Frequently Asked Questions

PHEP Budget Period 4

P O R T S
PHEP ORR Reporting and Tracking System

March 2023

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Acronyms

The following acronyms and corresponding terms are used in this document.

ACRONYM	TERM	ACRONYM	TERM
AFN	Access and Functional Needs	JSS	Jurisdictional Structure Sheet
BP	Budget Period	MYTEP	Multi Year Training and Exercise Plans
CCS	Critical Contact Sheet	On-TRAC	Online Technical Resources and Assistance Center
CRI	Cities Readiness Initiative	ORR	Operational Readiness Review
DOC	Department Operations Center	PHAB	Public Health Accreditation Board
DSLR	Division of State and Local Readiness	PHEP	Public Health Emergency Preparedness
EMA	Emergency Management Agency	PORTS	PHEP ORR Reporting and Tracking System
EOC	Emergency Operations Center	PPS	Partner Planning Sheet
FAQ	Frequently Asked Questions	RSP	Pandemic COVID-19 Incident Response
HD	Health Department	TEPW	Training and Exercise Planning Workshop
ICS	Incident Command System	TTX	Tabletop Exercise
IPP	Integrated Preparedness Plan	WDT	Workforce Development and Training
IPPW	Integrated Preparedness Plan Workshop		

Centers for Disease Control and Prevention
Office of Readiness Response

Requirements

1. Is there an overview of the PHEP BP 4 ORR requirements?

Yes. See PHEP BP4: Summary of Modified Requirements. In summary, the PHEP BP4 reporting requirements are:
- Updating the CSS form
- Entering additional or updated information in the WDT form
- Adding and submitting the required annual PHEP exercise data via the AFN form
- Adding and submitting the EOC activation form for each activation in your jurisdiction
- Submitting 15 preparedness and response capability planning forms that measure approximately 50 planning elements

2. When do the PHEP BP4 forms need to be submitted with the evidence?

All forms and evidence must be submitted by **June 30, 2023**. There is no preliminary submission deadline as during BP3. **As a best practice**, CDC highly encourages recipients to submit ORR forms and related evidence throughout BP4 to reduce overall burden.

3. If jurisdictions submit on a rolling basis, will they receive CDC feedback on a rolling basis?

Yes, CDC plans to review PORTS submissions as they are received.

4. Is there any advantage to submitting everything at the end?

Yes. CDC plans to review PORTS submissions as they are received. There is no advantage to submitting everything together at the end of BP4. **As a best practice**, CDC highly encourages recipients to submit ORR forms and related evidence throughout the budget period to reduce overall burden.

5. Do PHEP recipients have to do all five of the TTX scenarios within the five-year cycle?

CDC waived all PHEP TTX requirements through the end of the performance period (the five-year cycle).

Planning Forms

6. Which planning elements must be submitted in PHEP BP4?

PHEP recipients must submit data on approximately 50 planning-related elements in PHEP BP4. These elements align with the operational data elements collected in PHEP BP3 related to the Pandemic COVID-19 RSP form. The intent is to maintain focus on pandemic lessons learned and to capture the current plans, policies, and procedures that PHEP recipients used or revised during the COVID-19 pandemic response.

More detailed information can be found in the [PHEP ORR Guidance](#) and the [PHEP ORR Reporting Requirements](#).

7. How do you update the CCS every six months, as required?

Within PORTS, you should see either **Data Entry Completed** or **Reviewer Acknowledged** associated with the CCS.
- If the form status is **Reviewer Acknowledged** on your CCS, then:
    - Contact your project officer because the reviewer may need to recall and return it
- If the form status is **Data Entry Completed** on your CCS, then:
    - Click the three dots (ellipses) on the action column to the right
    - Recall the form
    - Make edits
    - Click save
    - Resubmit it – updates are due twice a year in December and in June

8. Are the new forms on my dashboard already populated with my data?

The CCS form is already populated with your data. The WDT form will only be populated for jurisdictions that completed it during BP3.

9. When will the JSS module open?

The module will not open because CDC waived this requirement for BP4.

CRI and Local Jurisdiction Planning

10. Will CDC require PHEP recipients and CRI jurisdictions to submit quarterly action plans in BP4?

CDC does not require **PHEP recipients** to submit action plans or attend quarterly action plan meetings in BP4.
CDC does not require **CRIs** to submit any PORTS/ORR data in BP4, including action plans, in BP4.

11. Will CDC require CRIs and other local HDs to submit data in PORTS in BP4 or BP5?

No; however, **states** may require them to collect and provide related data to help meet **state reporting requirements** because states remain responsible for ensuring their local jurisdictions continue to advance relevant preparedness capabilities based on jurisdictional needs. **As a best practice,** CDC recommends CRI planning jurisdictions and local health departments continue normal preparedness planning, coordination, and training to maintain or improve their overall readiness posture.

12. How can CRIs and local HDs be proactive when they are not required to submit ORR data in BP4?

As a best practice, CDC recommends CRIs and local HDs continue normal preparedness planning, coordination, and training to maintain or improve overall readiness posture. The following are potential interim activities to consider:
- Update plans older than three years
- Refresh JRA data
- Update IPP (formerly called MYTEP)
- Develop an IPPW (formerly called TEPW)

PPS and AFN Forms

13. Does the new AFN form replace the PPS?

No, they are separate documents. There is **no** PPS submission requirement in BP4.

14. Do PHEP recipients need to pick an existing partner from the PPS for the AFN form? Can they add a new partner, instead?

Both options are permissible; PHEP recipients may decide which option to use. Existing partners from PPS will appear in a drop-down list in the new AFN form. To add a new partner, select **Add New Partner** from the drop-down list. **As a best practice,** CDC encourages PHEP recipients that reported partners in BP3 to involve new partners not previously reported.

15. If recipients choose to submit data on AFN partners, are they required to meet at least one of the AFN elements, such as AFN6, AFN7, or AFN8?

Yes. CDC will only grant exercise credit for AFN partners with at least one **Yes** response to elements AFN6, AFN7, or AFN8, regardless of the performance rating. If the PHEP recipient selects **Not Applicable** for all three elements, then the jurisdiction will **not** get credit for the AFN exercise.

16. Can my jurisdiction get credit for the annual PHEP exercise with vulnerable populations if we only have one partner?

Yes. The submission of the AFN in the ORR requires only one partner for credit. The submitted partner must represent an AFN group and must have participated in the exercise, incident, or real event. For additional guidance, see AFN partner guidance.

17. Will CDC allow recipients to use their COVID-19 and mpox response activities to meet the annual PHEP exercise with AFN partners requirement in PHEP BP4?

Yes. PHEP recipients may use COVID-19 and mpox response activities to meet annual PHEP exercise requirements. However, PHEP recipients may **only** use activities that were conducted **within** BP4 to meet BP4 annual exercise requirements. CDC will **not** accept the same response activities submitted in BP3 to meet BP4 requirements.

EOC Form

18. Which activations must PHEP recipients report on the EOC form?

The goal of this measure is to describe PHEP's involvement in responses across the nation. In other words, what did PHEP support? If jurisdictional PHEP funding supported an activation, then recipients should report it on the EOC form.

This could potentially include completing a new EOC activation form for a health department EOC activation, representing the health component of a larger response, or events that may have escalated to the EMA operations center.

As a best practice, CDC encourages PHEP recipients to submit the EOC form at the time of activation(s) throughout BP4 to reduce the burden of reporting and submitting everything at the end of the budget period.

19. Once the EOC activation form is submitted in PORTS, will the event name associated with that activation be listed?

Yes, the associated event name will appear when the EOC form is submitted.

20. Will EOC activations also be reported in PERFORMS?

No, these data are no longer reported in PERFORMS.

Capability 13: Public Health Surveillance and Epidemiological Investigation

21. Can jurisdictions submit documentation that is related to COVID-19 for Capability 13?

Yes. If the plan demonstrates capacity for secured data storage and data sharing, then a COVID-19 plan may be submitted. Other plans that demonstrate the same are also acceptable.

22. Is Capability 13 waived if our jurisdiction is accredited by the PHAB?

No. CDC is not granting a PHAB waiver for any required capability planning elements in BP4 due to the reduced number of required planning elements for BP4.

PORTS Resources

Office Hours

DSLR hosts regularly scheduled PORTS office-hour sessions. These sessions serve as an open forum for PHEP recipients to ask PORTS technical questions or ORR guidance questions related to entering data. PORTS sessions are facilitated by the PORTS training team and DSLR evaluation staff. CDC encourages recipients to send questions prior to the office hours. The team can be reached at dslrtraining@cdc.gov. PORTS office hours dates and times will be announced in the DSLR Friday Update.

Guidance Documents

State and Local Readiness Web Pages

- Adding, Editing, and Submitting Descriptive, Operational, and Planning Forms to Meet BP4 Requirements (December 2022)
- EOC Activations Submission Guidance (December 2022)
- Annual PHEP Exercise (Vulnerable Populations) with AFN Partners Submission Guidance (December 2022)
- PHEP BP4 ORR FAQ (October 2022)
- PHEP BP4 ORR Reporting Requirements (August 2022)
- PHEP Recipient Conference Call August – 17, 2022 (August 2022)

On-TRAC

- BP3 - Uploading and Referencing Final Evidence for BP3 ORR Forms (October 2022, Updated)
- BP3 - Examples of Acceptable Supporting Evidence (October 2022)
- BP3 - Instructions for Adding Forms to Meet PHEP BP3 Requirements (April 2022)
- PORTS User Guide (April 2022)

Trainings

State and Local Readiness Web Pages

- PHEP Connects Webinar
  - "BP4 ORR Program Requirements for CDC's PHEP Cooperative Agreement" (January 2023, December 2022)

On-TRAC

- PHEP ORR Reporting and Tracking System (PORTS) Training - *An Introduction to PORTS and the Operational Readiness Review (ORR) Module* (March 2022)
- PORTS External Training 28 March 2022 – Transcript (March 2022)
- PORTS External Training 28 March 2022 – Slides (March 2022)

Announcements

- DSLR Friday Update
- PHEP Recipient Calls