Project Public Health Ready (PPHR) 2022/2023 Review Cycle

Supplemental COVID-19 Documentation

NOTE TO APPLICANTS: All supplemental requirements and recommendations are highlighted in yellow. Non-highlighted text indicates established parts of the PPHR application. Requirements and recommendation are distinguished by application type.

Executive Summary Requirements for Both First-time and Re-recognition Applications

Executive Summary

An executive summary is required with every PPHR application.
The executive summary describes the agency, its jurisdiction, and its approach to public health preparedness. The executive summary should describe how the agency addresses all three goals of the PPHR Criteria:

1) all-hazards emergency preparedness and response planning,
2) workforce capacity development, and
3) quality improvement through exercises and real events.

You may find it helpful to craft your executive summary **after** completing your application and PPHR Crosswalk. The executive summary is critical in providing context and rationale for the review team evaluating your application.

The executive summary must include **all** the information outlined below; NACCHO also recommends agencies format their executive summary in this order.

1. Introduction
   - The agency's approach to the PPHR process
   - The agency's mission and vision for serving the public's health

2. Jurisdictional Area Description
   - Size of population served by the agency
   - Geography/topography information, including the location of the jurisdiction
   - Unique characteristics to the jurisdiction that will help explain its approach to preparedness planning, including landmarks and proximity to Tribal Nations and military installations, if applicable
   - Demographic information, such as population density and median income or poverty rate

3. Organizational Structure of the Agency
   - The agency's level of authority and its structure and/or hierarchy (e.g., state agency, centralized, home rule)
   - Governance structure, such as cities and towns in a region, boards of health, and county commissioners
   - Preparedness planning and how the efforts of the agency fit within the larger jurisdictional (e.g., county or city) response
   - The agency's responsibilities in a response
   - Information on divisions/departments, services provided, number of offices, etc.

4. Employee Demographic Information
    - Total number of full-time employees in the agency and within each health department in a regional application
    - Total number of preparedness staff at the agency, differentiating between full- and part-time staff
    - General professional categories at the agency and on the preparedness staff (e.g., nurses, administrators, environmental staff)

5. Connection/Coordination
    - The agency's connection to and coordination with local (e.g., county, city), regional, and state partners for emergency preparedness planning and response
    - The linkages among all three goals of the project, including how the revisions of response plans, workforce development plans, and exercise plans are interrelated based on evaluations of trainings, exercises, and event responses
        - Document should show that a continuous quality improvement process is evident with the application

6. COVID-19 Response (required)

    Provide a brief narrative of the following:
    - The agency's approach to the COVID-19 pandemic response
    - The agency's working-relationship with the governmental partners (i.e. locals, state, federal, tribal) during the COVID-19 response
    - The agency's successes and limitations during the COVID-19 response
    - The agency's COVID-19 recovery plan or efforts in developing a COVID-19 recovery plan
    - The agency's COVID-19 response lessons learned (e.g. workforce development, training, administrative preparedness, communications)
        - **Note:** Re-recognition applicants can use these lessons learned for Section C. Narrative Questions

NOTE for Regional Applicants: Please reference the Regional Guidance for PPHR Applicants and Reviewers for additional information and requirements, including guidance on composing executive summaries.

<table>
<tr><th>First-time Application</th><th>Re-recognition Application</th></tr>
<tr><td>Goal I, Measure 1, Sub-measure d4:

The plan describes the expedited administrative processes used during a response to an event that differ from standard procedures for all of the following:

• Accepting and allocating federal/state funds;
• Spending federal/state funds;
• Managing/hiring workforce; and
• Contracting/procuring or mutual aid.*

Hyperlinked guidance:
Evidence for this element should describe how the applicant alters their day-to-day operations or processes for the bulleted items during an emergency response event, including the legal authority for such actions. For example, an applicant may cite and describe the process for calling an emergency meeting of any governing body needed to approve the acceptance, allotment, or spending of federal funds, as well as hiring or reassigning staff or temporary personnel and contractors. Applicants may also discuss waivers for executing contracts in a timely manner or additional personnel who may approve purchase requests in the event the regular purchasing manager is unavailable. Applicants may also cite information on purchasing cards, contracts, sole sources waivers, three bids, legal reviews, approved signatories (including facility usages), and mutual aid agreements for contracting/procuring.

Applicants are recommended but not required to use COVID-19 response for this criterion.

Example(s): the expediate hiring/contracting of contract tracers, handling of new federal emergency funding and/or establishing a policy for overtime or increased work hours for staff.</td><td>Goal I, Measure 1, Sub-measure d4:

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<tr><td>Goal I, Measure 1, Sub-measure l5:

The plan includes a template for health alert messages or the application includes at least one sample health alert message that may be shared.*

Applicants are required to provide an actual health alert message from the COVID-19 response. A template will not be accepted to meet this measure.</td><td>Section C. Narrative Questions

A total of eight (8) narrative examples are needed to fully respond to questions #1, #3, and #4. At least one (1) of those narrative examples is required to be COVID-19 related.</td></tr>
<tr><td>Goal II, Measure 3, Sub-measure d5</td><td>Goal II, Measure 3, Sub-measure d5</td></tr>
</table>

The application contains two examples of activities or exercises in which staff had the opportunity to demonstrate competencies noted in the workforce development plan. Applicants are **recommended but not required** to provide at least one example of activity from the COVID-19 response.	The application contains two examples of activities or exercises in which staff had the opportunity to demonstrate competencies noted in the workforce development plan. Applicants are **recommended but not required** to provide at least one example of activity from the COVID-19 response.
Goal III, Measure 4: Learning and Improving through Exercises or Responses Applicants are **recommended but not required** to use sub-measure B, a Real-World Event describing the COVID-19 response, over sub- measure A exercise.	Goal III, Measure 4: Learning and Improving through Exercises or Responses Applicants are **recommended but not required** to use sub-measure B, a Real-World Event describing the COVID-19 response, over sub- measure A exercise.

Project Public Health Ready (PPHR): 2022 Review Cycle

Temporary Addendum for Goals II and III

NOTE TO APPLICANTS: The following addendum to Goals II and III may only be applied to the 2022 Review Cycle. This addendum was created to provide temporary flexibility in meeting the associated measures and sub-measures given the challenges faced during the COVID-19 response. This addendum provides alternatives to the original measures and sub-measures; however, they are optional, and applicants may continue use the original measures and sub-measures.

Recognition Criteria

Original Measures	Alternate Measures	Notes
PPHR Measure #2: Conduct of Regular Training Needs Assessments Agencies must conduct a training needs assessment of **all staff** consistent with the agency's all-hazards response plan and a set of nationally recognized emergency preparedness competencies. In most agencies, the assessment may be conducted before starting the PPHR application process to allow enough time to implement workforce development activities. To demonstrate evidence for this measure, the following sub-measures (A–C) must be provided in a report.	**PPHR Measure #2: Conduct of Regular Training Needs Assessments** Agencies must conduct a training needs assessment or training needs gap analysis consistent with the agency's all-hazards response plan and a set of nationally recognized emergency preparedness competencies. In most agencies, the assessment may be conducted before starting the PPHR application process to allow enough time to implement workforce development activities. To demonstrate evidence for this measure, the following sub-measures (A–C) must be provided in a report.	"All Staff" requirement has been removed from this alternate measure. Applicants may assess training needs using a sampling of staff at all levels or conduct a gap analysis. Methodology and reasoning should be addressed in Section B: Assessment Process Report. **Example:** Documentation of a TEPW that results in a MYTEP may satisfy this measure so long as subsequent measures can be documented and accounted for. TEPW: Training and Exercise Planning Workshop MYTEP: Multi-year Training and Exercise Plan **Remember:** Applicants have until the final submission (August) to conduct a training needs assessment, approximately 8 months. APPLIES TO FIRST-TIME AND RE-RECOGNITION APPLICANTS
A. Date of Training Needs Assessment	B1. Date of Training Needs Assessment	
a1. The PPHR application includes a training needs assessment that was completed no earlier than 36 months prior to the application submission date.	a1. The PPHR application includes a training needs assessment that was completed no earlier than 60 months prior to the application submission date.	Two additional years have been added to this sub-measure for a total of 5 years to accommodate for extensions provided. APPLIES TO FIRST-TIME AND RE-RECOGNITION APPLICANTS

Updated: Thursday, January 6, 2022

Original Measures	Alternate Measures	Notes
PPHR Measure #3: Completion and Maintenance of a Workforce Development Plan and Staff Competencies The agency establishes a list of priority staff (e.g., members of the public health preparedness division or all expected responders) who need training on priority training topics, based on the results of the training needs assessment and past corrective actions. <u>When the agency has not had time to train all priority staff in the appropriate priority areas and obtain evidence that staff have demonstrated competence in these areas, the agency's workforce development plan must describe the process (e.g., prioritization of competencies, description of how the competencies were chosen, party responsible for ensuring that training will take place) and timeline the agency will follow to train the remaining priority staff.</u> Methods used to address this measure may include a wide range of educational techniques, such as participation in classroom trainings or direct observation by an evaluator during interactive exercises. The agency must also demonstrate the organizational capability to maintain and enhance competence in the workforce. This section measures the organization's ability to address workforce capacity on an ongoing basis. The agency must submit a workforce development plan to provide the evidence for the sub-measures described below. Additional documentation to support information requested in the sub-measures should also be submitted.	No changes to this measure.	**Please take note of the underlined section.** Because of training delays and cancellations due to COVID-19, it is understood that implementation of local workforce developments plans may have been suspended. However, this does not negate the necessity of having a plan and process in place to prioritize and execute training. As a result of the suspensions caused by COVID-19, applicants should use this measure as an opportunity to describe how they plan to get the workforce development plan back on track and updated. APPLIES TO FIRST-TIME AND RE-RECOGNITION APPLICANTS

Original Measures	Alternate Measures	Notes
PPHR Measure #4: Learning and Improving through Exercises or Responses The agency must provide documentation of its participation in at least one exercise or real incident response within the 24 months prior to the PPHR application submission date. Submit documentation of one of the following items:	**PPHR Measure #4: Learning and Improving through Exercises or Responses** The agency must provide documentation of its participation in at least one exercise or real incident response within the 60 months prior to the PPHR application submission date. Submit documentation of one of the following items:	Given the 2-year PPHR extension, the timeframe for documented exercises or responses eligible for recognition has also been extended. APPLIES TO FIRST-TIME AND RE-RECOGNITION APPLICANTS

• Sub-measure A: Functional or full-scale exercise (the agency must scale functional exercises, including number of staff involved in the exercise, to fit the size of the department), OR • Sub-measure B: An emergency incident for which the agency has activated its response plan. Appropriate events for PPHR submission are comprehensive and have a definitive start and end date or time. Long-term events such as pandemics, can be broken into meaningful sections that are time-bound, such as the first or second wave of a pandemic. All incidents used as documentation for PPHR must span more than one operational period and result in the development of an incident action plan (IAP). **Reminder: Based on the agency's activities, include documentation for an exercise or a response. Applicants do not need to submit both.** Documentation (i.e., After-Action Report, Improvement Plan) must address the agency's improvements and the agency's plans.	• Sub-measure A: Functional or full-scale exercise (the agency must scale functional exercises, including number of staff involved in the exercise, to fit the size of the department), OR • Sub-measure B: An emergency incident for which the agency has activated its response plan. Appropriate events for PPHR submission are comprehensive and have a definitive start and end date or time. Long-term events such as pandemics, can be broken into meaningful sections that are time-bound, such as the first or second wave of a pandemic. All incidents used as documentation for PPHR must span more than one operational period and result in the development of an incident action plan (IAP). **Reminder: Based on the agency's activities, include documentation for an exercise or a response. Applicants do not need to submit both.** Documentation (i.e., After-Action Report, Improvement Plan) must address the agency's improvements and the agency's plans.	
Sub-measure B. Incident Response Documentation (Real Incident)	Sub-measure B. Incident Response Documentation (Real Incident)	
B2. AAR	B2. Tactics Meeting -- Progress Notes	The applicant may use smaller operations within their entire COVID-19 response to satisfy this measure, e.g., targeted vaccine/testing outreaches or contact tracing. In addition, a draft AAR/IP or progression notes/tactics meeting notes/ hotwash surveys may be used to fulfill Sub-measure B in lieu of a finalized AAR/IP.
b1i. The final AAR includes recommendations and corrective actions derived from discussion at an evaluation conference that took place no later than 120 days after completion of the response.	The progress notes include recommendations and corrective actions derived from hotwash discussions held during tactics meetings prior to the start of an operational period.	
b2i. The AAR provides an overview of the incident.	The progress notes provide an overview of the incident.	
b2ii. The AAR identifies the response objectives and whether they were met during the incident.	The progress notes identify the response objectives and whether they were met during the operational period.	
b2iv. The AAR identifies the following: • Notable strengths; • Key areas for improvement; and	The progress notes identify the following: • Notable strengths; • Key areas for improvement; and	

• If applicable, broad observations that cut across multiple capabilities.	• If applicable, broad observations that cut across multiple capabilities.	
b2v. The AAR identifies the agencies that participated in the incident response.	The progress notes identify the agencies that participated in the incident response.	
B3. Improvement Plan	B3. Improvement Plan No changes made to this measure and associated sub-measures; however, a draft IP may be submitted to satisfy this measure in lieu of a final document.	

Section C: Narrative Questions - Re-recognition applicants ONLY

Original Measures	Alternate Measures	Notes
Question 2 Comparing your current training needs assessment to the training needs assessment from your last PPHR application submission: a. Provide a description of where your priorities have changed and why (e.g., change in workforce, attrition, training opportunities); or, if any of the priority areas have remained the same, provide an explanation as to why. b. Provide a description of how the results of your current training assessment are being used to inform the workforce development plan and the exercise plan.	Question 2 Comparing your current training needs assessment or training gap analysis to the training needs assessment from your last PPHR application submission: a. Provide a description of where your priorities have changed and why (e.g., change in workforce, attrition, training opportunities); or, if any of the priority areas have remained the same, provide an explanation as to why. b. Provide a description of how the results of your current training assessment or training gap analysis are being used to inform the workforce development plan and the exercise plan.	The goal of this narrative is to compare and describe continuous learning and growth within the applicant's agency. It's important that data collected from the most recent assessment and the current assessment is comparable and demonstrates training needs are being met or, conversely, require further development.