

LOCAL TECHNICAL ASSISTANCE REVIEW SCORE SHEET

CRI MSA Affiliate: **MDPH Region 4A**

Reviewer: **Ryann Bresnahan**

County / Project Area /
Planning Jurisdiction: **Stow**

Assessment
Date: **05/28/12**

Final Score: **84**

Baseline Data for Review		Number	Comments
1	Local population covered by local planning jurisdiction's medical countermeasure dispensing plan.	6,500	
a	Population within the CRI that is covered by this plan.	6,500	
2	Hourly throughput needed to provide medical countermeasures to 100% of the population within 48 hours of decision to deploy SNS.	180	6,500/36=180
a	Estimate of hours of POD operations to meet the 48 hour goal for dispensing after receipt of assets from state/local distribution.	36	2-18 hour days, 4 - 9 hour shifts
3	Total number of Points of Dispensing (PODs) identified to cover 100% of the planning jurisdiction population.	1	Hale Middle School (primary)
4	Calculated total number for estimated hourly operational throughput, based on modeling or exercise to provide medical countermeasures to 100% of the jurisdiction's population within 48 hours, through operation of all PODs identified in 3.	180	
a	If Head of Household is authorized, what is the max number dispensed?	No	
b	Was Head of Household used in this calculation?	No	
5	Number of PODs (general population) identified and supported through written agreement.	1	
6	Number of PODs (general population) identified with documented site-specific plans.	1	High School
7	Number of POD (general population) with identified primary and back-up management teams.	1	High School
8	Estimated number of local government personnel and volunteers needed to staff 100% of POD functions for a medical countermeasure distribution and dispensing campaign.	62	31 persons per shift, 2 shifts per day
9	Current number of local government personnel volunteers identified to staff POD functions for a medical countermeasure distribution and dispensing campaign.	55	
10	Lines 10a-h relates to specific types of alternate dispensing modalities present in the project area.		
a	Number of Closed PODs with healthcare entities/agencies (e.g., nursing homes, long term care facilities, skilled nursing facilities, retirement homes, hospitals, etc.)	0	
b	Number of Closed PODs with private business (e.g., local chemical/power plant, grocery stores, newspapers, banks, hardware stores, car companies, etc.)	0	
c	Number of Closed PODs with governmental agencies (e.g., DHS components, HHS operating divisions, VA Hospitals, local IRS offices, jails, juvenile detention programs, county/city departments, tribal, etc.)	0	
d	Number of Closed PODs with military installations e.g., active duty bases, National Guard units)	0	
e	Number of Closed PODs with academic institutions (e.g., universities, colleges, high schools, school districts, elementary schools, etc.)	0	
f	Number of Closed PODs with community-based agencies (e.g., Meals on Wheels, agencies assisting homeless, American Red Cross, United Way, VOAD, etc.)	0	
g	Number of drive-through PODs	0	

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h	Number of PODs using other types of alternate dispensing modalities (please explain in Comments section)	1	Traveling Dispensing Team
11	Population covered by all Closed PODs and alternate dispensing modalities. (10a-f above)	1%	

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Section 1: Developing a Plan with SNS Elements (3%)

- 1 **1** Local SNS planning elements are incorporated into the local all-hazards plan and are NIMS-compliant.
- 2 **1** Local SNS planning elements are updated annually based on deficiencies via assessments, trainings, & exercises.
- 3 **1** Multi-discipline planning/advisory group meets annually.
- 4 **0** Documentation from local agencies/organizations with roles/responsibilities in SNS planning elements.
- 5 **1** State and local policies and/or procedures to support local operations referenced in plan.
- 6 **1** Legal issues to support operations are outlined in plan.

5.0 Total Points Score Divided by 6 (Total Number of Elements) = 83

Section 2: Management of SNS (10%)

- 1 **1** Local SNS Coordinator and Back-up identified and POC information documented.
- 2 **1** Local planning leads and back-ups identified & trained.
- 3 **0.5** Call-down rosters for personnel in 2.2 current and updated at least quarterly.
- 4 **0** Local jurisdiction conducts and documents call-down exercises of 2.2 quarterly.
- 5 **1** SNS functions integrated with local ICS structure and are NIMS compliant.
- 6 **0.5** Local jurisdiction annually exercises volunteer notification and activation.

4.0 Total Points Score Divided by 6 (Total Number of Elements) = 67

Section 3: Requesting SNS (3%)

- 1 **1** Plan to communicate with key local officials to request state assistance.
- 2 **1** POC(s) authorized by local health director in plan to request assistance from state.
- 3 **1** Local plan details initial request process for SNS material from the state.
- 4 **1** Local plan details procedures to request re-supply of SNS material from state.
- 5 **1** Local plan details procedures for dispensing sites to request SNS material.

5.0 Total Points Score Divided by 5 (Total Number of Elements) = 100

Section 4: Communications Plan (Tactical) (3%)

- 1 **0** Communication/IT support call-down lists are updated quarterly.
- 2 **1** Communication/IT support personnel have job aids.
- 3 **0.5** Redundant communication platforms and systems are in place and testes quarterly .
- 4 **1** Communication pathways are established between command and management locations.
- 5 **0** Communication networks between command and management locations are tested quarterly.
- 6 **0** Personnel in 2.2 trained in use of redundant communications equipment.

2.5 Total Points Score Divided by 6 (Total Number of Elements) = 42

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Section 5: Public Information & Communication (PIC) (7%)

- 1 **0.5** Local PIC personnel from 2.2 trained.
- 2 **0.5** Written PIC plan supporting medical countermeasure distribution and dispensing is in place.
- 3 **1** PIC responsibilities appear on job aid of the PIC liaison or other designated dispensing staff.
- 4 **1** Messages have been developed at the local level.
- 5 **0.5** Methods to disseminate the messages in 5.4 have been developed at local level.
- 6 **1** Materials or templates have been developed and cleared.
- 7 **1** Local plan details plans for communication needs of at-risk populations.

5.5 Total Points Score Divided by 7 (Total Number of Elements) = 79

Section 6: Security (10%)

- 1 **1** Local security coordinator, back-up and support agencies identified, trained/oriented and contact information documented.
- 2 **1** Security plan for transportation of medical materiel have been developed.
- 3 **0.5** Security plans for RDS and/or dispensing sites have been developed.
- 4 **1** Badging procedures are in place for all personnel responding to public health event.
- 5 **1** Site-specific security plans developed for POD and/or RDS locations.

4.5 Total Points Score Divided by 5 (Total Number of Elements) = 90

Section 7: Regional/Local Distribution Site (12%)

(Select NA if function is Not Applicable)

NA

- 1 RDS strategy expedites the movement of SNS material to PODs, hospitals, alternate care facilities.
- 2 RDS facilities reviewed and approved by state SNS Coordinator using RSS Site Survey Tool.
- 3 Written agreements are in place for approved RDS sites.
- 4 **0** POC & back-ups identified for each RDS facility:

	Primary	Back-up
RDS Manager/Leader		
Security Manager/Leader		
Safety Manager		
Communications/IT Manager/Leader		
Inventory Control Manager/Leader		
Shipping/Receiving Manager/Leader		
Pick Team Manager/Leader		
Quality Control Manager/Leader		

Mark each position identified with an "x"

Each x is worth .5 points for a maximum total of 8 points.

- 5 RDS Leaders/Managers & back-ups have job aids & are trained.
- 6 Safety Managers & back-ups have job aids & are trained.
- 7 Communications/IT Support & back-ups have job aids & are trained.
- 8 Inventory Manager & back-ups have job aids & are trained.
- 9 Shipping/Receiving Manager & back-ups have job aids & are trained.
- 10 Pick Team Manager & back-ups have job aids & are trained.
- 11 Quality Control Manager & back-ups have job aids & are trained.
- 12 Call-down roster for RDS operational staff is accurate & tested quarterly.
- 13 Just-in-time (JIT) training materials developed for each of the RDS functions.
- 14 Material handling equipment identified and inventoried at all RDS locations.
- 15 Office equipment identified and inventoried at all RDS locations.
- 16 Local plan lists individuals who are authorized to sign for SNS materiel.
- 17 Local plan addresses staff/volunteer management.

NA Total Points Score Divided by 24 (Total Number of Elements) = NA

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Section 8: Inventory Management (9%)

- 1 **1** Inventory management system (IMS) in place with back-up.
- 2 **1** All inventory staff are trained in IMS functions.
- 3 **1** Chain of custody procedures are outlined in plan, including ability to track pharmaceutical lot numbers.
- 4 **NA** Procedure for chain of custody involving controlled substances received from DSNS outlined in plan.
- 5 **NA** Local plan lists DEA registrant(s) to issue DEA Form 222.
- 6 **1** The local inventory management system has the capability to track data elements.
- 7 **1** The local inventory management system can perform the identified function(s).

5.0 Total Points Score Divided by 7 (6 or 5 if NA) (Total Number of Elements) = 100

Section 9: Distribution (10%)

(Select NA if function is Not Applicable)

NA

- 1 Distribution Manager & back-ups have job aid and are trained.
- 2 Plan includes distribution strategy for delivery of medical materiel.
- 3 Written agreement for primary agency/organization to distribute medical materiel is in place.
- 4 Written agreement for backup agency/organization to distribute medical materiel is in place.
- 5 Transportation resource needs have been identified and are accessible to perform distribution activities.
- 6 Inventory and plans for material handling equipment (MHE) support at PODs are in place.
- 7 Just-in-time (JIT) training materials developed for distribution functions.

NA Total Points Score Divided by 7 (Total Number of Elements) = NA

Section 10: Medical Countermeasure Dispensing (22%)

- 1 **0.5** Local mass prophylaxis/dispensing plan addresses procedures for operational issues.
- 2 **1** Local mass prophylaxis/dispensing plan includes a rapid dispensing strategy for dispensing sites.
- 3 **1** Alternate dispensing modalities are included in the plan.
- 4 **0** Local mass prophylaxis/dispensing plan has criteria to alter for increasing throughput.
- 5 **1** Procedures for providing medical countermeasures to public health responders and critical infrastructure personnel.
- 6 **1** Procedures for providing medical countermeasures to homebound and other at-risk populations.
- 7 **1** There are site specific plans for each of the dispensing/POD sites.
- 8 **1** Plan specifies how various items will be available at every dispensing/POD site.
- 9 **1** Core management teams have been identified and trained for each site.
- 10 **1** Personnel available to staff dispensing/POD sites.
- 11 **1** Volunteer/staff database is maintained and current.
- 12 **1** The plan includes job aids and JIT for all dispensing/POD roles identified.
- 13 **1** Local plan addresses staff/volunteer management.

11.5 Total Points Score Divided by 13 (Total Number of Elements) = 88

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Section 11: Hospital and Treatment Center Coordination (Select NA if function is Not Applicable)

NA

- 1 Process established for hospitals and treatment centers to be informed of procedures.
- 2 Request process and POC(s) authorized to request materials for hospitals/Treatment centers have been identified.
- 3 The local plan includes documented procedures for hospitals and treatment centers to request emergency medical materiel.
- 4 Hospitals and treatment centers are trained on the emergency medical materiel request procedures.
- 5 Hospital and treatment center request procedures have been exercised.

NA Total Points Scored Divided by 5 (Total Number of Elements) = NA

Section 12 : Training and Exercise (8%)

- 1 1 Personnel have been assigned to lead, plan, and oversee PHEP related training, exercise and evaluation.
- 2 1 Developed, identified and/or documented emergency preparedness training resources and opportunities related to medical countermeasure distribution and dispensing.
- 3 0 Conducts training and exercise plan work-shops (T&EPW) annually and has developed a multi-year training and exercise plan in accordance with HSEEP guidance.
- 4 1 The multi-year training and exercise plan is updated annually and incorporates medical countermeasure distribution and dispensing trainings, drills, discussion-based and operational exercises.
- 5 1 After Action Reports/Improvement Plans (AAR/IP) are developed in accordance with HSEEP guidance.
- 6 3.5 The following functions have been annually trained.

Mark each position identified with an "x"

Each x is worth .5 points for a maximum total of 6 points. (5.5, 5 or 4.5 if NA)

	Trained Annually		Trained Annually
Overall SNS Planning Elements	x	Security Operations	x
Management of Operations	x	Inventory Management	x
Local-State Requesting SNS Procedures		Dispensing Operations	x
POD-Local Requesting SNS Procedures			
Communications Plan (Tactical)	x		
Public Information And Communication	x		

7.5 Total Points Scored Divided by 11 (10.5, 10 or 9.5 if NA) (Total Elements) = 79

MSA: MDPH Region 4A

Date: 41057

Reviewer:

Plan Area: Stow

Section Number	Section	Points	Max Points	Section Score	Section Weight	Weighted Score
1	Developing a Plan with SNS Elements	5.0	6	83	3%	3
2	Management of SNS	4.0	6	67	10%	7
3	Requesting SNS	5.0	5	100	3%	3
4	Communications Plan (Tactical)	2.5	6	42	3%	1
5	Public Information and Communication (PIC)	5.5	7	79	7%	6
6	Security	4.5	5	90	10%	9
7	Regional/Local Distribution Site	NA	24	NA	12%	NA
8	Inventory Management	5.0	5	100	9%	9
9	Distribution	NA	7	NA	10%	NA
10	Medical Countermeasure Dispensing	11.5	13	88	22%	19
11	Hospitals/Alternate Care Facilities	NA	5	NA	3%	NA
12	Training and Exercise	7.5	9.5	79	8%	6
				Final TAR Score	84	

Additional Notes: