Office of Readiness and Response - Regional Centers for Public Health Preparedness and Response:

Five-Year Regional Work Plan Template

FY2024-2030

HHS Region Number	
Funded Institution:	
Point of Contact	
Period of Performance	Start Date: MM/DD/YYYY End Date: MM/DD/YYYY
Date of Completion	

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- Section 1 - Focus Area, Priorities, Multi-Year Objectives and Activities
- Section 2- Partner, Roles, and Resources Needed to Accomplish Objectives
- Section 3- General Questions

A Five-Year Regional Work Plan should include:

- priority areas and objectives, and at least 3 focus areas within those priority areas on ways State, Tribal, Local, and Territorial (STLT) and relevant partners can benefit from use of new or enhanced public health preparedness and response (PHPR) evidence-based strategies or interventions (EBSIs).
- prioritized EBSIs to implement.
- capability and capacity of STLT health departments and relevant partners to implement and evaluate activities to meet objectives.
- sustainability plan for implementation of evidence-based practice in the region beyond the five-year period.

Guidance on completing the work plan for HHS Regions:

- Identify **at least 3 regional STLT focus area(s)** that would benefit from translation, dissemination, and evaluation of promising research findings or evidence-informed or evidence-based practices. The focus areas should remain consistent throughout the performance period.
- Regional STLT PHPR focus areas may range from public health emergency type, Public Health Emergency Preparedness (PHEP) capability domain, and target population.
- The workplan should also cover known strategies or interventions, plans to implement each strategy or intervention, or the development and evaluation of new approaches.
- Establish **minimum of 3 multi-year objectives** per focus area and provide a detailed description of the objective supported by key data, policy, and/or literature findings.
- Ensure **objectives meet the SMART** criteria.
- Identify **activities** to meet objectives in Five-Year Regional Work Plans.
- Incorporate **health equity and population-specific considerations and how it will be addressed within each focus area. If the objective does not include these specifications, please indicate why.**

Section 1. Focus Area, Priorities, Multi-Year Objectives and Activities (*Repeat for each focus area)

Regional STLT Focus Area 1: [*Include text here*] - e.g., Incident Management
Regional Topic 1: [*Include text here*] - e.g., Operations and Resources

Objective 1:	*Describe the objective in detail and how it will impact the focus area supported by data, policy, or other literature findings.*
Domain	*Select the domain category the objective applies to. *For cross-cutting topics, select all that apply.* ☐ Community Resilience ☐ Incident Management ☐ Information Management ☐ Countermeasures and Mitigation ☐ Surge Management ☐ Biosurveillance ☐ Other _____ _____ _____

Implementation Timeframe	**State Date:** MM/DD/YYYY	**End Date:** MM/DD/YYYY

Activities	**Activity 1:** *Describe activities to achieve Objective 1.*
	Activity 2:
	Activity 3:

	Target date	Responsible Position or Party	Progress or Process Measure(s)	Status
Activity 1				
Activity 2				
Activity 3				

Category	☐ **Program** ☐ **Research and evaluation**
Purpose:	*Select the purpose of each identified activity. *If cross-cutting, select all that apply.* **Activity 1:** ☐ identify, translate, and disseminate promising research findings or strategies into evidence-informed or evidence-based practices (may include conducting research related to public health preparedness and response systems) ☐ improve awareness of evidence informed or evidence-based practices and other relevant scientific or public health information through the development, evaluation, and dissemination of trainings and training materials ☐ utilize and expand relevant technological and analytical capabilities to inform public health and medical preparedness and response efforts (may include participation in drills and exercises and training public health experts) ☐ provide technical assistance and expertise that relies on evidence-based practices ☐ coordinate relevant activities to improve public health preparedness and response as informed by needs of the community or communities involved

	☐ Other _____ _____ **Activity 2:** ☐ identify, translate, and disseminate promising research findings or strategies into evidence-informed or evidence-based practices (may include conducting research related to public health preparedness and response systems) ☐ improve awareness of evidence informed or evidence-based practices and other relevant scientific or public health information through the development, evaluation, and dissemination of trainings and training materials ☐ utilize and expand relevant technological and analytical capabilities to inform public health and medical preparedness and response efforts (may include participation in drills and exercises and training public health experts) ☐ provide technical assistance and expertise that relies on evidence-based practices ☐ coordinate relevant activities to improve public health preparedness and response as informed by needs of the community or communities involved ☐ Other _____ _____ **Activity 3:** ☐ identify, translate, and disseminate promising research findings or strategies into evidence-informed or evidence-based practices (may include conducting research related to public health preparedness and response systems) ☐ improve awareness of evidence informed or evidence-based practices and other relevant scientific or public health information through the development, evaluation, and dissemination of trainings and training materials ☐ utilize and expand relevant technological and analytical capabilities to inform public health and medical preparedness and response efforts (may include participation in drills and exercises and training public health experts) ☐ provide technical assistance and expertise that relies on evidence-based practices ☐ coordinate relevant activities to improve public health preparedness and response as informed by needs of the community or communities involved ☐ Other _____ _____
Setting	☐ **Regional** ☐ **State** ☐ **Territorial** ☐ **Local** ☐ **Tribal**
Collaboration and Coordination	*For EACH activity, describe collaboration and coordination activities (e.g., partnerships) with applicable state, territorial, local, and tribal health department and officials, health care facilities, and health care coalitions to improve public health preparedness and response.*
Population Focus	<u>**Activity 1:**</u> *Describe and justify the population focus for this objective.* (***Repeat for each activity**) *Sub-population considered (select all that apply):* ☐ *At-Risk Populations[1]* ☐ *Underserved due to limited access to services that are accessible, acceptable, and affordable[2]* ☐ *People with Limited English Proficiency* ☐ *People living in rural areas* ☐ *Low-income*

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[1] At-Risk Individuals (hhs.gov)
[2] Social Determinants of Health - Healthy People 2030 | health.gov

	☐ *Immigrant*
	☐ *Race and/or Ethnicity:*
	    ☐*American Indian or Alaska Native*
	    ☐ *Asian*
	    ☐ *Black or African American*
	    ☐ *Hispanic or Latino*
	    ☐ *Middle Eastern or North African*
	    ☐ *Native Hawaiian or Pacific Islander*
	    ☐ *White*

Health Equity Considerations	**Activity 1: (*Repeat for each activity)** *1. Has the coordinating body considered the evidence base documenting drivers of health disparities and inequities to inform development of the objective?* ☐ Yes ☐ No ☐ Not Applicable *2. If yes to Question 1, how? If no, please explain why not.* *[Include text here]* *3. Are considerations for health equity integrated into the decision-making process when developing and framing the objective to improve health outcomes?* ☐ Yes ☐ No ☐ Not Applicable *3. Has the objective considered the burden of social determinants of health on populations with access and functional needs, low socioeconomic status, and communities experiencing racism?* ☐ Yes ☐No ☐Not Applicable *4. Are there known unintended positive or negative impacts on health equity?* ☐ Yes ☐No ☐Not Applicable

Section 2. Partners, Roles, and Resources Needed to Accomplish Objectives (*Repeat for each objective)

Regional STLT Focus Area 1: [*Include text here*] - e.g., Incident Management
Regional Topic 1: [*Include text here*] - e.g., Operations and Resources

Note: For each activity, complete the following information. If same as activity 1, please state.

Activity 1	**Partners/Stakeholders:** *Describe potential partners/stakeholders who can support necessary activities to accomplish the objective.*
	Roles and responsibilities: *Describe potential roles and responsibilities for each partner/stakeholder to accomplish the objective.* *For example: For each entity or individual, consider how they are involved in the problem, what their position or motivation is, how may they be engaged in meeting the objective, and what constraints might keep them from helping to address the problem. In addition, determine if a Memoranda of Agreement (MOA) would be established between involved parties.*
	Resources needed to implement objectives: *Describe administrative, financial, or technical support resources needed to accomplish the objective.*
	Resources available through partners/stakeholder: *Describe potential resources that may be provided by the partner/stakeholder to accomplish the objective.*

	Potential barriers/issues that may be encountered: *Describe potential barriers or issues that may be encountered in accomplishing the objective.*
	Potential strategies to overcome barriers/issues: *Describe potential strategies to overcome potential barriers or issues to accomplish the objective.*
	Technical Assistance: *Describe any potential technical assistance required and by whom to accomplish the objective.*

Section 3. General Questions

1. Within the HHS region, which organizations or groups, if any, currently support activities in the focus area of interest?
- What search strategy was used to identify these organizations or groups?
- Do the organizations or groups have dedicated funds to expand activities in the future for the focus area?

2. Who participated in the development of the objectives? Please refer to the Statement of Work: Task 2 for potential list of members and complete the table below.

Steering Committee Member Type	Affiliation	Geographical Location	Area of Expertise
e.g., Public Health Information Officer	*e.g., Local HD*	*e.g., King County, Washington*	*Cross-jurisdictional communication strategies*
e.g., Urban healthcare facility representative			

3. How will progress towards achieving each objective be monitored and evaluated?