

# STATE OF CONNECTICUT

## DEPARTMENT OF PUBLIC HEALTH

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### Public Health Preparedness and Local Health Section

OPHPR-2022-015

Date: October 21, 2022

To: CRI Regional

From: Lisa Bushnell, SNS Coordinator  
Office of Public Health Preparedness

Re: CT DPH Modified PHEP ORR Deliverables submitted for Budget Period 3 (BP3)

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In consideration of the COVID-19 pandemic response, the Centers for Disease Control and Prevention (CDC) have adjusted their Public Health Emergency Preparedness (PHEP) BP3 program requirements. This memorandum outlines the Connecticut Department of Public Health's (DPH) BP3 requirements as a grant recipient, based on CDC guidance titled Public Health Emergency Preparedness (PHEP) Cooperative Agreement Budget Period 3: COVID-19 Effects on PHEP Requirements, April 2022. This information is being provided for situational awareness only, as CDC has waived all Cities Readiness Initiative (CRI) deliverables in BP3 and BP4. DPH PHEP contractual obligations for CRIs and their subcontractors are still in place and must be submitted per the contract's reporting schedule.

In March 2022, CDC released a new [BP3 PHEP ORR Guidance](#) that outlines the reporting requirements and evaluation criteria for the 62 PHEP recipients. CDC conducted a series of webinars for PHEP recipients to provide an overview of the new PHEP ORR guidance format, review criteria for data collection, and acceptable types of evidence. CDC also conducted webinars to introduce the new online PHEP ORR Reporting and Tracking System (PORTS) to orient jurisdictions.



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Per the April 2022 guidance, DPH was required to complete and submit the following forms in PORTS by June 30, 2022:

**Critical Contact Sheet (CCS):** requires submission of accurate and up to date information for essential personnel. Contact information for every position is required.

**Partner Planning Sheet (PPS):** synthesizes information about how each identified partner supports public health preparedness and responses within a jurisdiction.

**Vaccination for Critical Workforce Groups and Disproportionately Impacted Populations (VAC):** captures data on how jurisdictions and partners planned for and operationalized the COVID-19 vaccination campaign.

**Pandemic COVID-19 Incident Response (RSP):** captures data on the jurisdictions ability to respond to the COVID-19 pandemic and is organized by six PHEP domains. The form collects data on elements (i.e., measures) that provide evidence that demonstrates implementation of activities required of the pandemic response.

Specific information required for completion of each form can be found in the BP3 ORR Guidance. The new format includes a description of each Element (i.e., measure), as well as Data Entry Guidance, which provides detail and clarifies expectations about what is measured, and the Significance.

DPH was required to collect and submit evidence for the VAC and RSP forms in PORTS. These documentations will allow CDC to evaluate DPH's level of readiness across a select subset of the 15 PHEP capabilities.

To reiterate, DPH is sharing this information with our regional partners to provide an overview of state-level ORR requirements. DPH anticipates the ORR packages will be different for recipients of CRI funds and encourages you to review the ORR Guidance and the four forms, PPS, CCS, VAC, and RSP, as the elements within these forms should be included in your regional CRI COVID-19 after action report.

If you have questions regarding the information in this memorandum, please contact your DPH regional MCM Coordinator.

Cc: Francesca Provenzano, Section Chief, PHP & LH  
Erin McDermott, Health Program Supervisor  
Regional MCM Coordinators