Attachment B: PHEP Assessment Web Version

Improving the Content of the Public Health Preparedness Capabilities

Form Approved
OMB No. 0920-0879
Expiration Date 03/31/2018

You have been selected to complete this assessment because you are the Director of the Public Health Emergency Preparedness (PHEP) grant program in your public health jurisdiction.

Your feedback is important to us. The purpose of this study is to assess the effectiveness and usefulness of the Public Health Preparedness Capabilities: National Standards for State and Local Planning (the Capabilities). This assessment is **not** intended to assess your jurisdiction's competence or proficiency; rather it is designed to provide an opportunity to gather your comprehensive feedback on the Capabilities. In addition, it includes questions about the structural capacity and leadership characteristics of your health department.

Completing the questionnaire is voluntary and takes approximately 60 minutes. We greatly value your time and responses. The Centers for Disease Control and Prevention (CDC) will not publish or share any identifying information about individual respondents. All shared or published information will be reported in aggregate form. There are no known risks or direct benefits to you from participating or choosing not to participate, but your answers will help CDC improve future public health emergency planning and response.

To facilitate your ability to respond to this assessment, it is not necessary to complete it in one session. Clicking "Save and Exit" at the bottom of any page will save your progress and will open to the section where you left off when you are able to continue.

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Title:Tester

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Next ›

Save and Exit

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Improving the Content of the Public Health Preparedness Capabilities

Question index
Section I: Effectiveness of...

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Section I: Effectiveness of the Public Health Preparedness Capabilities

The first set of questions relate to how you use the Capabilities and how complete and comprehensive you perceive them to be.

1. Please indicate whether your health department has a primary/lead role, support/coordination role, or no role in executing each capability below.

	Lead/Co-Lead Role	Support Role	No Role
1. Community Preparedness	○	○	○
2. Community Recovery	○	○	○
3. Emergency Operations Coordination	○	○	○
4. Emergency Public Information and Warning	○	○	○
5. Fatality Management	○	○	○
6. Information Sharing	○	○	○
7. Mass Care	○	○	○
8. Medical Countermeasure Dispensing	○	○	○
9. Medical Material Management and Distribution	○	○	○
10. Medical Surge	○	○	○
11. Non-Pharmaceutical Interventions	○	○	○
12. Public Health Laboratory Testing	○	○	○
13. Public Health Surveillance and Epidemiologic Investigation	○	○	○
14. Responder Health and Safety	○	○	○
15. Volunteer Management	○	○	○

‹ Previous Next ›

Save and Exit

0%
100%

Question Index
Section I: Completeness of...
Q1 missing check
2a - 2b. To what extent do...

1. Community Preparedness

	1.2a. To what extent do you agree that each of the listed functions is a legitimate activity that rightfully belongs to the Capability with which is it associated?				1.2b. In your opinion, are there significant deficiencies with any of the existing functions (i.e., incomplete, insufficient, or otherwise inadequate) within the Capabilities?
Functions	**Disagree**	**Somewhat Agree**	**Agree**	**Strongly Agree**	**Yes**
Function 1: Determine risks to the health of the jurisdiction	○	○	○	○	○
Function 2: Build community partnerships to support health preparedness	○	○	○	○	○
Function 3: Engage with community organizations to foster networks	○	○	○	○	○
Function 4: Coordinate training or guidance to ensure community engagement in preparedness efforts	○	○	○	○	○

2. Community Recovery

	2.2a. To what extent do you agree that each of the listed functions is a legitimate activity that rightfully belongs to the Capability with which is it associated?				2.2b. In your opinion, are there significant deficiencies with any of the existing functions (i.e., incomplete, insufficient, or otherwise inadequate) within the Capabilities?
Functions	**Disagree**	**Somewhat Agree**	**Agree**	**Strongly Agree**	**Yes**
Function 1: Identify and monitor public health, medical and mental/behavioral health system recovery needs	○	○	○	○	○
Function 2: Coordinate community public health, medical, and mental/behavioral health system recovery operations	○	○	○	○	○
Function 3: Implement corrective actions to mitigate damages from future incidents	○	○	○	○	○

3. Emergency Operations and Coordination

Functions	3.2a. To what extent do you agree that each of the listed functions is a legitimate activity that rightfully belongs to the Capability with which is it associated?				3.2b. In your opinion, are there significant deficiencies with any of the existing functions (i.e., incomplete, insufficient, or otherwise inadequate) within the Capabilities?
	Disagree	Somewhat Agree	Agree	Strongly Agree	Yes
Function 1: Conduct preliminary assessment to determine need for public activation	○	○	○	○	○
Function 2: Activate public health emergency operations	○	○	○	○	○
Function 3: Develop incident response strategy	○	○	○	○	○
Function 4: Manage and sustain the public health response	○	○	○	○	○
Function 5: Demobilize and evaluate public health emergency operations	○	○	○	○	○

4. Emergency Public Information and Warning

Functions	4.2a. To what extent do you agree that each of the listed functions is a legitimate activity that rightfully belongs to the Capability with which is it associated?				4.2b. In your opinion, are there significant deficiencies with any of the existing functions (i.e., incomplete, insufficient, or otherwise inadequate) within the Capabilities?
	Disagree	Somewhat Agree	Agree	Strongly Agree	Yes
Function 1: Activate the emergency public information system	○	○	○	○	○
Function 2: Determine the need for a joint public info system	○	○	○	○	○
Function 3: Establish and participate in info system operations	○	○	○	○	○
Function 4: Establish avenues for public interaction and info exchange	○	○	○	○	○
Function 5: Issue public info, alerts, warnings, and notifications	○	○	○	○	○

5. Fatality Management

Functions	5.2a. To what extent do you agree that each of the listed functions is a legitimate activity that rightfully belongs to the Capability with which is it associated?				5.2b. In your opinion, are there significant deficiencies with any of the existing functions (i.e., incomplete, insufficient, or otherwise inadequate) within the Capabilities?
	Disagree	Somewhat Agree	Agree	Strongly Agree	Yes
Function 1: Determine role for public health in fatality management	○	○	○	○	○
Function 2: Activate public health fatality management operations	○	○	○	○	○
Function 3: Assist in the collection and dissemination of antemortem data	○	○	○	○	○
Function 4: Participate in survivor mental/behavioral health services	○	○	○	○	○
Function 5: Participate in fatality processing and storage operations	○	○	○	○	○

Previous Next

Save and Exit

0%
100%

Question Index
- Section I: Completeness of...
- Q1 missing check
- 2a - 2b. To what extent do...
- Q2 missing check
- 3a - 3b. To what extent do...

6. Information Sharing

	6.3a. To what extent do you agree that each of the listed functions is a legitimate activity that rightfully belongs to the Capability with which is it associated?				6.3b. In your opinion, are there significant deficiencies with any of the existing functions (i.e., incomplete, insufficient, or otherwise inadequate) within the Capabilities?
Functions	**Disagree**	**Somewhat Agree**	**Agree**	**Strongly Agree**	**Yes**
Function 1: Identify stakeholders to be incorporated into info flow	○	○	○	○	○
Function 2: Identify and develop rules and data elements for sharing	○	○	○	○	○
Function 3: Exchange info to determine a common operating picture	○	○	○	○	○

7. Mass Care

	7.3a. To what extent do you agree that each of the listed functions is a legitimate activity that rightfully belongs to the Capability with which is it associated?				7.3b. In your opinion, are there significant deficiencies with any of the existing functions (i.e., incomplete, insufficient, or otherwise inadequate) within the Capabilities?
Functions	**Disagree**	**Somewhat Agree**	**Agree**	**Strongly Agree**	**Yes**
Function 1: Determine public health role in mass care operations	○	○	○	○	○
Function 2: Determine mass care needs of the impacted population	○	○	○	○	○
Function 3: Coordinate public health, medical, and mental/behavioral health services	○	○	○	○	○
Function 4: Monitor mass care population health	○	○	○	○	○

8. Medical Countermeasure Dispensing

Functions	8.3a. To what extent do you agree that each of the listed functions is a legitimate activity that rightfully belongs to the Capability with which is it associated?				8.3b. In your opinion, are there significant deficiencies with any of the existing functions (i.e., incomplete, insufficient, or otherwise inadequate) within the Capabilities?
	Disagree	Somewhat Agree	Agree	Strongly Agree	Yes
Function 1: Identify and initiate medical countermeasure dispensing strategies	○	○	○	○	○
Function 2: Receive medical countermeasures	○	○	○	○	○
Function 3: Activate dispensing modalities	○	○	○	○	○
Function 4: Dispense medical countermeasures to identified population	○	○	○	○	○
Function 5: Report adverse events	○	○	○	○	○

9. Medical Material Management and Distribution

Functions	9.3a. To what extent do you agree that each of the listed functions is a legitimate activity that rightfully belongs to the Capability with which is it associated?				9.3b. In your opinion, are there significant deficiencies with any of the existing functions (i.e., incomplete, insufficient, or otherwise inadequate) within the Capabilities?
	Disagree	Somewhat Agree	Agree	Strongly Agree	Yes
Function 1: Direct and activate medical materiel management and distribution	○	○	○	○	○
Function 2: Acquire medical materiel	○	○	○	○	○
Function 3: Maintain updated inventory management and reporting system	○	○	○	○	○
Function 4: Establish and maintain security	○	○	○	○	○
Function 5: Distribute medical materiel	○	○	○	○	○
Function 6: Recover medical materiel and demobilize distribution operations	○	○	○	○	○

10. Medical Surge

Functions	10.3a. To what extent do you agree that each of the listed functions is a legitimate activity that rightfully belongs to the Capability with which is it associated?				10.3b. In your opinion, are there significant deficiencies with any of the existing functions (i.e., incomplete, insufficient, or otherwise inadequate) within the Capabilities?
	Disagree	Somewhat Agree	Agree	Strongly Agree	Yes
Function 1: Access the nature and scope of the incident	○	○	○	○	○
Function 2: Support activation of medical surge	○	○	○	○	○
Function 3: Support jurisdictional medical surge operations	○	○	○	○	○
Function 4: Support demobilization of medical surge operations	○	○	○	○	○

Previous Next

Save and Exit

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2a - 2b. To what extent do...
Q2 missing check
3a - 3b. To what extent do...
Q3 missing check
4a - 4b. To what extent do...

11. Non-Pharmaceutical Interventions

	11.4a. To what extent do you agree that each of the listed functions is a legitimate activity that rightfully belongs to the Capability with which is it associated?				11.4b. In your opinion, are there significant deficiencies with any of the existing functions (i.e., incomplete, insufficient, or otherwise inadequate) within the Capabilities?
Functions	**Disagree**	**Somewhat Agree**	**Agree**	**Strongly Agree**	**Yes**
Function 1: Engage partners and identify factors that impact non-pharmaceutical interventions	○	○	○	○	○
Function 2: Determine non-pharmaceutical interventions	○	○	○	○	○
Function 3: Implement non-pharmaceutical interventions	○	○	○	○	○
Function 4: Monitor non-pharmaceutical interventions	○	○	○	○	○

12. Public Health Laboratory Testing

	12.4a. To what extent do you agree that each of the listed functions is a legitimate activity that rightfully belongs to the Capability with which is it associated?				12.4b. In your opinion, are there significant deficiencies with any of the existing functions (i.e., incomplete, insufficient, or otherwise inadequate) within the Capabilities?
Functions	**Disagree**	**Somewhat Agree**	**Agree**	**Strongly Agree**	**Yes**
Function 1: Manage laboratory activities	○	○	○	○	○
Function 2: Perform sample management	○	○	○	○	○
Function 3: Conduct testing and analysis for routine and surge capacity	○	○	○	○	○
Function 4: Support public health investigations	○	○	○	○	○
Function 5: Report results	○	○	○	○	○

13. Public Health Surveillance and Epidemiologic Investigation

	13.4a. To what extent do you agree that each of the listed functions is a legitimate activity that rightfully belongs to the Capability with which is it associated?				13.4b. In your opinion, are there significant deficiencies with any of the existing functions (i.e., incomplete, insufficient, or otherwise inadequate) within the Capabilities?
Functions	**Disagree**	**Somewhat Agree**	**Agree**	**Strongly Agree**	**Yes**
Function 1: Conduct public health surveillance and detection	○	○	○	○	○
Function 2: Conduct public health and epidemiological investigation	○	○	○	○	○
Function 3: Recommend, monitor, and analyze mitigation actions	○	○	○	○	○
Function 4: Improve public health and epidemiological investigation systems	○	○	○	○	○

14. Responder Health and Safety

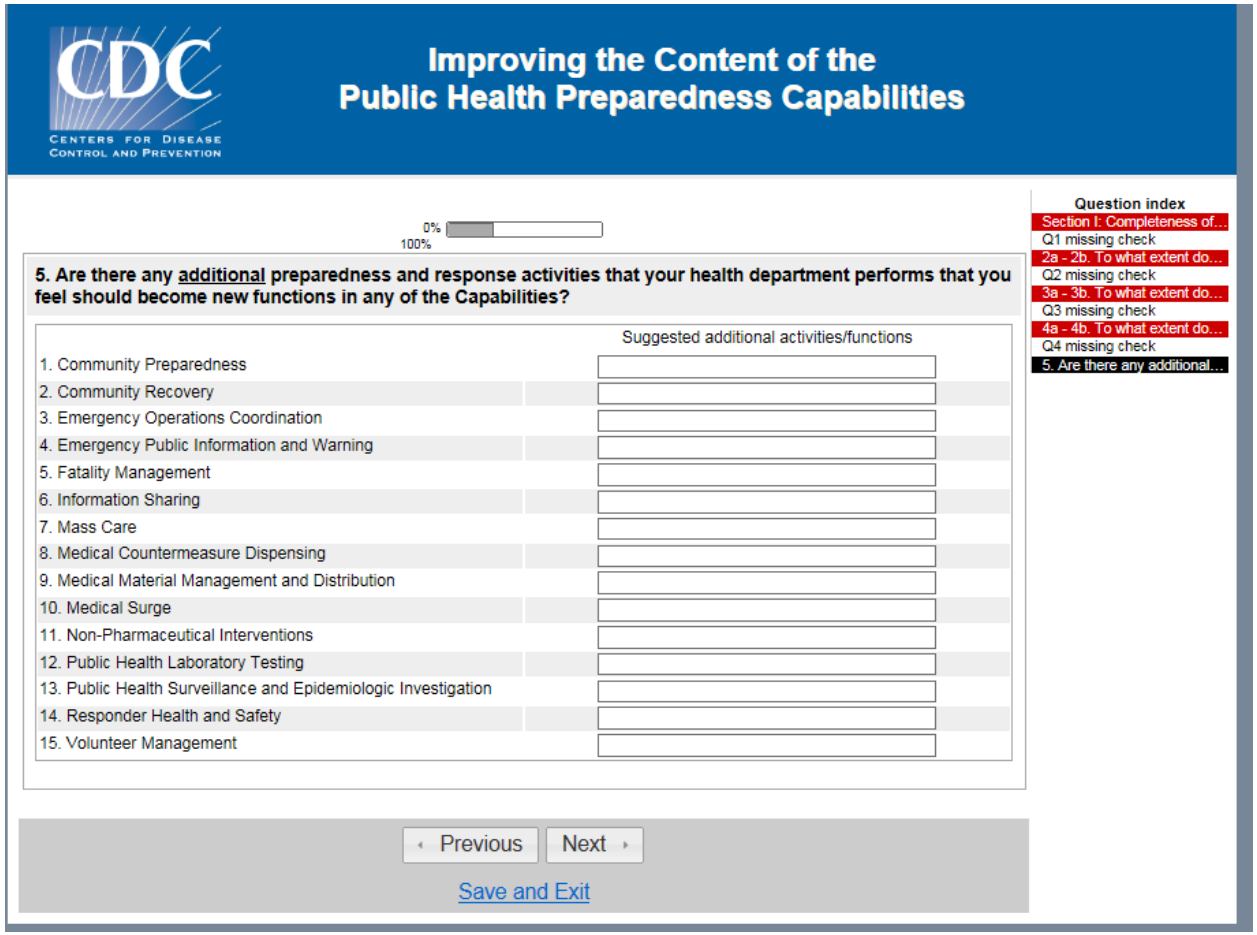
	14.4a. To what extent do you agree that each of the listed functions is a legitimate activity that rightfully belongs to the Capability with which is it associated?				14.4b. In your opinion, are there significant deficiencies with any of the existing functions (i.e., incomplete, insufficient, or otherwise inadequate) within the Capabilities?
Functions	**Disagree**	**Somewhat Agree**	**Agree**	**Strongly Agree**	**Yes**
Function 1: Identify responder safety and health risks	○	○	○	○	○
Function 2: Identify safety and personal protective needs	○	○	○	○	○
Function 3: Coordinate with partners to facilitate risk-specific safety and health training	○	○	○	○	○
Function 4: Monitor responder safety and health actions	○	○	○	○	○

15. Volunteer Management

Functions	15.4a. To what extent do you agree that each of the listed functions is a legitimate activity that rightfully belongs to the Capability with which is it associated?				15.4b. In your opinion, are there significant deficiencies with any of the existing functions (i.e., incomplete, insufficient, or otherwise inadequate) within the Capabilities?
	Disagree	Somewhat Agree	Agree	Strongly Agree	Yes
Function 1: Coordinate volunteers	○	○	○	○	○
Function 2: Notify volunteers	○	○	○	○	○
Function 3: Organize, assemble, and dispatch volunteers	○	○	○	○	○
Function 4: Demobilize volunteers	○	○	○	○	○

‹ Previous Next ›

Save and Exit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5. Are there any additional preparedness and response activities that your health department performs that you feel should become new functions in any of the Capabilities?
Suggested additional activities/functions
1. Community Preparedness
2. Community Recovery
3. Emergency Operations Coordination
4. Emergency Public Information and Warning
5. Fatality Management
6. Information Sharing
7. Mass Care
8. Medical Countermeasure Dispensing
9. Medical Material Management and Distribution
10. Medical Surge
11. Non-Pharmaceutical Interventions
12. Public Health Laboratory Testing
13. Public Health Surveillance and Epidemiologic Investigation
14. Responder Health and Safety
15. Volunteer Management
Previous
Next
Save and Exit
Question index
Section I: Completeness of...
Q1 missing check
2a - 2b. To what extent do...
Q2 missing check
3a - 3b. To what extent do...
Q3 missing check
4a - 4b. To what extent do...
Q4 missing check
5. Are there any additional...

Improving the Content of the Public Health Preparedness Capabilities

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6. Are there additional capabilities, functional areas or domains that you think should be included in the Capabilities document, which in theory are important for your health department to carry out effective public health preparedness and emergency response? (Check all that apply)

- ☐ 1. Mental / behavioral health
- ☐ 2. Environmental health
- ☐ 3. Administrative / legal authorities
- ☐ 4. Cross-border / global health security
- ☐ 5. Infection Control
- ☐ 6. Exercises, Evaluation, and Quality Improvement
- ☐ 7. Hazardous Waste Management
- ☐ 8. Sustainability / Resilience
- ☐ 9. Vector Control
- ☐ 10. Infrastructure & Utilities
- ☐ 11. Public Safety / Injury Prevention (post storm, safety in schools)
- ☐ 12. All Hazards Planning
- ☐ 13. Animal disease surveillance and investigation
- ☐ 14. Agriculture surveillance and food safety
- ☐ 15. Other, please specify: ____

Question index

- Section I: Completeness of...
- Q1 missing check
- 2a - 2b. To what extent do...
- Q2 missing check
- 3a - 3b. To what extent do...
- Q3 missing check
- 4a - 4b. To what extent do...
- Q4 missing check
- 5. Are there any additional...
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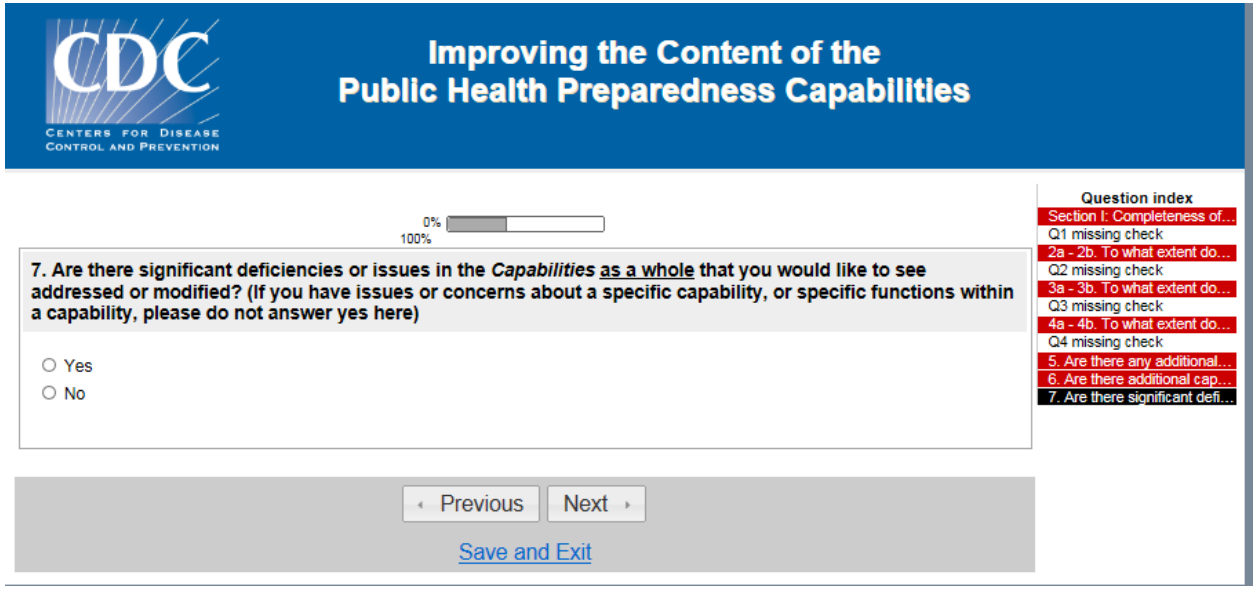
Previous Next

Save and Exit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Improving the Content of the Public Health Preparedness Capabilities
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7. Are there significant deficiencies or issues in the *Capabilities* as a whole that you would like to see addressed or modified? (If you have issues or concerns about a specific capability, or specific functions within a capability, please do not answer yes here)
Yes
No
Previous
Next
Save and Exit
Question index
Section I: Completeness of...
Q1 missing check
2a - 2b. To what extent do...
Q2 missing check
3a - 3b. To what extent do...
Q3 missing check
4a - 4b. To what extent do...
Q4 missing check
5. Are there any additional...
6. Are there additional cap...
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Improving the Content of the Public Health Preparedness Capabilities

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8. In your opinion, to what extent is each of the existing Capabilities important for effective public health emergency response overall?

	Not Important At All	Not Very Important	Important	Extremely Important
1. Community Preparedness	○	○	○	○
2. Community Recovery	○	○	○	○
3. Emergency Operations Coordination	○	○	○	○
4. Emergency Public Information and Warning	○	○	○	○
5. Fatality Management	○	○	○	○
6. Information Sharing	○	○	○	○
7. Mass Care	○	○	○	○
8. Medical Countermeasure Dispensing	○	○	○	○
9. Medical Material Management and Distribution	○	○	○	○
10. Medical Surge	○	○	○	○
11. Non-Pharmaceutical Interventions	○	○	○	○
12. Public Health Laboratory Testing	○	○	○	○
13. Public Health Surveillance and Epidemiologic Investigation	○	○	○	○
14. Responder Health and Safety	○	○	○	○
15. Volunteer Management	○	○	○	○

Question index

- Section I: Completeness of...
- Q1 missing check
- 2a - 2b. To what extent do...
- Q2 missing check
- 3a - 3b. To what extent do...
- Q3 missing check
- 4a - 4b. To what extent do...
- Q4 missing check
- 5. Are there any additional...
- 6. Are there additional cap...
- 7. Are there significant defi...
- 8. In your opinion, to what...

‹ Previous Next ›

Save and Exit

Section II: Utility of the Public Health Preparedness Capabilities

The next section relates to the usefulness of the Capabilities.

9. Have you used the Capabilities to inform or guide any of the following activities? Check all that apply for each of the following activities in the Table below:

- a. Expand your PHEP Program (e.g. hire staff)
- b. Restructure your PHEP Program (e.g. combine PHEP and HPP programs)
- c. Add Services (without expanding) to your PHEP Program (e.g. routine responder health and safety monitoring per EHRMS guidelines)
- d. Develop Trainings
- e. Develop Exercises
- f. Evaluate your program activities

	a. Expand your PHEP Program	b. Restructure your PHEP Program	c. Add Services within existing PHEP Program	d. Develop Trainings	e. Develop Exercises	f. Evaluate your program activities
1. Community Preparedness	☐	☐	☐	☐	☐	☐
2. Community Recovery	☐	☐	☐	☐	☐	☐
3. Emergency Operations Coordination	☐	☐	☐	☐	☐	☐
4. Emergency Public Information and Warning	☐	☐	☐	☐	☐	☐
5. Fatality Management	☐	☐	☐	☐	☐	☐
6. Information Sharing	☐	☐	☐	☐	☐	☐
7. Mass Care	☐	☐	☐	☐	☐	☐
8. Medical Countermeasure Dispensing	☐	☐	☐	☐	☐	☐
9. Medical Material Management and Distribution	☐	☐	☐	☐	☐	☐
10. Medical Surge	☐	☐	☐	☐	☐	☐
11. Non-Pharmaceutical Interventions	☐	☐	☐	☐	☐	☐
12. Public Health Laboratory Testing	☐	☐	☐	☐	☐	☐
13. Public Health Surveillance and Epidemiologic Investigation	☐	☐	☐	☐	☐	☐
14. Responder Health and Safety	☐	☐	☐	☐	☐	☐
15. Volunteer Management	☐	☐	☐	☐	☐	☐

2a - 2b. To what extent do...
Q2 missing check
3a - 3b. To what extent do...
Q3 missing check
4a - 4b. To what extent do...
Q4 missing check
5. Are there any additional...
6. Are there additional cap...
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8. In your opinion, to what...
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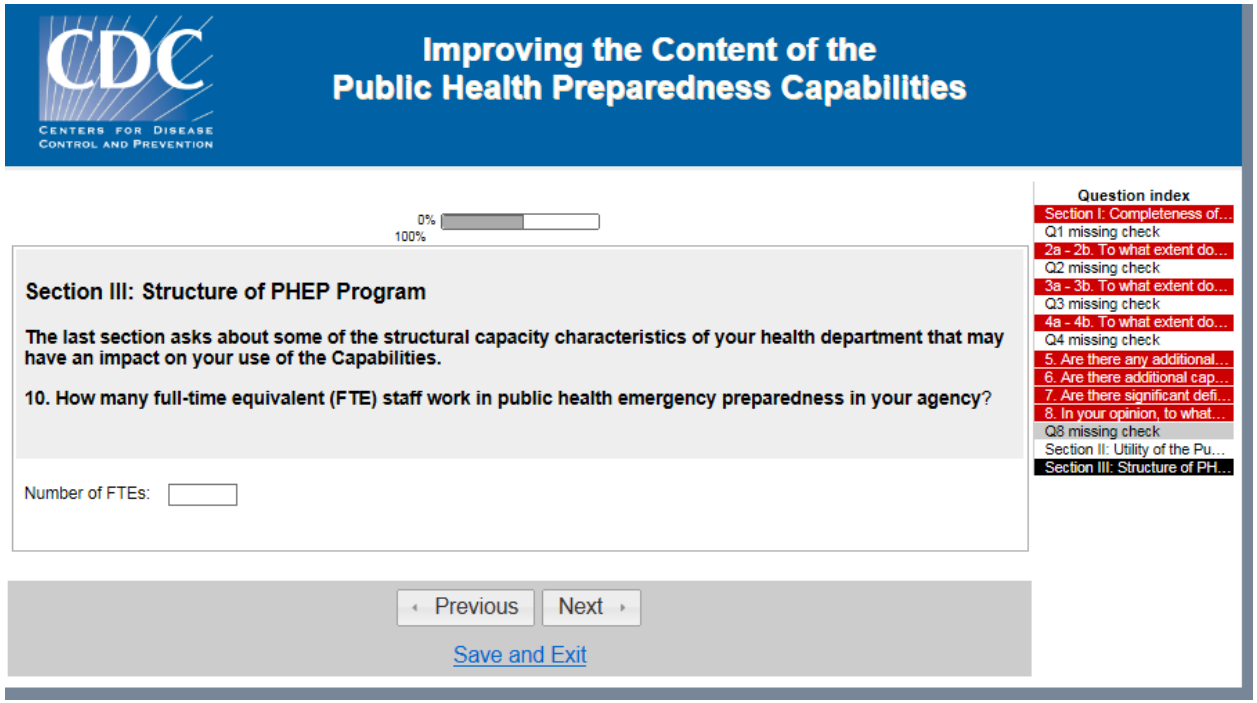
Section II: Utility of the Pu...

‹ Previous Next ›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Section III: Structure of PHEP Program
The last section asks about some of the structural capacity characteristics of your health department that may have an impact on your use of the Capabilities.
10. How many full-time equivalent (FTE) staff work in public health emergency preparedness in your agency?
Number of FTEs:
Previous
Next
Save and Exit
Question index
Section I: Completeness of...
Q1 missing check
2a - 2b. To what extent do...
Q2 missing check
3a - 3b. To what extent do...
Q3 missing check
4a - 4b. To what extent do...
Q4 missing check
5. Are there any additional...
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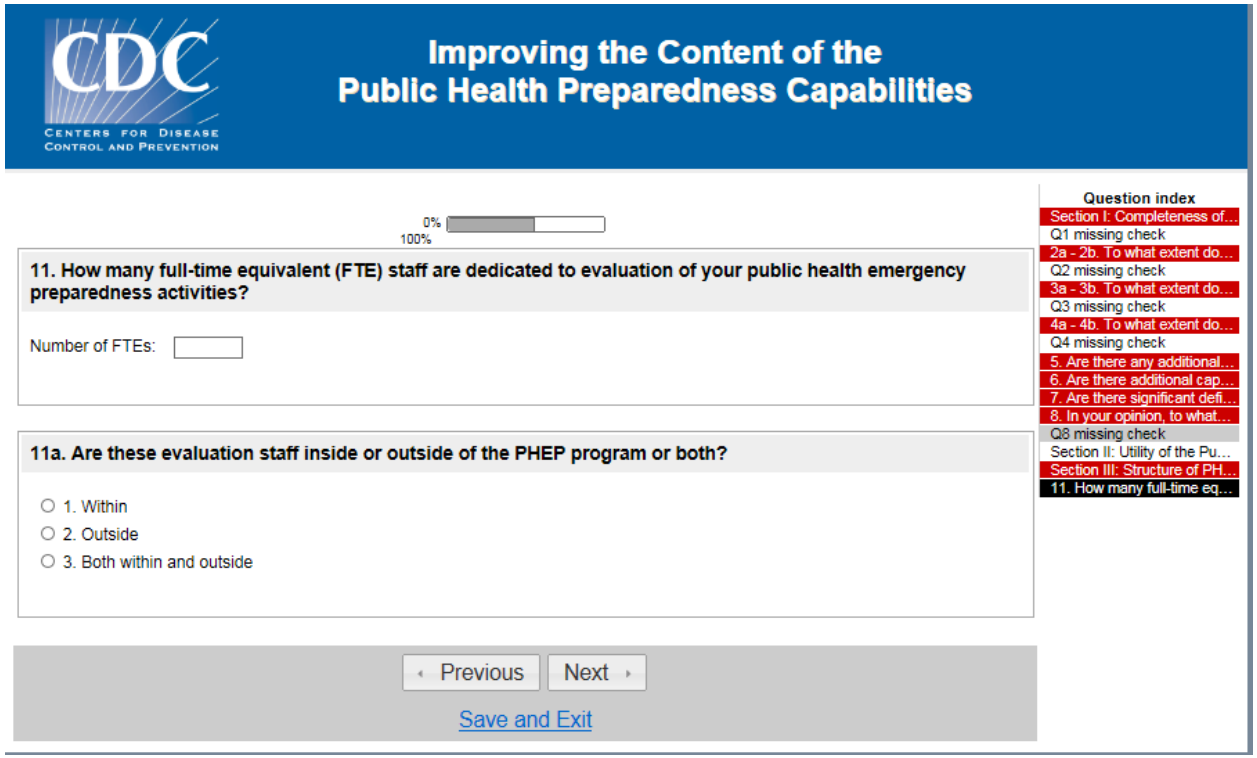
8. In your opinion, to what...
Q8 missing check
Section II: Utility of the Pu...
Section III: Structure of PH...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11. How many full-time equivalent (FTE) staff are dedicated to evaluation of your public health emergency preparedness activities?
Number of FTEs:
11a. Are these evaluation staff inside or outside of the PHEP program or both?
1. Within
2. Outside
3. Both within and outside
Previous
Next
Save and Exit
Question index
Section I: Completeness of...
Q1 missing check
2a - 2b. To what extent do...
Q2 missing check
3a - 3b. To what extent do...
Q3 missing check
4a - 4b. To what extent do...
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5. Are there any additional...
6. Are there additional cap...
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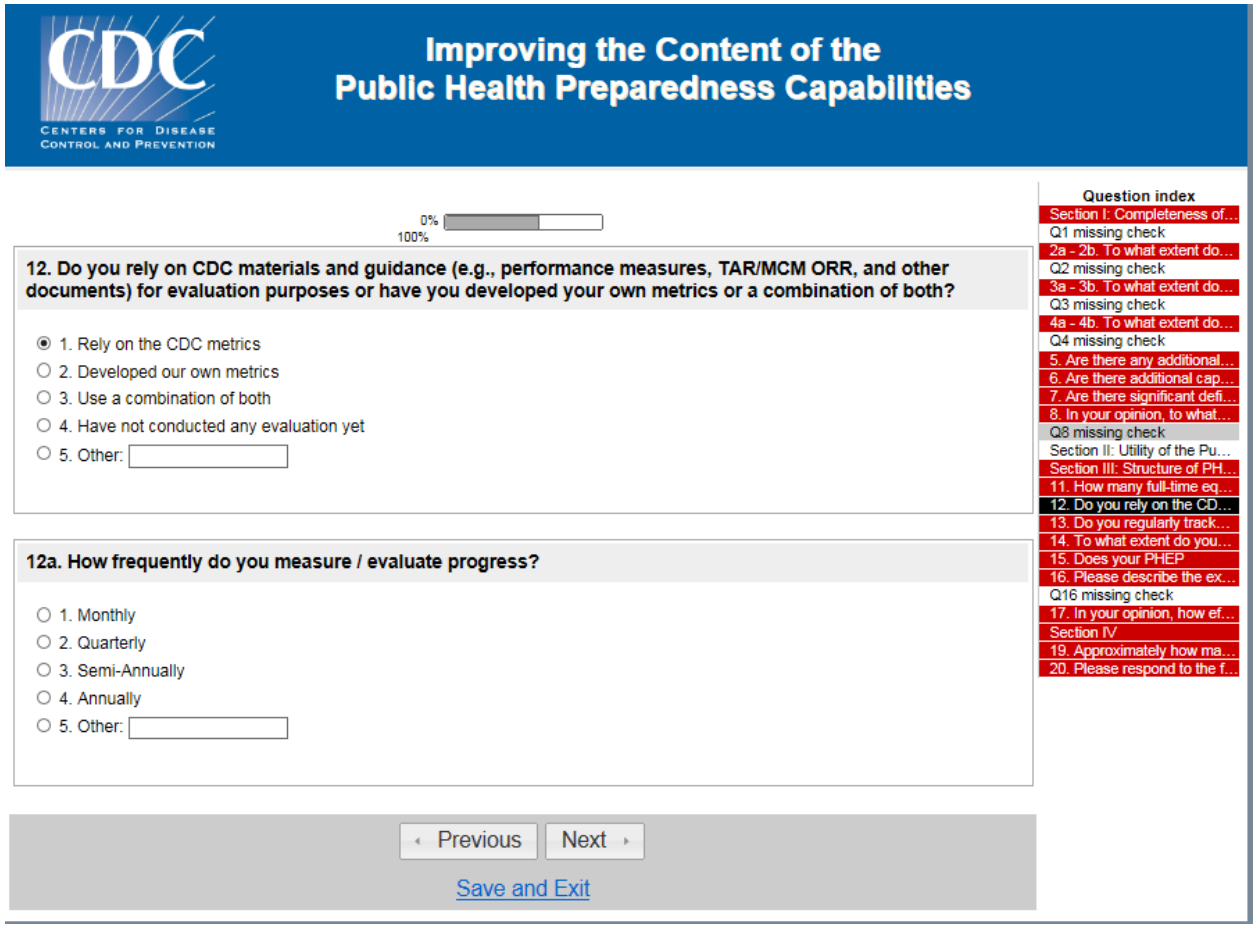
Q8 missing check
Section II: Utility of the Pu...
Section III: Structure of PH...
11. How many full-time eq...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Improving the Content of the Public Health Preparedness Capabilities
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12. Do you rely on CDC materials and guidance (e.g., performance measures, TAR/MCM ORR, and other documents) for evaluation purposes or have you developed your own metrics or a combination of both?
1. Rely on the CDC metrics
2. Developed our own metrics
3. Use a combination of both
4. Have not conducted any evaluation yet
5. Other:
12a. How frequently do you measure / evaluate progress?
1. Monthly
2. Quarterly
3. Semi-Annually
4. Annually
5. Other:
Previous
Next
Save and Exit
Question index
Section I: Completeness of...
Q1 missing check
2a - 2b. To what extent do...
Q2 missing check
3a - 3b. To what extent do...
Q3 missing check
4a - 4b. To what extent do...
Q4 missing check
5. Are there any additional...
6. Are there additional cap...
7. Are there significant defi...
8. In your opinion, to what...
Q8 missing check
Section II: Utility of the Pu...
Section III: Structure of PH...
11. How many full-time eq...
12. Do you rely on the CD...
13. Do you regularly track...
14. To what extent do you...
15. Does your PHEP
16. Please describe the ex...
Q16 missing check
17. In your opinion, how ef...
Section IV
19. Approximately how ma...
20. Please respond to the f...

Improving the Content of the Public Health Preparedness Capabilities

CDC
CENTERS FOR DISEASE CONTROL AND PREVENTION

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13. Do you regularly track progress on implementation of improvement plan items?

- (•) 1. Yes
- ( ) 2. No

13a. How frequently?

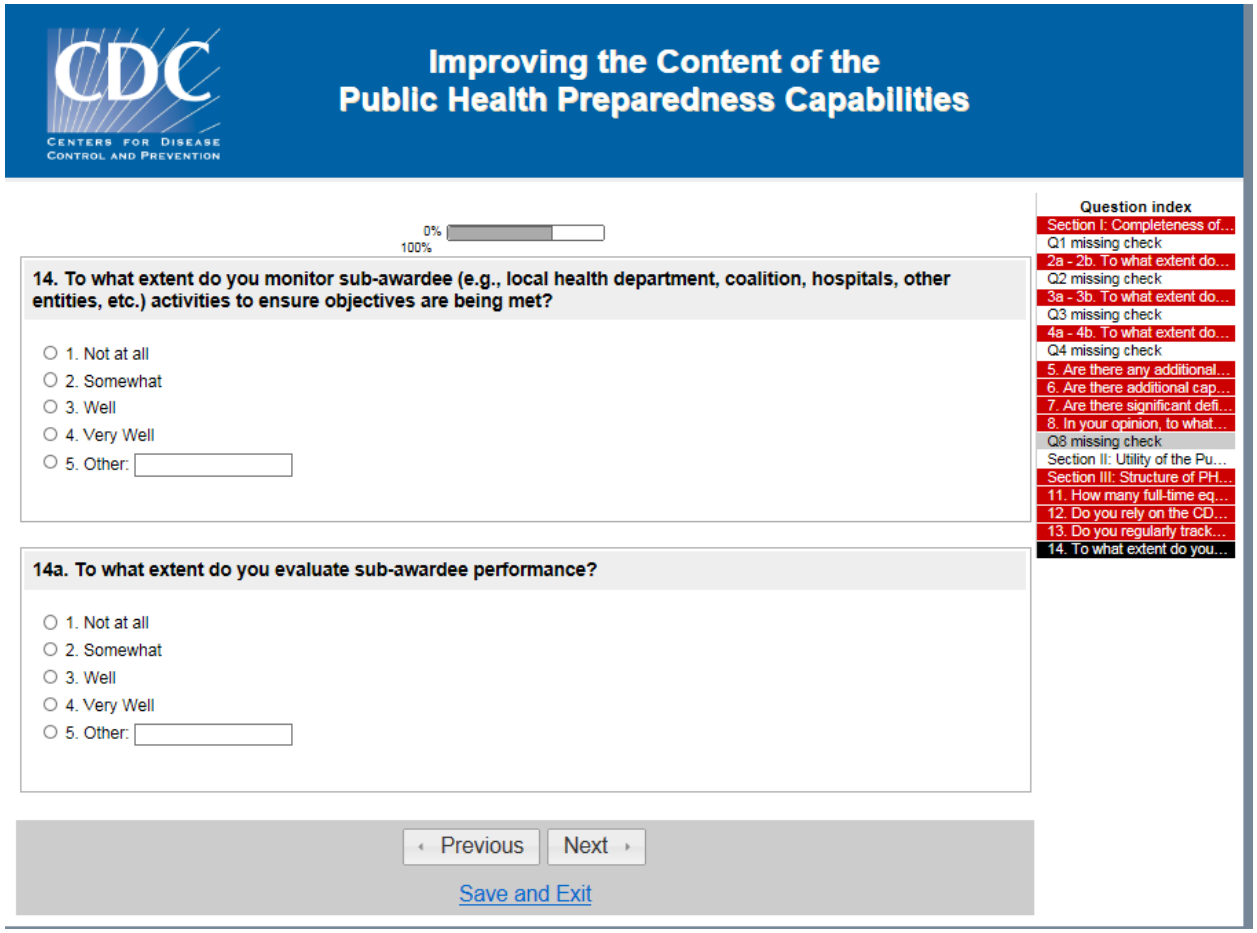
- ( ) 1. Monthly
- ( ) 2. Quarterly
- ( ) 3. Semi-Annually
- ( ) 4. Annually
- ( ) 5. Other: [ ]

Previous | Next

Save and Exit

Question index

- Section I: Completeness of...
- Q1 missing check
- 2a - 2b. To what extent do...
- Q2 missing check
- 3a - 3b. To what extent do...
- Q3 missing check
- 4a - 4b. To what extent do...
- Q4 missing check
- 5. Are there any additional...
- 6. Are there additional cap...
- 7. Are there significant defi...
- 8. In your opinion, to what...
- Q8 missing check
- Section II: Utility of the Pu...
- Section III: Structure of PH...
- 11. How many full-time eq...
- 12. Do you rely on the CD...
- 13. Do you regularly track...
- 14. To what extent do you...
- 15. Does your PHEP
- 16. Please describe the ex...
- Q16 missing check
- 17. In your opinion, how ef...
- Section IV
- 19. Approximately how ma...
- 20. Please respond to the f...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0%
100%
14. To what extent do you monitor sub-awardee (e.g., local health department, coalition, hospitals, other entities, etc.) activities to ensure objectives are being met?
1. Not at all
2. Somewhat
3. Well
4. Very Well
5. Other:
14a. To what extent do you evaluate sub-awardee performance?
1. Not at all
2. Somewhat
3. Well
4. Very Well
5. Other:
Previous
Next
Save and Exit
Question index
Section I: Completeness of...
Q1 missing check
2a - 2b. To what extent do...
Q2 missing check
3a - 3b. To what extent do...
Q3 missing check
4a - 4b. To what extent do...
Q4 missing check
5. Are there any additional...
6. Are there additional cap...
7. Are there significant defi...
8. In your opinion, to what...
Q8 missing check
Section II: Utility of the Pu...
Section III: Structure of PH...
11. How many full-time eq...
12. Do you rely on the CD...
13. Do you regularly track...
14. To what extent do you...

CDC
CENTERS FOR DISEASE CONTROL AND PREVENTION

Improving the Content of the Public Health Preparedness Capabilities

0%
100%

15. Does your PHEP program have any additional sources of revenue in addition to the PHEP Cooperative Agreement?

- (•) 1. Yes
- ( ) 2. No

15a. If YES, then what was the total approximate annual amount from these additional sources during the most recently completed fiscal year?

$ _____

Previous | Next

Save and Exit

Question index

- Section I: Completeness of...
- Q1 missing check
- 2a - 2b. To what extent do...
- Q2 missing check
- 3a - 3b. To what extent do...
- Q3 missing check
- 4a - 4b. To what extent do...
- Q4 missing check
- 5. Are there any additional...
- 6. Are there additional cap...
- 7. Are there significant defi...
- 8. In your opinion, to what...
- Q8 missing check
- Section II: Utility of the Pu...
- Section III: Structure of PH...
- 11. How many full-time eq...
- 12. Do you rely on the CD...
- 13. Do you regularly track...
- 14. To what extent do you...
- 15. Does your PHEP
- 16. Please describe the ex...
- Q16 missing check
- 17. In your opinion, how ef...
- Section IV
- 19. Approximately how ma...
- 20. Please respond to the f...

16. Please describe the extent of your partnership with the following groups or agencies by indicating whether each group or agency is a partner or resource by checking yes or no. A partner is an agency or group with whom your PHEP program works regularly to carry out activities, while a resource is an agency or group whom you could rely on for information or assistance, but with whom you do not maintain a formal relationship related to regular PHEP activities.

	Partner or Resource			Frequency of Contact			
	Partner	Resource	N/A	Monthly	Quarterly	Annually	N/A
State Department of Agriculture	○	○	○	○	○	○	○
State Public Health Laboratory	○	○	○	○	○	○	○
Department of the Environment / State Environmental Protection Agency	○	○	○	○	○	○	○
State Epidemiologist	○	○	○	○	○	○	○
State or Jurisdictional Mental Health Agency	○	○	○	○	○	○	○
Local Emergency Planning Committees	○	○	○	○	○	○	○
Health Officer	○	○	○	○	○	○	○
Medical Reserve Corps	○	○	○	○	○	○	○
Media	○	○	○	○	○	○	○
Local and state emergency management	○	○	○	○	○	○	○
Healthcare providers association	○	○	○	○	○	○	○
EMS	○	○	○	○	○	○	○
Fire services	○	○	○	○	○	○	○
Law enforcement	○	○	○	○	○	○	○
American Red Cross	○	○	○	○	○	○	○
Mental and Behavioral health organizations	○	○	○	○	○	○	○
Social Services Organizations	○	○	○	○	○	○	○
State Hospital Association or similar organization	○	○	○	○	○	○	○
Faith-Based Organizations	○	○	○	○	○	○	○
National Guard	○	○	○	○	○	○	○
Academic institutions	○	○	○	○	○	○	○
Private Businesses	○	○	○	○	○	○	○
Schools	○	○	○	○	○	○	○
Elected officials	○	○	○	○	○	○	○
Other (specify in the following question)	○	○	○	○	○	○	○

2a - 2b. To what extent do...
Q2 missing check
3a - 3b. To what extent do...
Q3 missing check
4a - 4b. To what extent do...
Q4 missing check
5. Are there any additional...
6. Are there additional cap...
7. Are there significant defi...
8. In your opinion, to what...
Q8 missing check
Section II: Utility of the Pu...
Section III: Structure of PH...
11. How many full-time eq...
12. Do you rely on the CD...
13. Do you regularly track...
14. To what extent do you...
15. Does your PHEP
16. Please describe the ex...

‹ Previous Next ›

CDC
CENTERS FOR DISEASE CONTROL AND PREVENTION

Improving the Content of the Public Health Preparedness Capabilities

0%
100%

17. In your opinion, how effectively are you able to do the following in a public health emergency?

	Not Effectively At All	Somewhat Effectively	Effectively	Extremely Effectively
Expedited hiring	○	○	○	○
Receive additional funds from the Federal government	○	○	○	○
Obligate and spend down funds received	○	○	○	○
Prepare financial records for audit (FFRs)	○	○	○	○
Expedited purchasing	○	○	○	○
Expedited contracting	○	○	○	○
Expedited waivers and other legal/regulatory procedures	○	○	○	○

Previous Next

Save and Exit

Question index

- Section I: Completeness of...
- Q1 missing check
- 2a - 2b. To what extent do...
- Q2 missing check
- 3a - 3b. To what extent do...
- Q3 missing check
- 4a - 4b. To what extent do...
- Q4 missing check
- 5. Are there any additional...
- 6. Are there additional cap...
- 7. Are there significant defi...
- 8. In your opinion, to what...
- Q8 missing check
- Section II: Utility of the Pu...
- Section III: Structure of PH...
- 11. How many full-time eq...
- 12. Do you rely on the CD...
- 13. Do you regularly track...
- 14. To what extent do you...
- 15. Does your PHEP
- 16. Please describe the ex...
- Q16 missing check
- 17. In your opinion, how ef...

Improving the Content of the Public Health Preparedness Capabilities

CDC
Centers for Disease Control and Prevention

0%
100%

18. How many total years of experience in public health preparedness do you, as the PHEP Director have?

Previous | Next

Save and Exit

Question index

Section I: Effectiveness of...
Q1 missing check
2.1 - 2.5. To what extent d...
Q2.1-2.5 missing check
3.1 - 3.5. To what extent d...
Q3.1 - 3.5 missing check
4.1 - 4.5. To what extent d...
Q4.1 - 4.5 missing check
5. Are there any additional...
6. Are there additional cap...
7. Are there significant defi...
8. In your opinion, to what...
Q8 missing check
Section II: Utility of the Pu...
Section III: Structure of PH...
11. How many full-time eq...
12. Do you rely on the CD...
13. Do you regularly track...
14. To what extent do you...
15. Does your PHEP
16. Please describe the ex...
Q16 missing check
17. In your opinion, how ef...
18. How many total years...

Improving the Content of the Public Health Preparedness Capabilities

CDC
CENTERS FOR DISEASE CONTROL AND PREVENTION

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19. Approximately how many public health emergency responses have you, as the PHEP Director, led or served a key Incident Management System (IMS) role in?

Definitions: Public Health Emergency Response = an acute, sudden or large incident requiring partial/full DOC/EOC activation OR significant surge of personnel in key PH activities to address an (usually acute, sudden, or large) public health threat or risks to a population; Key role = command/general staff, ESF-8 or similar lead, etc.

- ○ None
- ○ 1-3
- ○ 4-6
- ○ 7-9
- ○ 10 or more

Previous Next

Save and Exit

Question index

Section I: Effectiveness of...
Q1 missing check
2.1 - 2.5. To what extent d...
Q2.1-2.5 missing check
3.1 - 3.5. To what extent d...
Q3.1 - 3.5 missing check
4.1 - 4.5. To what extent d...
Q4.1 - 4.5 missing check
5. Are there any additional...
6. Are there additional cap...
7. Are there significant defi...
8. In your opinion, to what...
Q8 missing check
Section II: Utility of the Pu...
Section III: Structure of PH...
11. How many full-time eq...
12. Do you rely on the CD...
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14. To what extent do you...
15. Does your PHEP
16. Please describe the ex...
Q16 missing check
17. In your opinion, how ef...
18. How many total years...
19. Approximately how ma...

CDC
CENTERS FOR DISEASE CONTROL AND PREVENTION

Improving the Content of the Public Health Preparedness Capabilities

0%
100%

20. Please respond to the following items regarding the leadership culture of your agency with regard to public health preparedness:

	Strongly Disagree	Disagree	Agree	Strongly Agree
Our organization is effective at recruiting strong leaders	○	○	○	○
Our organization provides ample opportunities for leadership development	○	○	○	○
Our organization provides sufficient opportunities for leadership training	○	○	○	○
Our leadership has a clear vision for the organization's future	○	○	○	○
Our organization's vision is known to all employees	○	○	○	○
Our organization has a mission statement	○	○	○	○
Our employees are involved in achieving the vision and mission	○	○	○	○
Potential new leaders are identified and groomed by existing leaders	○	○	○	○
Leaders in our organization articulate their values	○	○	○	○
Leaders in our organization live their values	○	○	○	○
Leaders in our organization make themselves readily available to other employees	○	○	○	○

Previous Next

Save and Exit

Question index

Section I: Effectiveness of...
Q1 missing check
2.1 - 2.5. To what extent d...
Q2.1-2.5 missing check
3.1 - 3.5. To what extent d...
Q3.1 - 3.5 missing check
4.1 - 4.5. To what extent d...
Q4.1 - 4.5 missing check
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6. Are there additional cap...
7. Are there significant defi...
8. In your opinion, to what...
Q8 missing check
Section II: Utility of the Pu...
Section III: Structure of PH...
11. How many full-time eq...
12. Do you rely on the CD...
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16. Please describe the ex...
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