter and/or Instagram.

**Due by December 31, 2020**

Date of website review:
Facebook
Twitter
Instagram
### 2020 - 2021 Public Health Emergency Preparedness
Small Local Health Department Work Plan

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| 14 | Using KS-TRAIN, LHD will ensure appropriate staff members take or renew certification every two years for:  
- Packaging and Shipping Division 6.2 Materials 2016  
- KHEL: Preparing Clinical Specimens Related to Chemical or Biological Exposure Using Evidence Control Measures  
Certificates will be pulled from KS-TRAIN  
Due by **June 30, 2021** |
| --- | --- |
| 15 | **ANNUAL REPORTING**  
A. LHD will ensure annual fit testing for PPE (or PAPR annual training) for LHD staff is completed in compliance with the revised *OSHA respiratory protection standard, 29 CFR 1910.134*, adopted April 8, 1998.  
Due by **June 30, 2021**  
Date testing completed:  
Completed by:  
| 16 | New LHD administrators (employed 6 months or less or new to the administrator position) will take the *Preparedness – New LHD Administrator Training Plan, Modules 1-6* on KS-TRAIN for administration of the PHEP grant.  
Due by **December 31, 2020**  
Date of course:  
Name of attendee:  
Not applicable:  
|
LHD will have a staff member attend at least three webinars developed by KDHE Preparedness for the PHEP grant. Attendance is required for the July 8 – Workplan session. The LHD can choose the other two webinars from the KDHE Preparedness Webinar Wednesday listing to complete this activity. One KDHE Preparedness Webinar may be substituted with a webinar regarding COVID-19 response to count for one of the 3 required.

Report training on quarterly work plan.

<table>
<thead>
<tr>
<th>Date</th>
<th>Name of attendee</th>
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<tbody>
<tr>
<td>1</td>
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PHEP-purchased inventory items will be maintained in the Comprehensive Resource Management and Credentialing System (CRMCS). LHD will annually:
- Complete a review of the actual inventory, removing expired items and adding new items to the hard copy and CRMCS database.
- Note the responsible person for the cache and how the expired items were disposed of.
- Send in screenshot of items entered with quarterly work plan.

Due by May 31, 2021

The following represent administrative preparedness requirements which 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 for the entire project period (2019 - 2024), or at least 5 years.
- Retain copies or transcripts of all certificates/proof of attendance for trainings completed during the entire project period, or at least 5 years.
- Have available signed shared resource agreements, MOU, MOA, and maintenance contracts for PHEP-related items when asked.
- LHD 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 (per item purchased) and/or a lifespan of greater than a year.
- All counties who are part of a larger CRI must ensure their LHD and CRI work plans are complete by budget year-end.