

HPP BP5 End-of-Year Performance Module in PERFORMS

Instructions For Awardees

BP5: July 1, 2016 to June 30, 2017

Prepared by: Hospital Preparedness Program (HPP)

Office of the Assistant Secretary for Preparedness and Response (ASPR)

U.S. Department of Health and Human Services (HHS)¹



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Introduction

The purpose of this document is to provide instructions to assist awardees in completing the Hospital Preparedness Program (HPP) Budget Period 5 (BP5) End-of-Year (EOY) Performance module in PERFORMS. The HPP BP5 EOY Performance module includes the data indicators within the two program measures (Medical Surge and Continuity of Healthcare Operations) and the healthcare coalition developmental assessment (HCCDA) factors which were described in the [HPP Measure Manual: BP5 Implementation Guidance for HPP Program Measurement Activities](#). The module also includes fields for budget, Emergency System for Advance Registration of Volunteer Health Professionals (ESAR-VHP), and penetration rate.

Please note, even though the module was created to reflect the Implementation Guidance, the sections do not directly reflect the organization of the Implementation Guidance. The sections are broken down based on content and level of data aggregation and include all of the program indicators and factors within each section.

Module Sections and Forms

The BP5 End of Year (EOY) Performance Module will be populated with BP4 EOY data and will be available for you to modify. The module consists of the following six sections and corresponding forms:

- Section 1 Cover and Financial: includes the Cover sheet and Financial forms
 - Form 1.1.1 Cover: includes fields for awardee point of contact information and details regarding the award
 - Form 1.2.1 HPP Expenditures Report: includes fields for allocated, obligated and liquidated funds for each HPP capability
- Section 2 Data for Program measures: includes ESAR-VHP forms
 - Form 2.1.1 ESAR-VHP Program: includes fields for all measures related to the Emergency System for Advance Registration of Healthcare Professionals (ESAR-VHP) program
- Section 3 Awardee Program Measure Indicators: includes forms for all of the Awardee level program measures and related data indicators
 - Form 3.1.1 Medical Surge: includes fields for all awardee level medical surge program measures
- Section 4 Healthcare Coalitions Information: includes all healthcare coalition and organization information forms and links to section 5 forms
 - Form 4.1.1 Coalition Details: includes fields for all healthcare coalition related information and links to section 5 forms
 - Form 4.2.1 Organizations: includes fields for all healthcare organization (HCO) information for all of HCCs in the jurisdiction
 - Form 4.3.1 NIMS: includes fields for National Incident Management System (NIMS) information related to each hospital listed in the HCO form
- Section 5 Healthcare Coalition (HCC) Program Indicators and Health Care Coalition Development Assessment (HCCDA) Factors: includes all coalition level measure and HCCDA factor forms which can be accessed using the links in the “4.1.1 Coalition Details” form
 - Form 5.1.1 Medical Surge: includes fields for all coalition level medical surge program measures
 - Form 5.2.1 COOP: includes fields for all coalition level Continuity of Healthcare Operations (COOP) program measures
 - Form 5.3.1 HCCDA: includes fields for all HCCDA factors
- Section 6 Healthcare Coalition Information: includes all penetration rate information forms
 - Form 6.1.1 Penetration Rate: includes fields for all penetration rate information for each type of HCO
- Section 7 Other HPP Reporting: includes forms to report any other information
 - Form 7.1.1 Other HPP Reporting: includes an open text field to enter any other pertinent HPP reporting information

General Guidance

The following guidance applies to the entire module.

- A response is required in every field of each form (includes Cover sheet, Financial forms, ESAR-VHP forms, awardee level Medical Surge forms, all coalition/organization/NIMS forms, all coalition level medical surge, COOP, and HCCDA level forms for each identified coalition, and penetration rate form), except for the telephone extension field for the point of contact on the “1.1.1 Cover” form, the coalition weblink field on the “4.1.1 Coalition Details” form, and the 7.1.1 Other HPP Reporting form. Enter a “0” in fields where you have zero counts and “NA” when there is no data to specify in text fields.
- Spell-check and word count functions are available for all open-text fields.
- Use “Save” buttons on each form to save any data entered onto the form. Use the “Cancel” button to return to the previous web form without saving any entered data. Use “edit”, “delete”, and “add” buttons to modify any records.
- All HPP awardee users will be able to enter data into the module. However, only Awardee Level 1 users will be able to press the final submission button. Please note the final submission button can only be pressed after all of the discrepancies have been addressed.
- Joint measures should be reported on PHEP’s BP5 End of Year Program Measures Module.

Figure 1: The following table reflects a view of the inks on the main page of the PERFORMS BP5 HPP Performance module. To navigate from one form to another, please use the links on the “Summary” form or the following tabs which are across the top of the module (tabs listed below). All of the awardee-based forms can be navigated through these two mechanisms. Additionally, you can navigate to the Reports form through the tabs at the top of the module.

Summary	1.1.1 Cover	1.2.1 Financial	2.1.1 ESAR- VHP	3.1.1 Awardees	4.1.1 Healthcare Coalitions (HCCs)	6.1.1 Penetration Rate	7.1.1 Other	Reports
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Changes to Module from BP4

- The Cover sheet will be populated with the amount awarded according to the HPP BP5 Funding Table.
- The Expenditures form will include allocated funds populated from the PERFORMS Program Budget Module, but does not include any carryover funds.
- Question 3.1.1.1 in form 3.1.1 Medical Surge (use shortcut tab “3.1.1 Awardee” to go to form) has been updated to reflect how Crisis Standards of Care plans are being submitted via email to ASPR’s Technical Resources, Assistance Center, and Information Exchange (TRACIE).

Summary Form

The “Summary” form below will be the main form in the HPP BP5 End of Year Performance Module. There are links to all Awardee level forms, a SAMPLE of discrepancies that could be seen in the form, and the final submission button.

Figure 2: The following table reflects a view of the PERFORMS BP5 HPP EOY Performance Module's Summary form.

U.S. Department of Health and Human Services HPP EOY Performance Section 1: Cover and Financial Form 1.1.1 Cover *Optional field: Telephone Extension of HPP Point of Contact	
1.1.1 Cover	
1.2.1 HPP Expenditures	
2.1.1 ESAR-VHP	
3.1.1 Medical Surge	
4.1.1 Healthcare Coalition	
6.1.1 Penetration Rate	
7.1.1 Other	
Reports	
View Discrepancies	<div style="border: 2px solid black; border-radius: 15px; padding: 10px; display: inline-block;"> Final Submission </div>
First Name is "null" on cover form	
No obligated \$ to this capability – Healthcare System Preparedness	
No Liquidated \$ to this capability – Fatality Management	

1.1.1 Cover

This form provides HPP with basic Awardee information and can be accessed using the "1.1.1 Cover" link on the "Summary" form or the tab at the top of the module. The fields Grantee Name, Report Type, and Grant Year of HPP Award will populate with the following fixed text: "Awardee's name", "End of Year", and "BP5", respectively. The field HPP Award Amount, will be populated with data from the [HPP BP5 Funding Table](#). All other fields will be populated with BP4 End of Year data, but will allow the user to modify the data. Please note that all fields except for telephone extension of HPP point of contact are required.

Figure 3: The following table reflects a view of the PERFORMS BP5 HPP EOY Performance Module’s 1.1.1 Cover form.

U.S. Department of Health and Human Services HPP EOY Performance Section 1: Cover and Financial Form 1.1.1: Cover *OPTIONAL FIELD: TELEPHONE EXTENSION OF HPP POINT OF CONTACT	
HPP Cover Information	Response
Grantee Name*	Populated with awardee name
Last Name of HPP Point of Contact	500 character limit
First Name of HPP Point of Contact	500 character limit
Telephone (xxx-xxx-xxxx) of HPP Point of Contact	Phone number 12 character length, including dashes. Must be in xxx-xxx-xxxx format
Telephone Extension of HPP Point of Contact	Numeric field, 10 characters in length. Please put “N/A” in the telephone extension field for HPP Point of Contact if not applicable.
Email Address of HPP Point of Contact	Email address—must be valid email with <i>name@domain.com</i> . -- 50 character limit
Report Type*	Populated with the text “End of Year”
Grant Year of HPP Award*	Populated with data from the <i>BP5 Funding Table</i>
HPP Award Amount*	Populated with Total Award Amount Allocated from Populated with data from the BP5 Funding Table
Name of Authorized HPP Certifying Official	500 character limit.
Title of Authorized HPP Certifying Official	500 character limit.

*These fixed fields are populated with data and can not be changed by the user.

1.2.1 HPP Expenditures Report

This form provides budget information for each HPP capability and can be accessed using the “1.2.1 HPP Expenditures” link on the “Summary” form or the tab at the top of the module. The “Allocated” column should be filled with the amount set aside to spend on activities related to each capability. The fields for allocated amounts will be populated with budget data as of June 30, 2017, including all redirects, from the PERFORMS

Program Management module, but will not include any carryover funds. The “Obligated” column should be filled with the total amount of contracts and other formal agreements that you have entered into to commit spending for activities related to each capability. This amount must be equal to or less than the amount in the “Allocated” column. The “Liquidated” column should be filled with the amount of “Obligated” fund that has been spent (e.g., paid invoices). This amount must be less than or equal to the amount in the “Obligated” column. The “Remaining Allocated Funds” column is a self-calculating column that is the difference between the “Allocated” and “Obligated” column for each capability. You do not need to fill this out. All “Allocated”, “Obligated”, and “Liquidated” fields must be filled with dollar amounts greater than or equal to zero. We do not require reporting of any administrative funding in this report, so the total funds reported in the form will NOT match the total award amount.

Figure 4: The following table reflects a view of the PERFORMS BP5 HPP EOY Performance Module’s 1.2.1 HPP Expenditures Report form.

HPP EOY Performance Section 1: Cover and Financial Form 1.2.1: HPP Expenditures Report *All Allocated, Obligated, and Liquidated fields must be filled				
Name of HPP Capability	Budgeted Amounts			Remaining Allocated Funds
	Allocated	Obligated	Liquidated	
Capability 1: Healthcare System Preparedness	Amount must be greater or equal to zero	Amount must be greater or equal to zero and less than or equal to allocated	Amount must be greater or equal to zero and less than or equal to obligated	Calculated field: allocated minus obligated
Capability 2: Healthcare System Recovery	Amount must be greater or equal to zero	Amount must be greater or equal to zero and less than or equal to allocated	Amount must be greater or equal to zero and less than or equal to obligated	Calculated field: allocated minus obligated
Capability 3: Emergency Operations Coordination	Amount must be greater or equal to zero	Amount must be greater or equal to zero and less than or equal to allocated	Amount must be greater or equal to zero and less than or equal to obligated	Calculated field: allocated minus obligated
Capability 5: Fatality Management	Amount must be greater or equal to zero	Amount must be greater or equal to zero and less than or equal to allocated	Amount must be greater or equal to zero and less than or equal to obligated	Calculated field: allocated minus obligated

Capability 6: Information Sharing	Amount must be greater or equal to zero	Amount must be greater or equal to zero and less than or equal to allocated	Amount must be greater or equal to zero and less than or equal to obligated	Calculated field: allocated minus obligated
Capability 10: Medical Surge	Amount must be greater or equal to zero	Amount must be greater or equal to zero and less than or equal to allocated	Amount must be greater or equal to zero and less than or equal to obligated	Calculated field: allocated minus obligated
Capability 14: Responder Safety and Health	Amount must be greater or equal to zero	Amount must be greater or equal to zero and less than or equal to allocated	Amount must be greater or equal to zero and less than or equal to obligated	Calculated field: allocated minus obligated
Capability 15: Volunteer Management	Amount must be greater or equal to zero	Amount must be greater or equal to zero and less than or equal to allocated	Amount must be greater or equal to zero and less than or equal to obligated	Calculated field: allocated minus obligated

2.1.1 ESAR-VHP Program

This form includes fields related to the Emergency System for Advance Registration of Healthcare Professionals (ESAR-VHP) measures and can be accessed using the “2.1.1 ESAR-VHP” link on the “Summary” form or the tab at the top of the module. All of the fields require a response of either Yes/No OR a number greater than or equal to zero. For any contextual questions related to this specific form, please contact the [ESAR-VHP mailbox](#).

Figure 5: The following table reflects a view of the PERFORMS BP5 HPP EOY Performance Module’s 2.1.1 ESAR-VHP Program form.

HPP EOY Performance Section 2: Data for Program measures Form 2.1.1: ESAR-VHP Program	
ESAR-VHP Program Requirement	Response
2.1.1.1 Does the State currently have an operational electronic registration system for recording and managing volunteer information based on the electronic system requirements presented in the ESAR-VHP Compliance Requirements and data definitions presented in the ESAR-VHP Guidelines?	Drop down: “Yes”, “No”
2.1.1.2 Has the State developed expedited ESAR-VHP registration and credential verification processes to facilitate the health response immediately after a disaster or public health emergency?	Drop down: “Yes”, “No”
2.1.1.3 Is the ESAR-VHP system capable of assigning volunteers to one of four ESAR-VHP credential levels?	Drop down: “Yes”, “No”
2.1.1.4 Is the electronic system capable of recording all volunteer health professional/emergency preparedness affiliations of an individual, including local, State, and Federal entities?	Drop down: “Yes”, “No”
2.1.1.5 Is the electronic system capable of identifying volunteers willing to participate in a federally coordinated emergency response?	Drop down: “Yes”, “No”
2.1.1.6 Is the State capable of updating volunteer information and re-verifying credentials annually?	Drop down: “Yes”, “No”
2.1.1.7 Can the State or Territory query its ESAR-VHP system to generate a list of potential volunteer health professionals, by discipline and credential level, within 2 hours of a request being issued by a requesting body or the HHS Secretary’s Operations Center (SOC)?	Drop down: “Yes”, “No”
2.1.1.8 Can the State or Territory provide a verified list of available volunteer health professionals, by discipline and credential level, within 24 hours of a request being issued by a requesting body or the HHS SOC?	Drop down: “Yes”, “No”
2.1.1.9 Has the State developed a plan to recruit and retain volunteers?	Drop down: “Yes”, “No”

2.1.1.10 Has the State developed a plan for coordinating with all volunteer health professional/emergency preparedness entities to ensure an efficient response to an emergency, including but not limited to Medical Reserve Corps (MRC) units, the National Disaster Medical System (NDMS) teams, and the Federal Emergency Management (FEMA) Citizens Corps?	Drop down: "Yes", "No"
2.1.1.11 Has the State developed protocols for deploying and tracking volunteers during an emergency (Mobilization Protocols)?	Drop down: "Yes", "No"
2.1.1.12 Has the State tested its ESAR-VHP system in a drill, exercise, or actual incident?	Drop down: "Yes", "No"
2.1.1.13 How many volunteers (health professional and non-health professional) are registered in the ESAR-VHP system? (Number)	≥0
2.1.1.14 Of the total number of registered volunteers, how many are affiliated with the Medical Reserve Corps (MRC)? (Number)	≥0
2.1.1.15 Of the total number of registered volunteers, how many are affiliated with the National Disaster Medical System (NDMS)? (Number)	≥0

3.1.1 Medical Surge

This form contains three medical surge indicators at the awardee level and can be accessed using the "3.1.1 Awardees" link on the "Summary" form or the tab at the top of the module. Each indicator requires a single digit response of 1 through 9 which relates to a 9-point Likert scale. Please refer to the [HPP Measure Manual: BP5 Implementation Guidance for HPP Program Measurement Activities](#) for a detailed description of the 9-point Likert scale and related qualifying descriptors.

Please note that the for measure 3.1.1 has been modified slightly. In January 2017, the Community of Interest (COI) SharePoint site was migrated to ASPR's Technical Resources Assistance Center and Information Exchange (TRACIE) under the Crisis Standards of Care (CSC) Topic Collection. Awardees may submit their approved CSC plan to [TRACIE mailbox](#). The submitted plans will be reviewed by TRACIE's cadre of subject matter experts and promising practices/templates will be posted under the CSC Topic Collection.

If you still have questions after reviewing the implementation guidance, please contact the [SHARPER mailbox](#).

Figure 6: The following table reflects a view of the PERFORMS BP5 HPP EOY Performance Module's 3.1.1 Medical Surge form.

HPP EOY Performance Section 3: Awardee Program Measure Indicators Form 3.1.1: Medical Surge (Includes the following capabilities: Healthcare System Preparedness, Healthcare System Recovery, Fatality Management, Medical Surge)	
<p>*Please provide a response value of 1-9 for each awardee program indicator</p> <p>Response Scale Definitions</p> <p>“1”--Strongly Disagree--Does not meet indicator/factor to a very large extent</p> <p>“2”--Disagree--Does not meet indicator/factor to a large extent</p> <p>“3”--Moderately Disagree--Does not meet indicator/factor but making minimal progress</p> <p>“4”--Slightly Disagree--Does not meet indicator/factor but making some progress</p> <p>“5”--Neither Agree nor Disagree--Undecided</p> <p>“6”--Slightly Agree--Meets achievement of the indicator/factor with minimal progress</p> <p>“7”--Moderately Agree--Meets achievement of the indicator/factor with some progress</p> <p>“8”--Agree--Meets achievement of the indicator/factor to a large extent</p> <p>“9”--Strongly Agree --Meets achievement of the indicator/factor to a very large extent</p>	
Awardee Indicators	Response
3.1.1.1 The Awardee has posted its approved Crisis Standards of Care plan on the ASPR Communities of Interest SharePoint Site or submitted it to ASPR's Technical Resources Assistance Center and Information Exchange at TRACIE mailbox . Please see pages 10-11 on the HPP BP5 EOY template for further information.	Numeric field that allows for a single digit value in the range of 1 to 9
3.1.1.2 The Awardee has completed mass fatality management plans that have been adopted by HCC members.	Numeric field that allows for a single digit value in the range of 1 to 9
3.1.1.3 The Awardee's Recovery Plan addresses how it will meet post-disaster behavioral and mental healthcare needs of communities (i.e., HCC member staff).	Numeric field that allows for a single digit value in the range of 1 to 9

4.1.1 Healthcare Coalitions (HCCs) (link and tab to section 4 and 5)

You can navigate to section 4 and section 5 of the module through the “4.1.1 Healthcare Coalitions (HCCs)” link on the “Summary” form or tab at the top of the module. The link/tab will navigate you directly to three subtabs which correspond to the following forms: “4.1.1 Coalition Details”, “4.2.1 Organizations (HCOs)”, and “4.3.1 NIMS (see table below)”.

Figure 7: The following table reflects a view of the sub-tabs within the PERFORMS BP5 HPP EOY Performance Module's 4.1.1 Coalitions tab.

4.1.1 Coalition Details	4.2.1 Organizations	4.3.1 NIMS
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4.1.1 Healthcare Coalitions (HCCs)

This form includes fields related to describing each healthcare coalition (HCC) within the awardee's jurisdiction and can be accessed using the "4.1.1 Healthcare Coalitions (HCCs)" link on the "Summary" form or the tab at the top of the module. All fields except for the Web Link field are required. To modify or delete records, use the edit/delete links under the action column. You can add coalitions by using the "ADD COALITION" button at the bottom.

For each coalition, please make sure to provide the full legal name. Also, please use the "Edit" button under County/Zip Code to enter information on the coalition coverage area. The Coalition County Pop-up box will pop up (See below). *Alaska will show zip codes, while some other states will show cities, towns, and parishes, etc.

In order to associate member organizations to the Coalitions, please first enter healthcare coalition member organizations information under the "4.2.1 Healthcare Organizations" form which is accessible using the "4.2.1 Organizations" tab. Enter a unique full legal name for each organization regardless of organization type. After inputting the organizations, you will then return to the "4.1.1. Coalition Details" form to identify the organizations within each coalition. To do so, click the "Associate" button to open a pop-up box listing all HCC organizations within the Awardee. Then click on all the member organizations associated with each coalition. In the far right column entitled "Factors", press the "Program Indicators" link for each coalition. This link will direct you to go to the coalition-level indicator forms of "5.1.1 Medical Surge", "5.2.1 Continuity of Healthcare Operations", and "5.3.1 Healthcare Coalition Developmental Assessment".

A document in the User Support folder in the Resource library includes both the definitions of a healthcare coalition and HCC member types. The character limits for each of the coalition point of contact fields and web link field are listed below.

Figure 8: The following table reflects a view of the PERFORMS BP5 HPP EOY Performance Module’s 4.1.1 Coalition Details form.

HPP EOY Performance Section 4: Healthcare Coalitions Information Form 4.1.1: Healthcare Coalitions (HCCs) *OPTIONAL FIELD: WEB LINK												
Action	Name of HCC	County/ Zip Code	POC Name	POC Address	POC City	POC State	POC Zip	POC Phone	POC email	Web link	Associate Organization to Coalition	Factors
Edit Delete	500 characters	County A: Edit County B	500 characters	500 characters	500 characters	Abbrev list	5 characters	xxx - xxx - xxx x	50 characters	500 characters	Associate	Program Indicators
Edit Delete	500 characters	Edit	500 characters	500 characters	500 characters	Abbrev list	5 characters	xxx - xxx - xxx x	50 characters	500 characters	Associate	Program Indicators
Add New Coalition												

County Pop-Up

This box will come up when the “Edit” button is pressed under the county/zip code on “4.1.1 Coalition Details” form. Counties for each specific awardee are prepopulated and will be listed in alphabetical order. *Alaska will show zip codes, and some other states will show cities and/or, towns instead of counties. Counties will be pre-checked for all of the based on what was reported in HPP BP4 End of Year Performance module. You may modify this by clicking on different counties or pressing the select all box. You may also search for specific counties.

Figure 9: The following table reflects a view of the PERFORMS BP5 HPP EOY Performance Module’s county pop-up box within the 4.1.1 Coalition Details form.

County list for Coalition: Coalition A				
Please select all of the items below that describe the coalition coverage area. You may search for specific items using the search box in the header				
Search <input type="text"/>				
<input type="checkbox"/> Select All				
<input type="checkbox"/> Cobb	<input type="checkbox"/> Edward	<input type="checkbox"/> Gwinnett	<input type="checkbox"/> Long	<input type="checkbox"/> Noll
<input type="checkbox"/> Dekalb	<input type="checkbox"/> Fulton	<input type="checkbox"/> Hack	<input type="checkbox"/> Marriot	<input type="checkbox"/> Ung
Please Specify (Enter the name of each county separated by a semi-colon “;”):				
<input type="text"/>				

Organization Pop-Up

This box will come up when the “Associate” button is pressed under the associate organization to coalition on the “4.1.1 Coalition Details” form. The alphabetized organization list has been prepopulated within HCOs listed in the “4.2.1 Healthcare Organizations” form. Respondents are asked to update or modify the list. Organizations will be pre-checked based on what was reported in BP4. You may modify this by clicking on different organizations or pressing the “select all button”. You may also search for specific organizations.

Figure 10: The following table reflects a view of the PERFORMS BP5 HPP Performance Module’s organization pop-up box within the 4.1.1 Coalition Details form.

Organization list for Coalition: Clarke Cooperative				
Please select all of organizations below that are part of the coalition. You may search for specific items using the search box in the header				
Search <input type="text"/>				
<input type="checkbox"/> Select All				
<input type="checkbox"/> Emergency Mgmt	<input type="checkbox"/> Fire Dept	<input type="checkbox"/> Hospital B	<input type="checkbox"/> Hospital D	<input type="checkbox"/> Police Dept
<input type="checkbox"/> EMS	<input type="checkbox"/> Hospital A	<input type="checkbox"/> Hospital C	<input type="checkbox"/> Hospital E	<input type="checkbox"/> Volunteer Org
Please Specify (Enter the name of each county separated by a semi-colon “;”):				
<input type="text"/>				

4.2.1 Healthcare Coalition Organizations (HCOs)

This form includes fields related to each organization that is associated with the jurisdiction’s coalitions. The form can be accessed using the “4.1.1 Healthcare Coalitions (HCCs)” link on the “Summary” form or the tab at the top of the module and then going to the “4.2.1 Organizations” subtab to get to the form. The following form should be used to list all of the member organizations that are part of a healthcare coalition. Please enter healthcare coalition organizations and provide their full legal name. You can use the “Edit” and “Delete” links to modify each record or add a record using the “Add Organization” button. The “Name of HCC” field is there for your convenience and can not be modified. The “Name of the HCC” is assigned to each organization in the “4.1.1 Coalition Details” form through that associates organizations to coalition. An organization may be associated with more than one healthcare coalition. You may sort the list of organizations by coalition name and then organization name or just by organization name.

Please note we are only asking you to report on NIMS information for all healthcare coalition organizations that are categorized under HCC Member organization type as “Hospital”. For “Hospital” coalition members, you will be asked, “Do you meet any of the 11 NIMS compliance components?” When you mark the answer as “Yes”, press the “View/Edit NIMS” link to go the NIMS form to update NIMS information for the hospital. If other coalition member types are selected, the NIMS-related columns cannot be answered (they will be greyed out). Please make sure to go to “4.3.1 NIMS” form or the “NIMS” pop-up form, which activates upon pressing the “View/Edit NIMS” link, and update all NIMS components for each “Hospital” (regardless if you have completed or not applicable data for each NIMS component).

Figure 11: The following table reflects a view of the PERFORMS BP5 HPP Performance Module’s 4.2.1 Healthcare Coalition Organizations form.

<p align="center">HPP EOY Performance Section 4: Healthcare Coalition Information Form 4.2.1: : Healthcare Coalition Organizations (HCOs) *Please provide NIMS information on only the following organizations categorized as “Hospital” member types *Go back to the coalition details page to associate each HCO to a coalition</p>					
Action	Name of the Organization	HCC Member Organization type	If the HCC participated in an HPP funded exercise in the past year, please indicate the type	Do you meet any of the 11 NIMS compliance components?	Association to NIMS
Edit Delete	500 characters	**drop down (see below)	Drop down: “Full Scale Exercise”, “Functional Exercise”, “NA”	Drop down: “Yes”, “No”	View/Edit NIMS
Edit Delete	500 characters	**drop down (see below)	Drop down: “Full Scale Exercise”, “Functional Exercise”, “NA”	Drop down: “Yes”, “No”	
<div style="border: 2px solid black; border-radius: 15px; padding: 5px 20px; display: inline-block;">Add Organization</div>					

****Drop down list for coalition member organization type includes: Hospital; Skilled Nursing Facility; Psychiatric Residential Treatment Facility; Home Health Agency; Hospice; End Stage Renal Disease; Rural Health Clinic; Ambulatory Surgical Center; Community Mental Health Center; Federally Qualified Health Center; Community Health Center; Local Health Department; Emergency Medical Services; Emergency Management Agency; Other.**

4.3.1 National Incident Management Systems (NIMS)

The form includes NIMS fields for each hospital listed in the “4.2.1 Healthcare Coalition Organizations” form. The form can be accessed using the “4.1.1 Healthcare Coalitions (HCCs)” link on the “Summary” form or the tab at the top of the module and then going to the “4.3.1 NIMS” sub-tab to get to the form.

For each coalition member organization which lists its’ member type as Hospital, NIMS information (if the organization meets any of the 11 NIMS criteria) is required. The “Name of Organization” will be populated with text from the “4.2.1 Healthcare Coalition Organization” form. You simply must update each of the eleven criteria with an “X” for completed, “IP” for in progress, and “NP” for no progress.

There are two methods to enter NIMS data. One method allows the user to only view and edit NIMS information for a single hospital using the “View/Edit NIMS” link on “4.2.1 Healthcare Coalition Organization” form. Another method allows the user to view and edit all NIMS records using the “4.3.1 National Incident Management Systems (NIMS)” form. You can not add new records to the “4.3.1 National Incident Management Systems (NIMS)” form. You may only add records using the “4.2.1 Healthcare Coalition Organization” form.

Figure 12: The following table reflects a view of the PERFORMS BP5 HPP Performance Module’s 4.3.1 National Incident Management Systems (NIMS) form.

HPP EOY Performance Section 4: Healthcare Coalition Information Form 4.3.1: National Incident Management System (NIMS)											
<p>*Please fill out the following NIMS form for each coalition member organization that was categorized as a “Hospital” in 4.2.1</p> <p>For each NIMS compliance indicator, please describe compliance using the following codes:</p> <p>“X” = if the indicator is “Completed”</p> <p>“IP” = if the indicator is “In Progress”</p> <p>“NP” = there has been “No Progress” on the indicator</p>											
Name of Organization	NIMS 1	NIMS 2	NIMS 3	NIMS 4	NIMS 5	NIMS 6	NIMS 7	NIMS 8	NIMS 9	NIMS 10	NIMS 11
Sherman Hospital	Drop down: “X”, “IP”, “NP”	Drop down: “X”, “IP”, “NP”	Drop down: “X”, “IP”, “NP”	Drop down: “X”, “IP”, “NP”	Drop down: “X”, “IP”, “NP”	Drop down: “X”, “IP”, “NP”	Drop down: “X”, “IP”, “NP”	Drop down: “X”, “IP”, “NP”	Drop down: “X”, “IP”, “NP”	Drop down: “X”, “IP”, “NP”	Drop down: “X”, “IP”, “NP”

5.1.1 Medical Surge

The “5.1.1 Medical Surge” form includes fields for all coalition level program measures and associated data indicators. The form which in a pop-up screen can be accessed using the “Program Indicators” link on the “4.1.1 Coalitions Details” form for each coalition. The awardee can then navigate to the “5.1.1 Medical Surge” form using the “5.1.1 Medical Surge” tab in the pop-up screen.

Each data indicator requires a single digit response of 1 through 9 which relates to a 9-point Likert scale. Please refer to the *HPP Measure Manual: BP5 Implementation Guidance for HPP Program Measurement Activities* for a detailed description of the 9-point Likert scale and related qualifying descriptors.

Figure 13: The following table reflects a view of the PERFORMS BP5 HPP Performance Module's 5.1.1 Medical Surge form.

HPP EOY Performance Section 5: Healthcare Coalition Program Indicators and Factors Form 5.1.1: Medical Surge (Includes the following capabilities: Healthcare System Preparedness, Healthcare System Recovery, Medical Surge)	
*Please provide a response value of 1-9 for each healthcare coalition program indicator.	
HCC Indicators	Response
5.1.1.1 The HCC has developed a strategic plan with participation from its membership.	Numeric field that allows for a single digit value in the range of 1 to 9
5.1.1.2 The HCC has demonstrated, through exercise or real incident, its ability to both deliver appropriate levels of care to all patients, as well as to provide no less than 20% immediate availability of staffed members' beds, within 4 hours of a disaster.	Numeric field that allows for a single digit value in the range of 1 to 9
5.1.1.3 The HCC has demonstrated the ability to do the following during an incident, exercise or event: monitor patient acuity and staffed bed availability in real-time, off-load patients, on-load patients, and track and document patient movement	Numeric field that allows for a single digit value in the range of 1 to 9
5.1.1.4 The HCC has a mechanism to obtain feedback to help resolve member conflicts that have the potential to affect the overall performance of the HCC.	Numeric field that allows for a single digit value in the range of 1 to 9

5.2.1 Continuity of Operations

This form includes fields for all coalition level continuity of healthcare operations (COOP) program measures and associated data indicators. The form which is in a pop-up screen can be accessed using the "Program Indicators" link on the "4.1.1 Coalitions Details" form for each coalition. The awardee can then navigate to the "5.2.1 Continuity of Operations" form using the "5.2.1 COOP" tab in the pop-up screen.

Each data indicator requires a single digit response of 1 through 9 which relates to a 9-point Likert scale. Please refer to the [HPP Measure Manual: BP5 Implementation Guidance for HPP Program Measurement Activities](#) for a detailed description of the 9-point Likert scale and related qualifying descriptors.

Figure 14: The following table reflects a view of the PERFORMS BP5 HPP Performance Module's 5.2.1 Continuity of Operations form.

<p style="text-align: center;">HPP EOY Performance Section 5: Healthcare Coalition Program Indicators and Factors Form 5.2.1: Continuity of Operations (Includes the following capabilities: Healthcare System Preparedness, Healthcare System Recovery, Medical Surge)</p>	
<p>*Please provide a response value of 1-9 for each healthcare coalition program indicator.</p>	
Healthcare Coalition Program Indicators	Response
5.2.1.1 The HCC has access to a risk-based HVA which prioritizes the risks to its members.	Numeric field that allows for a single digit value in the range of 1 to 9
5.2.1.2 The HCC has conducted a gap analysis to identify resource shortfalls during an event and is implementing plans to close those resource gaps.	Numeric field that allows for a single digit value in the range of 1 to 9
5.2.1.3 The HCC has a process to enhance its member's situational awareness to support activation of immediate bed availability through continuous monitoring.	Numeric field that allows for a single digit value in the range of 1 to 9
5.2.1.4 The HCC has demonstrated the capability of a redundant means of communication for achieving and sustaining situational awareness.	Numeric field that allows for a single digit value in the range of 1 to 9
5.2.1.5 The HCC has tested its ability to address its member's healthcare workforce safety needs through training and resources.	Numeric field that allows for a single digit value in the range of 1 to 9
5.2.1.6 The HCC has prioritized and integrated essential healthcare recovery needs in its Emergency Operation Plan.	Numeric field that allows for a single digit value in the range of 1 to 9
5.2.1.7 The HCC has achieved its exercise objectives during tests of state or regional healthcare disaster plans.	Numeric field that allows for a single digit value in the range of 1 to 9

5.3.1 Healthcare Coalition Developmental Assessment (HCCDA)

This form includes fields for all coalition level HCCDA factors. The form which is in a pop-up screen can be accessed using the “Program Indicators” link on the “4.1.1 Coalitions Details” form for each coalition. The awardee can then navigate to the “5.3.1 Healthcare Coalition Developmental Assessment (HCCDA) factors” form using the “5.3.1 HCCDA” tab in the pop-up screen.

Each data indicator requires a single digit response of 1 through 9 which relates to a 9-point Likert scale. Please refer to the [HPP Measure Manual: BP5 Implementation Guidance for HPP Program measurement Activities](#) for a detailed description of the 9-point Likert scale and related qualifying descriptors.

For question 5.3.1.20, please use the drop-down box to select an answer. If an answer of “Other” is provided, then question 5.3.1.20.1 will be visible.

Figure 15: The following table reflects a view of the PERFORMS BP5 HPP Performance Module’s 5.3.1 Healthcare Coalition Developmental Assessment (HCCDA) factors form.

HPP EOY Performance Section 5: Healthcare Coalition Program Indicators and Factors Form 5.3.1: Healthcare Coalition Developmental Assessment Please provide a response value of 1-9 for each healthcare coalition program indicator. Please enter a “N/A” in 5.3.1.20.1 if the answer is not applicable	
HCC Indicators	Response
5.3.1.1 The HCC has established a formal self-governance structure, including leadership roles.	Numeric field that allows for a single digit value in the range of 1 to 9
5.3.1.2 The HCC has multi-disciplinary healthcare organization membership.	Numeric field that allows for a single digit value in the range of 1 to 9
5.3.1.3 The HCC has established its geographical boundaries.	Numeric field that allows for a single digit value in the range of 1 to 9
5.3.1.4 The HCC has a formalized process for resource and information management with its membership.	Numeric field that allows for a single digit value in the range of 1 to 9
5.3.1.5 The HCC is integrated into the healthcare delivery system processes for their jurisdiction (e.g., EMS, referral patterns, etc.).	Numeric field that allows for a single digit value in the range of 1 to 9

5.3.1.6 The HCC has established roles and responsibilities.	Numeric field that allows for a single digit value in the range of 1 to 9
5.3.1.7 The HCC has conducted an assessment of each of its member's healthcare delivery capacities and capabilities.	Numeric field that allows for a single digit value in the range of 1 to 9
5.3.1.8 The HCC has engaged its member's healthcare delivery system executives.	Numeric field that allows for a single digit value in the range of 1 to 9
5.3.1.9 The HCC has engaged its member's healthcare delivery system clinical leaders.	Numeric field that allows for a single digit value in the range of 1 to 9
5.3.1.10 The HCC has an organizational structure to develop operational plans.	Numeric field that allows for a single digit value in the range of 1 to 9
5.3.1.11 The HCC has an incident management structure (e.g., MACC, ICS) to coordinate actions to achieve incident objectives during response.	Numeric field that allows for a single digit value in the range of 1 to 9
5.3.1.12 The HCC demonstrates an ability to enhance situational awareness for its members during an event.	Numeric field that allows for a single digit value in the range of 1 to 9
5.3.1.13 The HCC demonstrates an ability to identify the needs of at-risk individuals (e.g., electrically dependent home-bound patients, chronically ill) during response.	Numeric field that allows for a single digit value in the range of 1 to 9
5.3.1.14 The HCC demonstrates resource support and coordination among its member organizations under the time urgency, uncertainty, and logistical constraints of emergency response.	Numeric field that allows for a single digit value in the range of 1 to 9
5.3.1.15 The HCC members demonstrate an evacuation capability with functional patient tracking mechanisms.	Numeric field that allows for a single digit value in the range of 1 to 9
5.3.1.16 The HCC utilizes an operational framework and set of indicators to transition from crisis standards of care, to contingency, and ultimately back to conventional standards of care.	Numeric field that allows for a single digit value in the range of 1 to 9

5.3.1.17 The HCC incorporates post-incident health services recovery into planning and response.	Numeric field that allows for a single digit value in the range of 1 to 9
5.3.1.18 The HCC ensures quality improvement through exercises/events and corrective action plans.	Numeric field that allows for a single digit value in the range of 1 to 9
5.3.1.19 The HCC has an established a method (e.g., social network analysis) for incorporating feedback from its members to support group cohesion and improve processes.	Numeric field that allows for a single digit value in the range of 1 to 9
5.3.1.20 Within the past year, what is your HCC's MOST IMPORTANT accomplishment related to emergency preparedness, response, recovery, and/or mitigation? (Choose one)	Drop down box with choices written below
5.3.1.20.1 Other Specified	100 characters

***5.3.1.20 Drop down list:

- 1-Enhanced connectivity with Emergency Operations Center (EOC) and Emergency Operations Plan (EOP);
- 2-Improved leveraging of disparate funding streams;
- 3-Increased ability to leverage resources and allocate scarce resources between HCC members;
- 4-Increased availability of emergency response and recovery services for the jurisdiction, bridging response and recovery;
- 5-Increased educational training opportunities for healthcare organizations;
- 6-Increased emergency management skills among HCC organizations;
- 7-Increased exercising and readiness planning among HCC members (e.g., drills and exercises);
- 8-Increased formal agreements for resource and information exchange;
- 9-Increased information sharing between HCC members through integrated communication;
- 10-Increased or enhanced sources of data needed for emergency preparedness and response;
- 11-Increased volunteerism (e.g., Emergency System for Advance Registration of Volunteer Health Professionals);
- 12-Other (please describe below)

6.1.1 Penetration Rate

This form includes fields for both the BP4 and BP5 penetration rate for each coalition healthcare organization type and can be accessed using the “6.1.1 Penetration Rate” link on the “Summary” form or the tab at the top of the module. Please include, by member type, the number of organizations that participated in your jurisdiction’s coalitions and the total number of healthcare organizations and community partners in your jurisdiction at the end of BP5 (June 30, 2017). We request that you use the same definitions of HCC member types and data resources that were used when you provided your previous End of Year information. While these HCC member type definitions may vary slightly across awardees, reporting consistency by awardee will afford meaningful analyses across budget periods. A document in the User Support folder in the Resource library includes both the definitions of a healthcare coalition and HCC member types.

The “HCC Member Count” and “Total Number of Healthcare and Other Community Partners” fields are split into BP4 and BP5 columns. The BP4 columns are fixed fields that display the data reported in BP4 End of Year Performance module, for your reference. The “BP5 HCC Member Count” requires a number less than or equal to the “BP5 Total Number of Healthcare and Other Community Partners” field on the corresponding column. The “BP5 Total Number of Healthcare and Other Community Partners” field requires a number of zero or greater. The “Penetration Rate” field is an automatically calculated field based on “HCC Member Count” divided by “Total Number of Healthcare and Other Community Partners” for each Member Type for each year when “Total Number of Healthcare and Other Community Partner” for each Member type is greater than zero and are provided for your convenience. The “Penetration Rate” field is updated when the “Save” button at the bottom of the page is pressed.

Figure 16: The following table reflects a view of the PERFORMS BP5 HPP Performance Module’s 6.1.1 Penetration Rate form.

HPP EOY Performance Section 6: Healthcare Coalition Information Form 6.1.1: Penetration Rate						
HCC Member Type	HCC Member Count		Total Number of Healthcare and Other Community Partners		Penetration Rate for BP5	
	BP4	BP5	BP4	BP5	BP4	BP5
Hospital		Greater than or equal to zero and less than and equal to the Total Number of Healthcare and Other Community Partners corresponding row		Greater than or equal to zero		Automatically calculated field (BP5 HCC Member divided by Total when Total is greater than zero); format ##.##%

Skilled Nursing Facility		Greater than or equal to zero and less than and equal to the Total Number of Healthcare and Other Community Partners corresponding row		Greater than or equal to zero	Automatically calculated field (BP5 HCC Member divided by Total when Total is greater than zero); format ##.##%
Psychiatric Residential Treatment Facility		Greater than or equal to zero and less than and equal to the Total Number of Healthcare and Other Community Partners corresponding row		Greater than or equal to zero	Automatically calculated field (BP5 HCC Member divided by Total when Total is greater than zero); format ##.##%
Home Health Agency		Greater than or equal to zero and less than and equal to the Total Number of Healthcare and Other Community Partners corresponding row		Greater than or equal to zero	Automatically calculated field (BP5 HCC Member divided by Total when Total is greater than zero); format ##.##%
Hospice		Greater than or equal to zero and less than and equal to the Total Number of Healthcare and Other Community Partners corresponding row		Greater than or equal to zero	Automatically calculated field (BP5 HCC Member divided by Total when Total is greater than zero); format ##.##%
End Stage Renal Disease		Greater than or equal to zero and less than and equal to the Total Number of Healthcare and Other Community Partners corresponding row		Greater than or equal to zero	Automatically calculated field (BP5 HCC Member divided by Total when Total is greater than zero); format ##.##%

Rural Health Clinic		Greater than or equal to zero and less than and equal to the Total Number of Healthcare and Other Community Partners corresponding row		Greater than or equal to zero	Automatically calculated field (BP5 HCC Member divided by Total when Total is greater than zero); format ##.##%
Ambulatory Surgical Center		Greater than or equal to zero and less than and equal to the Total Number of Healthcare and Other Community Partners corresponding row		Greater than or equal to zero	Automatically calculated field (BP5 HCC Member divided by Total when Total is greater than zero); format ##.##%
Community Mental Health Center		Greater than or equal to zero and less than and equal to the Total Number of Healthcare and Other Community Partners corresponding row		Greater than or equal to zero	Automatically calculated field (BP5 HCC Member divided by Total when Total is greater than zero); format ##.##%
Federally Qualified Health Center		Greater than or equal to zero and less than and equal to the Total Number of Healthcare and Other Community Partners corresponding row		Greater than or equal to zero	Automatically calculated field (BP5 HCC Member divided by Total when Total is greater than zero); format ##.##%
Community Health Center		Greater than or equal to zero and less than and equal to the Total Number of Healthcare and Other Community Partners corresponding row		Greater than or equal to zero	Automatically calculated field (BP5 HCC Member divided by Total when Total is greater than zero); format ##.##%

Local Health Department		Greater than or equal to zero and less than and equal to the Total Number of Healthcare and Other Community Partners corresponding row		Greater than or equal to zero	Automatically calculated field (BP5 HCC Member divided by Total when Total is greater than zero); format ##.##%
Emergency Medical Services		Greater than or equal to zero and less than and equal to the Total Number of Healthcare and Other Community Partners corresponding row		Greater than or equal to zero	Automatically calculated field (BP5 HCC Member divided by Total when Total is greater than zero); format ##.##%
Emergency Management Agency		Greater than or equal to zero and less than and equal to the Total Number of Healthcare and Other Community Partners corresponding row		Greater than or equal to zero	Automatically calculated field (BP5 HCC Member divided by Total when Total is greater than zero); format ##.##%
Other*		Greater than or equal to zero and less than and equal to the Total Number of Healthcare and Other Community Partners corresponding row		Greater than or equal to zero	Automatically calculated field (BP5 HCC Member divided by Total when Total is greater than zero); format ##.##%
Total (calculated)		Calculated by summing coalition member type numbers in the column; greater than or equal to zero; field can be modified		Calculated by summing Total Number of Healthcare and Other Community Partners in the column; greater than or equal to zero; field can be modified	Automatically calculated field (BP5 HCC Member divided by Total when Total is greater than zero); format ##.##%

7.1.1 Other HPP Reporting

This form is an optional form and can be accessed using the “7.1.1 Other HPP Reporting” link on the “Summary” form or the tab at the top of the module. Users can use this optional form to provide granularity on any of their answers. The form contains an open text field that has a 3500 character limit. A spell check button will be provided at the bottom of the form.

Figure 17: The following table reflects a view of the PERFORMS BP5 HPP Performance Module’s 7.1.1 Other HPP Reporting form.

HPP EOY Performance Section 7: Other HPP Reporting Form 7.1.1: Other HPP Reporting
*Please use the following optional form to provide any in-depth information on items such as the program measures, best practices, and coalition development.
3500 characters

Reports

The reports form has four report options. Click on a report name and then click view report. A pop-up box will display the report. You may save the report in .pdf, .doc, or .xls formats by clicking on the floppy disk icon in the pop-up box.

Figure 18: The image below reflects the pop-up box that allow users to generate and download a report.

HPP Reports

- Awardee Level Report
- Coalition Report
- Organization Report
- Organization Details Report
- NIMS Report
- Program Indicators and Factors Report

Awardee Level Report

The Awardee Level Report displays all data reported at the awardee level. This includes information from the “1.1.1 Cover”, “1.2.1 HPP Expenditures Report”, “2.1.1 ESAR-VHP Program”, “3.1.1 Medical Surge”, “4.3.1 Penetration Rate”, and “7.1.1 Other HPP Reporting”.

Coalition Report

The Coalition Report displays all data reported on form “4.1.1 Coalition Details”.

Organization Report

The Organization Report displays all data reported on form “4.2.1 Healthcare Coalition Organizations”.

Organization Details Report

The Organization Details report displays all linked data from the following forms: “4.1.1 Coalition Details”, “4.2.1 Healthcare Coalition Organizations” and “4.3.1 National Incident Management Systems (NIMS)”.

NIMS Report

The Organization Report displays all data reported on form “4.3.1 National Incident Management Systems (NIMS)”.

Program Indicators and Factors Report

The Program Indicators Report displays all program indicators and HCCDA factors reported by coalition. This data was recorded on forms “5.1.1 Medical Surge”, “5.2.1 Continuity of Operations”, and “5.3.1 Healthcare Coalition Development Assessment (HCCDA) factors”.