

Public Health Emergency Preparedness Requirements

Texas Department of State Health Services

Time Period: PHEP Budget Period (BP) 1
 Documents Referenced: Statement of Work and Work Plan

Time Period Covered

From : July 30, 2012	To: June 30, 2013
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Requirement	Process/Due Date
Capabilities Planning Guide (CPG). A component of the Texas Public Health Risk Assessment Tool (TxPHRAT), Contractors must complete this tool and submit it to the Texas Department of State Health Services.	January 31, 2013 Submit to DSHS PHEP mailbox: PHEP@dshs.state.tx.us
Jurisdictional risk assessments. Using a tool such as the Texas Public Health Risk Assessment Tool (TxPHRAT), Contractors must complete a JRA in coordination with hospital preparedness partners, emergency management, and other community partners.	March 29, 2013 Submit JRAs to DSHS via the Texas Public Health Information Network (PHIN).
PHEP mid-year progress report.	February/March 2013 The report is due to DSHS on a date to be determined pending the release of the report template from CDC likely around mid-January 2013.
Annual PHEP Budget Period 1 progress report.	October 31, 2013 The report is due to DSHS on a date to be determined pending release of the report template from CDC likely around mid-August 2013.
Performance Measures. CDC continues to develop and revise performance measures related to the 15 capabilities.	Estimated Date: Summer 2013 Submitted to DSHS using template provided by DSHS and within an established timeframe designated by DSHS.* *Contractors may not have to submit data for all performance measures, awaiting CDC guidance.

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<p>Pandemic Influenza Plans.</p>	<p>DSHS will provide further information on the 2012 submission upon release of such information from CDC.</p>
<p>Plan for prioritization of 15 capabilities. The plan outlines what capabilities the local health department has been and will focus on during BP 1.</p>	<p>Plans must be submitted by to DSHS on a template provided by DSHS and within an established timeframe designated by DSHS in order to complete consolidation of state-wide reporting to CDC.</p>
<p>Health Care Coordination Plan. The plan outlines the local health department’s coordinated preparedness efforts among healthcare, public health, and behavioral health at the healthcare coalition level. This plan must include the strategy used by public health, healthcare, and mental health partners to encourage coordinated preparedness with preparedness partners at the jurisdictional level.</p>	<p>December 7, 2012</p>
<p>Administrative Plan. Contractor must describe administrative processes and approaches to receive and use emergency funds to mitigate and respond to emergency situations in a timely manner and actions to overcome challenges and barriers.</p>	<p>December 7, 2012</p>
<p>Exercise Plan. Contractors must revise current multi-year exercise plans or develop a new plan for conducting exercises to test public health and healthcare preparedness capabilities.</p> <p>As part of this process, contractors must conduct one joint (HPP & PHEP), full-scale exercise within the five-year project period.</p>	<p>Exercise plans must be submitted to DSHS annually.</p>

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<p>Conduct at least one (1) preparedness exercise annually. Contractor will conduct at least one preparedness (tabletop, functional or full-scale) exercise according to the Contractor’s exercise plan and developed in accordance with Homeland Security Exercise and Evaluation Program (HSEEP) standards.</p>	<p>April 1, 2013</p> <ul style="list-style-type: none"> • Exercise notification should be submitted to DSHS as soon as possible prior to the exercise. • Final DSHS approved After Action Report/ Improvement Plan.
<p>Medical countermeasure distribution and dispensing (MCMDD) composite score. During the progression of the 2011-2016, 2012-2017 PHEP cooperative agreement cycles, local jurisdictions will be required to perform activities and submit documentation for a series of composite requirements to meet the advancing MCMDD composite benchmark.</p>	<p>April 1, 2013</p> <ul style="list-style-type: none"> • Submit all required supporting documentation for these activities. • SNS requirements provide additional explanation.
<p>NIMS Training Compliance. Provide DSHS a matrix which details required staff response training in compliance with FEMA National Incident Management System Training Program, CDC required training, 29 CFR 1910.120 and/or NFPA training completions and specialized staff training completions with course details, date, and participant name.</p>	<p>June 30, 2013</p> <ul style="list-style-type: none"> • Submit all required supporting documentation to the DSHS PHEP Training Group.