



## 2022-2023 Public Health Emergency Preparedness CRI MSA Work Plan



*WORK PLAN PROGRESS REPORTS WILL BE SUBMITTED TO MCM/CRI PROGRAM MANAGER (PM)*

Progress Quarter (Check One)		Contact Information
<input type="checkbox"/>	Quarter 1 covers July 1, 2022 – September 30, 2022	Due October 15, 2022
<input type="checkbox"/>	Quarter 2 covers October 1, 2022 – December 31, 2022.	Due January 15, 2023
<input type="checkbox"/>	Quarter 3 covers January 1, 2023 – March 31, 2023.	Due April 15, 2023
<input type="checkbox"/>	Quarter 4 covers April 1, 2023 – June 30, 2023.	Due July 15, 2023
<p>The funds from this Agreement will be used for CRI (Cities Readiness Initiative) planning; CRI and county training; and CRI, county, and state exercising within the Kansas counties located in the Kansas City Metropolitan Statistical Area jurisdictions or Wichita Metropolitan Statistical Area (MSA) jurisdictions unless otherwise indicated in the following work plan items. The Kansas City CRI Region and Wichita CRI Region shall perform all tasks and submit all deliverables required in the work plan as listed below.</p>		CRI Region:  Contact Person:  Contact Email:  Contact Phone:
Descriptions of Tasks		Deliverables
<b>1</b>	<p><b>MCM ORR</b> Kansas CRI MSA counties will schedule an MCM ORR site visit, <i>or virtual meeting</i>, with the KDHE MCM/SNS/CRI PM (Medical Countermeasures/Strategic National Stockpile/CRI Program Manager).</p> <p>As required by CDC, Kansas CRI MSA counties will submit ORR forms and documentation including:</p> <ol style="list-style-type: none"> <li>1) Descriptive and demographic information, to include Jurisdictional Data Sheet (JDS), every twelve months;</li> <li>2) MCM planning documents;</li> <li>3) MCM operational documents;</li> <li>4) And any other documentation requested or required to complete an MCM ORR site visit or self-assessment review.</li> </ol> <p style="text-align: right;"><b>Due by June 30, 2023</b></p>	<p>BP22-23 Site Visit Date</p> <p>_____</p> <p>The required documentation of evidence will be uploaded via KGMS at least 20 days before a scheduled ORR site visit, or to the CRI Planner for counties in a self-assessment year.</p>
<b>2</b>	<p><b>MCM ACTION PLAN</b> Kansas CRI MSA counties will be required to conduct improvements, with assistance by the CRI Planner, as outlined in a county-specific MCM ORR Action Plan (MCM AP), utilizing the template provided by the Centers for Disease Control and Prevention through KDHE, as documented in quarterly status meetings between the CRI Planner, the Kansas MCM/SNS/CRI PM, and the county PHEP representative. These meeting may occur in-person with a conference</p>	<p>Quarter 1 Meeting Date: _____ In Attendance: _____</p> <p>Quarter 2 Meeting Date: _____</p>



**2022-2023 Public Health Emergency Preparedness  
CRI MSA Work Plan**



**WORK PLAN PROGRESS REPORTS WILL BE SUBMITTED TO MCM/CRI PROGRAM MANAGER (PM)**

	<p>call/virtual option, or as a teleconference/virtual.</p> <p align="right"><b>MCM AP draft due by September 30, 2022</b></p>	<p>In Attendance: _____</p> <p>Quarter 3 Meeting Date: _____</p> <p>In Attendance: _____</p> <p>Quarter 4 Meeting Date: _____</p> <p>In Attendance: _____</p>
<p><b>3</b></p>	<p><b>PANDEMIC PLANNING</b> CRI Planner will collaborate with immunization programs to develop, maintain and exercise their pandemic plans to prevent, control and mitigate the impact of pandemic on the public's health and to help meet pandemic vaccination goals for the general population.</p> <p>The county pandemic plan will address ways to help meet pandemic vaccination goals for the mass prophylaxis for 100% of the Kansas CRI MSA population within 48 hours after the decision to dispense mass prophylaxis by local, state, and federal health officials.</p> <p>Note: Kansas CRI MSA counties will seek subject matter expertise and collaborate with surveillance, epidemiology, laboratory testing, community mitigation measures, MCMs (both vaccines, antiviral drugs, and others), healthcare system preparedness and response activities, communications and public outreach, scientific infrastructure preparedness, regulatory and legal considerations, and domestic response policy and incident management; to update pandemic plans to prevent, control and mitigate the impact on the public's health.</p> <p align="right"><b>Due by March 31, 2023</b></p>	<p>Written county pandemic plan for CRI MSA counties. This may be a stand-alone document or an annex or chapter to the Biological Incident Annex (BIA).</p> <p>The document <i>for each county</i>, stand alone or wherein it exists, shall be submitted to KDHE Preparedness via KGMS by March 31, 2023.</p>
<p><b>4</b></p>	<p><b>ANTHRAX PLANNING</b> Kansas CRI MSA counties will ensure that the county's BIA includes MCM specifics for a public health response to an intentional release of anthrax. Counties will have and update a BIA plan that outlines how the county will provide MCMs, including antibiotics and vaccines for post-exposure prophylaxis and antibiotics and antitoxin for treatment. The county anthrax plan will address ways to help meet prophylaxis goals for 100% of the Kansas CRI MSA population within 48 hours after the decision to dispense mass prophylaxis by local, state, and federal health officials.</p> <p>The BIA will be coordinated with CRI and state MCM dispensing plans by seeking CRI Planner and KDHE input and comment.</p> <p align="right"><b>Due by March 31, 2023</b></p>	<p>Written county Anthrax plan for CRI MSA counties. This may be a stand-alone document or an annex or chapter to the Biological Incident Annex (BIA).</p> <p>The document <i>for each county</i>, stand alone or wherein it exists, shall be submitted to KDHE Preparedness via KGMS by March 31, 2023.</p>



**2022-2023 Public Health Emergency Preparedness  
CRI MSA Work Plan**



**WORK PLAN PROGRESS REPORTS WILL BE SUBMITTED TO MCM/CRI PROGRAM MANAGER (PM)**

5	<p><b>POD STAFFING PLANNING</b>          Kansas CRI MSA counties will ensure that staffing plans are scalable to adapt to changing requirements based on the incident size, scope, and complexity. The number, type and sources of resources will be able to quickly mobilize or demobilize. Plans will be able to guide the mobilization of large numbers of resources including staff, volunteers, equipment and facilities during a large response. Plans will also provide flexibility to guide responses to smaller incidents that pose a serious public health threat.</p> <p>Plans should include (but are not limited to) the following:              activation levels and triggers              staffing matrix</p> <p align="right"><b>Due by June 30, 2023</b></p>	<p>Written county scalable POD staffing plans for CRI MSA counties.</p> <p>The document for each county, stand alone or wherein it exists, shall be submitted to KDHE Preparedness via KGMS by June 30, 2023</p>
6	<p><b>DSLDR DRILLS</b>          Kansas CRI MSA counties will conduct the following three DSLDR drills annually:</p> <ol style="list-style-type: none"> <li>1) Staff notification and assembly;</li> <li>2) Facility setup; and</li> <li>3) Site activation.</li> </ol> <p>Submit report to KDHE MCM/SNS/CRI PM via KGMS within 60 days of the drill.</p> <p align="right"><b>Due by May 31, 2023</b></p>	<p>Drills completed/report loaded to KGMS. One for each county.</p> <p>Staff N &amp; A:   <input type="checkbox"/> No   <input type="checkbox"/> Yes</p> <p>Facility Setup: <input type="checkbox"/> No   <input type="checkbox"/> Yes</p> <p>Site Activation: <input type="checkbox"/> No   <input type="checkbox"/> Yes</p>
7	<p><b>EXERCISES</b>          Kansas CRI MSA counties will participate in the following exercises during the five-year budget cycle:</p> <ul style="list-style-type: none"> <li>• One Tabletop Exercise with a pandemic scenario; AND</li> <li>• One Tabletop Exercise with an anthrax scenario; AND</li> <li>• One Functional Exercise focusing on vaccination of at least one critical workforce group with a pandemic scenario; OR</li> <li>• One Full-Scale Exercise with a pandemic scenario.</li> </ul> <p>All exercises will include considerations for vulnerable and at-risk populations. HSEEP-consistent exercise materials, including after-action reports and improvement plans from each Kansas CRI MSA county, must be submitted within 60 days of the exercise or incident via email to the KDHE MCM/SNS/CRI Program Manager via KGMS.</p> <p>Other Requirements:</p>	<p align="center"><i>(In KGMS this will require a set of info for each county's dates)</i></p> <p>Date (MM/YYYY) exercises completed/or year planned to be completed during the five-year budget cycle.</p> <p><b>Submit dates for each county.</b></p> <p>TTX Pandemic _____          Date planned/completed: _____</p> <p>TTX Anthrax          Date planned/completed: _____</p>



## 2022-2023 Public Health Emergency Preparedness CRI MSA Work Plan



### WORK PLAN PROGRESS REPORTS WILL BE SUBMITTED TO MCM/CRI PROGRAM MANAGER (PM)

<b>8</b>	<ul style="list-style-type: none"> <li>Plans/procedures for assisting at-risk and vulnerable populations specific to the jurisdiction must be documented or evidenced in all exercises.</li> <li>Exercise activity will be aligned with the HSEEP principles and test/validate current plans and procedures.</li> <li>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.).</li> </ul> <p>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.</p> <p>Serving in an observer role does not meet the participation requirement.</p> <p style="text-align: center;"><b>AAR/IP due within 60 days of exercise completion or no later than June 30, 2023</b></p>	<p>Functional: Date planned/completed: _____ OR Full Scale: Date planned/completed: _____</p> <p>The AAR/IP is due within 60 days from the date of the exercise or June 30, 2023 (whichever date comes first) to the MCM/SNS/CRI PM <a href="#">via KGMS</a></p>
	<p><b>CRI REGIONAL QUARTERLY MEETINGS</b> Kansas CRI Planner will:</p> <ol style="list-style-type: none"> <li>1) Organize and conduct local CRI regional meetings at least quarterly; invite the KDHE MCM/SNS/CRI PM and provide a conference call/virtual option for those who cannot attend in-person.             <ol style="list-style-type: none"> <li>a. Each county shall send a staff member, either by conference line/virtual or in-person, to attend the CRI regional meetings at least quarterly.</li> </ol> </li> <li>2) Meetings must be set up in KS-TRAIN for required registration.</li> <li>3) Within 10 business days following the date of the meeting, a draft of the meeting minutes must be provided to all members and KDHE.</li> <li>4) Retain a copy of all meeting minutes for five years.</li> <li>5) Provide the KDHE MCM/SNS/CRI PM a quarterly summary of regional documentation that includes:             <ol style="list-style-type: none"> <li>a. Quarterly Meeting Agenda;</li> <li>b. Quarterly Meeting Minutes;</li> <li>c. Quarterly Attendance list (Name &amp; county)</li> <li>d. <a href="#">Quarterly Updated Work Plan</a>.</li> </ol> </li> </ol> <p style="color: blue; text-align: center;">Submit all documentation to KGMS.</p> <p style="text-align: right;"><b>Due Quarterly</b></p>	<p>KS-TRAIN ID# _____ Q1 Meeting Date: _____ Items Uploaded: Agenda <input type="checkbox"/> Minutes <input type="checkbox"/> Attendance <input type="checkbox"/></p> <p>Q2 Meeting Date: _____ Items Uploaded: Agenda <input type="checkbox"/> Minutes <input type="checkbox"/> Attendance <input type="checkbox"/></p> <p>Q3 Meeting Date: _____ Items Uploaded: Agenda <input type="checkbox"/> Minutes <input type="checkbox"/> Attendance <input type="checkbox"/></p> <p>Q4 Meeting Date: _____ Items Uploaded: Agenda <input type="checkbox"/> Minutes <input type="checkbox"/> Attendance <input type="checkbox"/></p>



## 2022-2023 Public Health Emergency Preparedness CRI MSA Work Plan



**WORK PLAN PROGRESS REPORTS WILL BE SUBMITTED TO MCM/CRI PROGRAM MANAGER (PM)**

<b>9</b>	<p><b><u>IMATS</u></b></p> <p>Kansas CRI MSA counties will ensure that they update all Primary Point of Dispensing (POD) location(s) as identified per the ORR requirements and any Regional Distribution Sites, and any other relevant POD information in IMATS, at least twice annually. If no updates are warranted, sign the work plan verifying POD info is up to date and no updates are required this budget period.</p> <p style="text-align: right;">Due <b>December 31, 2022 and June 30, 2023</b></p>	<p>County and date of update # 1:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>County and date of update # 2:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		
<b>10</b>	<p><b><u>CAPACITY BUILDING</u></b></p> <p>Kansas CRI MSA counties will take steps to address identified areas for improvement and capacity building opportunities based on:</p> <ul style="list-style-type: none"> <li>• MCM Action Plans</li> <li>• ORR Site Visit Reports</li> <li>• Exercise AAR/IPs</li> <li>• MYTEPs/TEPWs</li> </ul> <p>This can be accomplished through development/provision of training opportunities, or purchase of supplies and equipment. Capacities may include:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>• Internal/External Communications</li> <li>• Medication Dispensing/Distribution</li> <li>• Nonpharmaceutical Interventions</li> <li>• Volunteer Management</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>• Cold-chain Management</li> <li>• Vaccine Administration</li> <li>• Surveillance/Disease Investigation</li> </ul> </td> </tr> </table> <p>Additional capacities will be considered by KDHE on a case-by-case basis.</p> <p style="text-align: right;"><b>Due within the quarter attended/purchased</b></p>	<ul style="list-style-type: none"> <li>• Internal/External Communications</li> <li>• Medication Dispensing/Distribution</li> <li>• Nonpharmaceutical Interventions</li> <li>• Volunteer Management</li> </ul>	<ul style="list-style-type: none"> <li>• Cold-chain Management</li> <li>• Vaccine Administration</li> <li>• Surveillance/Disease Investigation</li> </ul>	<p>All Kansas CRI MSA funds budget line items will be identified by July 1, 2022.</p> <p>All Kansas CRI MSA funds will be expended by June 30, 2023.</p> <p><i>(Each quarter, report the following, when relevant (funds used for training))</i></p> <p>Date: _____</p> <p>Course name: _____</p> <p>KS-Train ID: _____</p> <p>Attendee Name(s): _____</p> <p>_____</p> <p>Were supplies purchased this quarter? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<ul style="list-style-type: none"> <li>• Internal/External Communications</li> <li>• Medication Dispensing/Distribution</li> <li>• Nonpharmaceutical Interventions</li> <li>• Volunteer Management</li> </ul>	<ul style="list-style-type: none"> <li>• Cold-chain Management</li> <li>• Vaccine Administration</li> <li>• Surveillance/Disease Investigation</li> </ul>			



**2022-2023 Public Health Emergency Preparedness  
CRI MSA Work Plan**



**WORK PLAN PROGRESS REPORTS WILL BE SUBMITTED TO MCM/CRI PROGRAM MANAGER (PM)**

<b>11</b>	<p><b>STATEWIDE MEETINGS</b> Kansas CRI Planners and a minimum of one county staff member from each CRI MSA county will attend two Statewide CRI meetings provided by KDHE.</p> <p>Note: Meeting will be registered on KS-TRAIN.</p> <p align="right"><b>Due within the quarter attended</b></p>	<p>Statewide Conf. #1 In Attendance (<a href="#">list name and county</a>) _____</p> <p>Statewide Conf. #2: In Attendance (<a href="#">list name and county</a>) _____</p>
<b>12</b>	<p><b>TEPW</b> Kansas CRI Planners, or designated proxy, must attend the annual KDHE Training and Exercise Planning Workshop to inform the KDHE Multi-year Training and Exercise Plan. Prior to the meeting, the Exercise &amp; Training Coordinator may request updates to CRI county training &amp; exercise plans.</p> <p>Note: Meeting will be registered on KS-TRAIN.</p> <p align="right"><b>Due in quarter 2</b></p>	<p>Name of CRI attendee: _____</p>
<b>13</b>	<p><b>TRAININGS AND CONFERENCES</b> Kansas CRI MSA Planner and county representatives may attend trainings and conferences related to MCM and POD dispensing and distribution planning.</p> <p>All conferences and training events must be pre-approved by the KDHE Preparedness Program and must include the names(s) of the individual (s) attending.</p> <p>Pre-approval must be submitted 60 days in advance via email to the KDHE MCM/SNS/CRI PM if Kansas CRI MSA funds will be used.</p> <p>For out-of-state conferences: each attendee must submit a one-page summary report, <a href="#">to the CRI Planner</a>, of the learned knowledge/skill and must include course name, attendee name and date attended. no later than 15 days after the conference.</p> <p align="right"><b>Due by June 30, 2023</b></p>	<p align="center"><a href="#">For in-state events</a></p> <p>Date(s): _____ Event Name: _____ _____ Name of attendees: _____ _____</p> <p align="center"><a href="#">For out-of-state events</a></p> <p>Each person must submit a one (1) page summary no later than fifteen (15) business days after the conference. <input type="checkbox"/> Summary report/s uploaded Event Name: _____ _____ Event Date(s): _____ Name of Attendee(s): _____</p>



## 2022-2023 Public Health Emergency Preparedness CRI MSA Work Plan



**WORK PLAN PROGRESS REPORTS WILL BE SUBMITTED TO MCM/CRI PROGRAM MANAGER (PM)**

<b>14</b>	<p><b>INVENTORY</b></p> <p>CRI-LHD can purchase equipment and supplies, with CRI funds, to maintain PHEP readiness based on their county plans, risk assessments and AAR/IPs. These items must be included in the KDHE-approved CRI KGMS budget. The CRI Planner will assist the LHD Administrator or designee to:</p> <ul style="list-style-type: none"> <li>• Use CRMCS for deployable/non-consumable items. Track other items in any inventory tracking system(s).</li> <li>• Complete a review of the actual inventory, removing expired items and adding new items to CRMCS or another inventory tracking system.</li> </ul> <p>Each CRI county will submit to the CRI Planner, the following information:  <a href="#">Date items purchased</a>  <a href="#">Confirm items entered into CRMCS, IMATS, or other inventory tracking system</a>  <a href="#">Cache Manager name</a>  <a href="#">Items disposed and how</a></p> <p>The CRI Planner will collect and submit the information to KDHE by the due date.</p> <p style="text-align: right;"><b>Due June 30, 2023</b></p>	<p>Inventory data uploaded into KGMS</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 CRI 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/CRI-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 Public Health Emergency Preparedness Cooperative Agreement and ORR Requirements.
- ❖ 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.