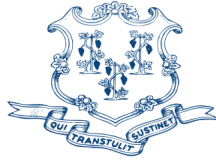


STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH



Manisha Juthani, MD
Commissioner

Ned Lamont
Governor
Susan Bysiewicz
Lt. Governor

Office of Public Health Preparedness and Response

Circular letter #: OPHPR-2024-008

DATE: October 9, 2024

TO: CRI Regional Leads

FROM: Makayla Andrews, MPH
Andrew Potter
Regional CRI Coordinators

RE: Programmatic Progress Reports, SharePoint Site, and Extended Reporting Period

As part of the new 2024-2029 contract period, the Connecticut Department of Public Health (DPH) has revised the submission process for the quarterly Programmatic Progress Reports (PPRs) required for CRI contractors, subcontractors, and MRC units. These changes are designed to improve efficiency, accuracy, and alignment with project objectives for the new contract period.

Key Updates:

1. Revised Quarterly PPR Format

The PPRs have been updated to reflect the priorities and metrics outlined in the new project period contract. These revised reports will capture more comprehensive data on progress toward the goals outlined for each regional and local unit.

2. Submissions via SharePoint

Beginning with the first quarter of the 2024-2029 project period, all PPRs will be accessed and submitted through the **CRI SharePoint website**. This centralized system will streamline the submission process, improve accessibility to reports, and allow for better tracking and collaboration.

- Regional leads should collect subcontractor PPRs. Once compiled with the contractor PPR, the reports must be uploaded directly to the designated location on SharePoint. If you need access to the CRI SharePoint site, please contact your Regional MCM Coordinator for guidance.
- Regional CRI leads can also access and submit other forms needed to fulfill reporting requirements:
 - Integrated Action Plan
 - POD/POV
 - RDS

3. Exercise and Drills Sections

Please be aware that the Exercises and Drills sections of the PPRs are subject to updates as CDC



Phone: (860) 509-7101 • Fax: (860) 509-7111
Telecommunications Relay Service 7-1-1
410 Capitol Avenue, P.O. Box 340308 MS#13PHP
Hartford, Connecticut 06134-0308
www.ct.gov/dph

Affirmative Action/Equal Opportunity Employer



exercise metrics are released. Additionally, further revisions may occur following the Integrated Preparedness Planning Workshop (IPPW), which will be scheduled during BP1. We recommend your delaying exercises and drills until after the IPPW. We will notify you of new CDC metrics and relevant CDC guidance as it is made available.

BP1 Q1 PPRs due dates are extended and may be submitted with Q2 PPRs by the contractor by January 31, 2025. Quarterly financial reports will remain consistent with contract submission timelines, to ensure you receive ongoing payments during this transition period.

Please direct any questions to your designated regional MCM Coordinator. We look forward to working through this process with you, and are available for comments and suggestions on improving this process over the upcoming contractual budget periods.

Thank you.

cc: Francesca Provenzano, Chief, OPHPR
William Gerrish, Supervisor, Preparedness Unit
Michael Mozzer, Supervisor, Planning, Training, Exercise and Unit
David Boyer, Supervisor, Contracts and Budgets Unit