Non-substantive Change Request Submission

Non-substantive Change Request OMB Control Number 0920-1417

TITLE: Public Health Emergency Management (PHEM) Tool

Date Submitted: June 11, 2025

Summary of request: The non-substantive change request is for the following changes:

-Removed references to COVID-19 from **PHEM Tool**

-Removed **Glossary** page

-The **PHEM Tool** itself has been streamlined and shortened to remove duplicative items

-Addition of **Analysis and next steps** page

-Addition of **Guidance** page

-Addition of optional **PHEOC infrastructure check list** page

- Additional of **Milestones** page

-Addition of **Numbers** list page

These proposed changes will not impact the approved burden hours or affect the scope of the approved information collection. The quality and organization of the data collected will be improved and streamlined, and the discussions to gather data will be easier to facilitate with the changes made to PHEM Tool items. Questions regarding COVID-19 have been removed.

Description of Changes Requested:

Form Name	Question/ Item	Requested Change	Justification for Change
Glossary Page	Complete form	Remove form	Removed glossary page since a Guidance form is being added as a separate tab in the same file.
PHEM Tool	1, 2	Delete questions	Removed questions because

			they are not directly relevant to PHEM program capacity development planning and prioritization.
PHEM Tool	3	Removed: "If yes, for what situation(s) was the IMS activated?" Removed: "Did the country activate IMS for the COVID-19 pandemic?" Added in row 5: "Has the IMS been activated in the past 12 months?" Added in row 6: "If yes: please elaborate in the "additional notes section" on what situation(s) prompted IMS activation."	Removed because this is no longer being utilized in COVID-19 pandemic contexts. This tool is being used to identify gaps and inform planning to address capacity development priorities. Added item to allow for open-ended responses.
PHEM Tool	4	Removed: Overview of capacity development activities that have been completed in the last FY (trainings, Technical Assistance (TA), site visits): Added in row 10: Based on conversations with country based colleagues (CDC Country Office, MOH colleagues, etc.) does the EMTA recommend any capacity development	Removed general question about capacity development needs. Added a focused question on subnational level to determine capacity development needs.

		engagement on the subnational level?	
		Added in row 11: If yes: please elaborate in the "additional notes" section on why capacity development efforts are appropriate on the subnational level.	
PHEM Tool	5	Removed: Is there an existing Public Health Emergency Operations Center (PHEOC)? Removed: If yes, where is the PHEOC located? And If yes, was the PHEOC established prior to the COVID-19 pandemic?	Removed questions specific to PHEOC and COVID-19 pandemic, since this tool no longer supports COVID-19 pandemic activities and seeks to understand broader PHEM capacities than just the PHEOC.
PHEM Tool	6	Removed: If yes, did the COVID-19 pandemic change the PHEM program and mission? Removed: PHEM program mission statement (if applicable): Added in row 8: if yes: please elaborate in the additional notes section on where the PHEM program is	this tool no longer supports COVID-19 pandemic activities. Changed question to not ask for the mission statement, and instead for organizational contexts of PHEM program.

		organizationally (example: within the MOH structure, NPHI structure, etc.).	
PHEM Tool	7	Removed: Describe current legal authorities, policies, laws, etc. that empower the country's PHEM program and PHEOC: Removed: Describe if and how the COVID-19 pandemic changed the current legal authorities, policies, laws, etc. that empower the country's PHEM program and PHEOC: Added in row 16: Does the country have current legal authorities, policies, laws, etc. in place that empower the country's PHEM program?	Changed items from opened to closed format. this tool no longer supports COVID-19 pandemic activities.
PHEM Tool	8	Removed: List all pending authorities (laws, policies, decrees) related to the country's PHEM program or PHEOC:	Removed for redundancy, unnecessary listing for planning purposes of tool
PHEM Tool	9	Removed: Does the country's PHEM program have a	Broadened from "steering committee" to "national policy group"; this tool no longer

		national Steering Committee to provide strategic direction which aligns with national policies and guidelines pertaining to PHEM? Removed: If yes, did the national Steering Committee exist prior to the COVID-19 pandemic? Added in row 17: Does the country's PHEM program have a national policy group to provide strategic direction which aligns with national policies and guidelines pertaining to PHEM?	supports COVID-19 pandemic activities.
PHEM Tool	10	Removed: Describe if and how the COVID-19 pandemic changed the above processes:	this tool no longer supports COVID-19 pandemic activities.
PHEM Tool	11	Removed: Does the country require TA in the area of legal authorities? Removed: If yes, please provide a brief description:	Redundant with "Analysis and next steps" form
PHEM Tool	12	Added in row 43: If yes to D2 and D3: The PHEM program communicates with the IHR NFP on a	Clarifies frequency of communication with IHR NFP. Changed order to follow general questions on PHEM Program

		routine basis (at least quarterly). Changed order of tool items	Infrastructure for ease of information collection.
PHEM Tool	13	Removed: Does the PHEM program have access to complete information on up-to-date location, phone number, email, points of contact for the following entities: Removed: Public health and health/human/social services, including sub-national offices, shelters, refugee/evacuee camps, etc. Removed: Other key government ministries (defense, animal health, disaster management) Added in row 48: Does the PHEM program have access to complete information on up-to-date location, phone number, email, points of contact for the following entities stored in an area accessible for all appropriate staff: Added in row 53:	Reworded question to emphasize accessibility of information. Split out sub-items into more discrete items to better identify gaps

		Public health services	
		Added in row 54: Social services	
		Added in row 55: Refugee/evacuee camps	
		Added in row 56: Defense government ministries/entities	
		Added in row 57: Animal health government ministries/entities	
		Added in row 58: Disaster management government ministries/entities	
PHEM Tool	15	Removed: If yes to question #14, how often are these contact lists tested (exercised) and updated? Added in row 64: If yes to one or more between E1-E14: these contact lists are exercised/tested or utilized at least once a year.	Changed items from opened to closed format.
PHEM Tool	17	Removed: Has the country conducted a public health risk assessment? And Did the COVID-19 pandemic affect the	Specified "all-hazards" in question. this tool no longer supports COVID-19 pandemic activities.

		country's ability to adequately perform a public health risk assessment? Added in row 70: Has the country conducted an all-hazards public health risk assessment?	
PHEM Tool	20	Removed: If yes, specify below: Threats, hazards, vulnerabilities, and risks not identified. Removed: Threats, hazards, vulnerabilities, and risks identified BUT not mapped. Removed: Threats, hazards, vulnerabilities, and risks identified AND mapped. Removed: Threats, hazards, vulnerabilities, and risks prioritized AND approved by national officials. Removed: Other (explain): Removed: Did the COVID-19 pandemic affect the ability to identify threats,	this tool no longer supports COVID-19 pandemic activities. Streamlined answer responses to yes/no format to focus on frequency of risk assessment updates.

		hazards, vulnerabilities, and risks and how change how they were prioritized? Added in row 79: If yes: Are risk assessments reviewed annually? Added in row 80: If yes: Are the risk assessments updated every 3-5 years?	
PHEM Tool	21	Removed: Are the risk assessments reviewed on at least an annual basis? Removed: Did the COVID-19 pandemic affect the country's ability to review the risk assessments on at least an annual basis? Added in row 81-84: Have contingency plans been developed for the following (select yes to maximum of 1 of the options below): All threats identified in the risk assessment; The top three threats identified in the risk assessment, but not all threats; The top threat identified in the	Item redundant with previous question; focused question on contingency plans developed based on risk assessment. this tool no longer supports COVID-19 pandemic activities.

		risk assessment only	
PHEM Tool	22	Removed: If yes, what was the date of the sub-national risk assessment? Removed: If yes, how many regions/districts/provinces were included? Added in row 86: If no: Are there plans to carry out a risk assessment at the sub-national level?	Focused item to identify planning required for implementing risk assessment on sub-national level.
PHEM Tool	23-26	Reformatted items into grid in rows 205-221, columns B-L on the "PHEM Tool" tab	This format allows for better identification of capacity development needs and extent of workforce capacity for each core IMS position. Changed items from yes/no format to numeric counts to better understand workforce capacity and PHEM program workforce needs.
PHEM Tool	27	Removed: Are surge staff pre-identified and on a roster that is updated/verified at least quarterly?	Redundant with information requested in newly formatted grid
PHEM Tool	28	Removed: Is there surge capacity to respond to public health emergencies of national and	Focused item on PHEOC manager skills and abilities to better understand capacity of PHEM program leadership

		international concern?	
		Added in rows 217-221: The PHEOC manager is able to carry out the following activities independently: PHEOC activation; watch functions; plan development; training and exercises	
PHEM Tool	29	Removed: Describe access to and availability of public health subject matter experts (SMEs) and other Ministry of Health (MoH) staff who can fill various IMS, rapid response teams, and science roles during a response:

Added in row 92: Are public health subject matter experts (SMEs) and other Ministry of Health (MoH) staff available to fill various IMS, rapid response teams, and science roles during a response?

Added in row 93: And Are public health subject matter experts (SMEs) and other Ministry of Health (MoH) staff listed as | Changed items from opened to closed format to streamline information collected. |

		"on call" to fill various IMS, rapid response teams, and science roles during a response?	
PHEM Tool	30	Removed: Does the PHEM program have a dedicated training section/unit to conduct PHEM training at national and sub-national levels? Added in row 94: Does the PHEM program have an established training section/unit to conduct continuous PHEM training at the national level?	Changed "dedicated" to "established" and removed sub-national level from question to focus on national level and allow flexibility in structure.
PHEM Tool	31-34	Removed items listing all PHEM courses and training levels for core IMS positions. Added in row 211: How many of the individuals identified in P3 and P4 have received foundational training on IMS concepts in the past 3 years? Added in row 212: How many of the individuals identified in P3 and P4 have received role-specific training in the past 3	Allowed flexibility in specific courses completed by PHEM staff; modified questions to understand knowledge and skills gained by core IMS staff over the past 3 years.

		years?	
PHEM Tool	35	Removed: Are trained individuals maintained in a roster?	Removed to streamline items on workforce capacity
PHEM Tool	36	Removed: What is the total number of people trained?	Redundant with reformatted PHEM staffing grid in rows 205-221, columns B-L
PHEM Tool	38	Removed: Are exercises are conducted in the PHEOC? Added in row 228: Does the PHEM program conduct exercises?	Removed PHEOC focus to broaden focus to PHEM program capacity
PHEM Tool	39	Removed: Are exercises are conducted 2 or more times per year to test IMS activation procedures? Removed: If yes, did the COVID-19 pandemic change the frequency that exercises are conducted? Added in row 229: Are functional exercises to test IMS activation procedures conducted at least once per year? Added in row 230: If yes: Have SOPs been updated to reflect the lessons learned from	this tool no longer supports COVID-19 pandemic activities. Focused question on frequency of exercises from at least 2 times per year to at least 1 time per year; focused item on utilizing exercise results to validate and update existing PHEM program plans and training.

		drills or exercises? Added in row 231: Have training activities been updated to reflect lessons learned from drills or exercises?	
PHEM Tool	41	Removed: Is there a system of monitoring and evaluation in place to assess the public health emergency management program capability and performance? Removed: If yes, was the system in place prior to the COVID-19 pandemic?	Removed because focus was too broad to properly assess evaluation capacity; this tool no longer supports COVID-19 pandemic activities.
PHEM Tool	42	Removed: Does the PHEM program use scheduled drills and exercise activities to test developed plans and assesses staff and system responses to identify areas for process improvement?	Redundant question, removed to streamline tool
PHEM Tool	44	Removed: Are Inter-Action Reviews (a qualitative review of actions) conducted during each IMS activation? Added in row 102: Are intra-action reviews, or	Corrected question to better understand capacity for evaluation processes for IMS activation

		in progress reviews, conducted during each IMS activation according to country requirements?	
PHEM Tool	45	Added in row 105: If yes: Is there a corrective action plan based on the AAR that with deadlines and roles and responsibilities for implementation? Added in row 106: If yes: Have SOPs been updated to reflect the lessons learned from activation? Added in row 107: If yes: Have training activities been updated to reflect lessons learned from activation?	Added items to better understand capacity to use evaluation results to improve PHEM program processes and systems
PHEM Tool	46	Removed: early warning systems data Added in row 118: please elaborate on which Ministries, Departments, and/or Agencies	Removed redundant item and added item to better understand linkages to other government entities
PHEM Tool	47	Removed: Does the PHEOC/PHEM program have dedicated staff and processes to receive, analyze, manage,	Focused question on access to information for decision-making, instead of PHEM program staff capacity to manage and utilize information.

		report/display , and share surveillance data from the following and If none, is the PHEOC linked to the appropriate group/units responsible for collecting data from the above groups? Added in row 119: Does the PHEM Program have access to surveillance data from the following groups for timely decision making Added in row 129: Is the core group that manages surveillance part of the PHEM program? Added in row 130: If no: are there linkages to these teams to ensure the PHEM program has access to accurate information for timely decision making?	
PHEM Tool	48	Removed: Are forms and templates for data collection, reporting, and briefing in place?	Removed item to streamline focus to identify key PHEM program capacity gaps
PHEM Tool	49	Removed: Does the PHEOC have the staff, systems and	Focused question on access to information for decision-making, instead of PHEM program staff

		equipment to conduct event-based surveillance such as monitoring of rumors, informal reporting of clusters of disease or death, media reports, etc.?	capacity to manage and utilize information.
		Removed: If yes, was event-based surveillance in place prior to the COVID-19 pandemic?	
		Removed: If no, is the PHEOC is linked to the appropriate group/unit responsible for event-based surveillance?	
		Added in row 131: Does the PHEM Program utilize event-based surveillance data to inform notification and reporting processes, such as alerts, critical information requirements, etc?	
PHEM Tool	50	Removed: Has the PHEOC linked to sources for contextual data and information (i.e. weather, population, maps, hospitals, number of internally displaced persons) to create a common operating	Streamlined question to focus on linkages of PHEM program to relevant information for a common operating picture.

		picture?	
		Removed: If no, is the PHEOC linked to the appropriate group/unit responsible for contextual data and information for a common operating picture?	
		Added in row 146: Is the PHEM program linked to sources for contextual data and information (i.e. weather, population, maps, hospitals, number of internally displaced persons) to create a common operating picture?	
PHEM Tool	51	Removed: If no, is there a mandatory reporting system in place? Removed: Does mandatory reporting system provide information the PHEOC?	Focused question on key information needed to identify gaps in PHEM program capacity
PHEM Tool	52	Removed: Has the PHEOC/PHEM PROGRAM pre-identified Critical Information Requirements (CIRs) which can trigger an activation? And If yes,	Changed "pre-identified" to "identified" to streamline language; this tool no longer supports COVID-19 pandemic activities. Added item to better understand capacity to link law enforcement information to

		did the COVID-19 pandemic change the CIR activation process?	PHEM program for decision making.
		Added in row 148: Has the PHEM program identified Critical Information Requirements (CIRs) which can trigger an activation?	
		Added in row 150: A functional mechanism for collaboration and timely and systematic information exchange between public health and law enforcement agencies in case of deliberate and/or accidental events.	
PHEM Tool	53	Removed: If yes, were the sharing agreements in place prior to the COVID-19 pandemic?	this tool no longer supports COVID-19 pandemic activities.
PHEM Tool	55	Removed: Was there an EOP prior to the COVID-19 pandemic?	this tool no longer supports COVID-19 pandemic activities.
PHEM Tool	56	Removed: Identification of all intended levels and players involved in emergency response, management and how each organization fits	Changed "players" to "stakeholders" to improve clarity of the question. Removed parts of the question that were redundant to streamline content; this tool no

		into the national response system	longer supports COVID-19 pandemic activities.
		Removed: Identification of an authority structure or matrix for decision making; Identification of an authority structure or matrix for decision making	
		Removed: Did the concept of operations exist prior to the COVID-19 pandemic?	
		Added in row 175: Identification of all intended levels and stakeholders involved in emergency response, management and how each organization fits into the national response system?	
PHEM Tool	58	Removed: External: Are there plans to issue specific risk communications (e.g., alerts, risk factors, protective actions, guidance, recommendations, etc.) to the general public or to targeted populations via traditional media (e.g., TV, radio, etc.). established using a	Streamlined question content for clarity

		multi-hazard approach?	
		Added in row 178: Are there plans to issue specific risk communications (e.g., alerts, risk factors, protective actions, guidance, recommendations, etc.) to the general public or to targeted populations via traditional media (e.g., TV, radio, etc.). established using a multi-hazard approach?	
PHEM Tool	59	Removed: SOPs for daily operations; and Activation and notification procedures for all PHEOC staff, relevant sub-national offices, other ministries, and partners	Specified SOPs and procedures to better understand PHEM systems, plans, and procedures capacity
		Added in row 183: SOPs for watch mode	
		Added in row 184: SOPs for alert mode	
		Added in row 185: SOPs for response mode	
		Added in row 186: SOPs for activation	

		and deactivation	
		Added in row 189: Procedures for preliminary assessment to determine activation	
		Added in row 190: Notification procedures for all PHEOC staff, relevant sub-national offices, other ministries, and partners	
PHEM Tool	60	Removed: Activation Criteria are established and are utilized (Yes/No)	Redundant to items added for 59
		Removed: SOPs for Activation and De-Activation of IMS exist and are utilized (Yes/No)	
		Removed: Levels of activation are described with corresponding organigrammes (Yes/No)	
PHEM Tool	61	Removed item	Redundant to items added for 59
PHEM Tool	New item	Added in row 27: Is there an existing Public Health Emergency Operations Center (PHEOC)?	
		Added in row 28: If	

		yes: Can the PHEOC facility convene PHEM program and appropriate partners/liaisons to meet regularly if the IMS is activated? Added in row 29: If yes: Does the PHEOC facility have audiovisual capability to display information and data for key decision making and discussion activities? Added in row 30: If yes: Can the PHEOC facility safely and securely house equipment and technological infrastructure required to collect and manage data and information?	
PHEM Tool	62	Removed item	Not necessary for adequate understanding of PHEM program infrastructure capacity
PHEM Tool	63	Moved item to "PHEOC infrastructure checklist" form	If it is determined that the PHEM program has extensive PHEOC infrastructure, these items on the "PHEOC infrastructure checklist" form can be completed.
PHEM Tool	64	Moved item to "PHEOC infrastructure checklist" form	If it is determined that the PHEM program has extensive PHEOC infrastructure, these items on the "PHEOC infrastructure

			checklist" form can be completed.
PHEM Tool	65	Removed: Communications equipment in possession of field personnel is tested at least once per year; and b. Personal Protective Equipment (PPE) Added in rows 31-34: Does the PHEM Program have access to the following equipment; Personal Protective Equipment (PPE); Communications equipment in possession of field personnel; If yes: communications equipment is tested at least once per year	Reworded and organized for clarity, to better understand extent of capacity
PHEM Tool	66	Moved item to "PHEOC infrastructure checklist" form	If it is determined that the PHEM program has extensive PHEOC infrastructure, these items on the "PHEOC infrastructure checklist" form can be completed.
PHEM Tool	67	Moved item to "PHEOC infrastructure checklist" form	If it is determined that the PHEM program has extensive PHEOC infrastructure, these items on the "PHEOC infrastructure checklist" form can be completed.

PHEM Tool	68	Moved item to "PHEOC infrastructure checklist" form	If it is determined that the PHEM program has extensive PHEOC infrastructure, these items on the "PHEOC infrastructure checklist" form can be completed.
PHEM Tool	69	Moved item to "PHEOC infrastructure checklist" form	If it is determined that the PHEM program has extensive PHEOC infrastructure, these items on the "PHEOC infrastructure checklist" form can be completed.
PHEM Tool	70	Removed: The PHEM program has, or has access to, trained staff and systems to disseminate the following to relevant partners: Added in row 132: Does the PHEM program have access to trained staff and systems to disseminate the following to relevant partners:	Reworded to emphasize importance of access to information for decision making and distribution to understand PHEM program capacity
Analysis and next steps	Complete form	Add new form	To better manage information collection, the analysis and next steps were moved to a different tab in the excel file for easy reference and access, separate from the PHEM Tool questions
Guidance	Complete form	Add new form	To consolidate all reference and guidance on PHEM Tool items, the guidance was placed on a

			different tab in the same file for easy access.
PHEOC infrastructure check list	Complete form	Add new form	Because many countries will not have a PHEM program with advanced infrastructure supporting the PHEM program, an optional PHEOC infrastructure checklist was created on a separate tab in the same file, and relevant items from the PHEM Tool were moved to this form. If it is determined that the PHEM program has extensive PHEOC infrastructure, these items on the "PHEOC infrastructure checklist" form can be completed.
Milestones	Complete form	Add new form	Strategic milestones indicating extent of PHEM program capacity were drafted; these have been included on a separate tab in the same file for reference, as information on capacities is collected.
Numbers	Complete form	Add new form	Conditional formatting was added to the PHEM Tool tab; the number list is part of formulas for that conditional formatting to easily reference selected responses for tool items.