

Budget Period 4 (BP4) Medical Countermeasures Operational Readiness Review (MCM ORR) Preparation Guide

This MCM ORR Preparation Guide prepares awardees and CRI local planning jurisdictions for a smooth and productive review. The following actions are provided for planning and conducting scheduled MCM ORRs:

Step 1: How to Plan for the MCM ORR									
Who is Responsible	Action								
States	1. Determine which CRI jurisdiction will be reviewed by CDC								
	2. Determine which CRI jurisdiction(s) will be reviewed by the States ¹								
Awardees	3. Work with CDC to schedule date(s) for the state and CRI Local MCM ORR meetings. Once scheduled, the state will receive an e-mail confirming the CDC MCM ORR site visit date(s) with instructions to submit relevant documentation and an agenda at least 10 business days prior to the review. ²								
Awardees and CRI local planning jurisdictions	4. Complete a self-review using the online MCM ORR tool located on the MCM ORR SharePoint Site.								
Awardee	5. Provide CDC with all supporting documentation at least ten (10) business days prior to the site visit.								
	6. Choose one of the following options for MCM ORR submission and inform CDC:								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #4F81BD; color: white;">Option</th> <th style="background-color: #4F81BD; color: white;">Details</th> </tr> </thead> <tbody> <tr> <td>OPTION 1: Jurisdiction's Shared System (preferred)</td> <td>Provide CDC with access to relevant documentation on the jurisdiction's internal shared system.³</td> </tr> <tr> <td>OPTION 2: MCM ORR SharePoint Site (if option 1 is not possible)</td> <td>Upload a ZIP file containing supporting documentation in the Supporting Documentation section of the MCM ORR SharePoint Site.</td> </tr> <tr> <td>OPTION 3: Download content onto DVD and mail to CDC (ONLY if reliable Internet access is not available, i.e., islands and territories)</td> <td></td> </tr> </tbody> </table>	Option	Details	OPTION 1: Jurisdiction's Shared System (preferred)	Provide CDC with access to relevant documentation on the jurisdiction's internal shared system. ³	OPTION 2: MCM ORR SharePoint Site (if option 1 is not possible)	Upload a ZIP file containing supporting documentation in the Supporting Documentation section of the MCM ORR SharePoint Site.	OPTION 3: Download content onto DVD and mail to CDC (ONLY if reliable Internet access is not available, i.e., islands and territories)	
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	7. Notify CDC when documentation has been submitted.								
CRI local planning jurisdictions (reviewed by CDC only)	8. Notify the state when online MCM ORR tool and relevant documentation has been submitted for review.								
State	9. State to review local CRI self-assessment.								
	10. Submit the state-level and all local-level online MCM ORR tools for CDC review at least 10 business days prior to the CDC review. ²								

¹ For states with CRI MSAs that cross state borders, CDC will review a local planning jurisdiction from the state with the largest population within the MSA.

² It is at CDC's discretion to require more time to review documentation prior to the scheduled ORR date if needed. CDC program staff who conduct several ORRs in a short time frame will need additional time to review documentation.

³ Document all the activities conducted throughout the review period, and compile the appropriate relevant documentation prior to the review.

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Step 2: How to Schedule the MCM ORR	
Who is Responsible	Action
Awardee/CRI Local Planning Jurisdiction	1. Schedule the MCM ORR between July 1 – December 31, 2015.
	2. Expect the MCM ORR site visit to take at least one (1) full business day per jurisdiction. The length of each review may vary based on group interaction and the extent of discussions.
	3. Develop the agenda, in coordination with the CDC. Allow adequate time for verification of plans and operational implementation.
	4. Invite partner agencies that may have a role in the MCM plan to participate in the review by explaining their function in a response. Attendees should include: <ul style="list-style-type: none"> ▪ Health Officer ▪ PHEP Director ▪ MCM Coordinator ▪ CRI Coordinator ▪ State/local emergency management representative ▪ Public health public information officer(s) ▪ Law enforcement/security lead ▪ Receipt, Stage, Store (RSS) lead ▪ Distribution lead ▪ Inventory control lead ▪ Dispensing lead ▪ Hospital Preparedness Program Coordinator ▪ Training Lead ▪ Tribal partners ▪ Military installation liaisons ▪ Tactical communications lead ▪ Volunteer coordinator ▪ Private Sector partners/agencies ▪ National Guard (if applicable) ▪ Federal partners (i.e., HHS Regional Emergency Coordinators (RECs), U.S. Marshal Service, HPP Field Project Officers (FPOs), and Federal Executive Board partners)

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Step 3: How to Prepare Documentation for the MCM ORR			
Who is Responsible	Action		
Awardees/CRI Local Planning Jurisdictions	1. Work with the state and local leads for each MCM ORR capability in your jurisdiction to provide relevant documentation for each element.		
	2. Organize all relevant documentation by function for each capability within electronic folders. <ul style="list-style-type: none"> a. Create a separate folder for each capability b. Create a subfolder for each function c. Move relevant documentation for each element within the corresponding subfolder 		
	3. Save as a zip file		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #4F81BD; color: white;">Promising Practice</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> ▪ Complete the MCM ORR fillable PDF tool. ▪ Link each element to the corresponding relevant documentation. ▪ Use the comments section to reference relevant documentation that supports the self-selected levels of implementation for each question, including: <ul style="list-style-type: none"> ○ specific file name(s) ○ page number(s) for locating information rapidly ▪ Save as a zip file </td> </tr> </tbody> </table>	Promising Practice	<ul style="list-style-type: none"> ▪ Complete the MCM ORR fillable PDF tool. ▪ Link each element to the corresponding relevant documentation. ▪ Use the comments section to reference relevant documentation that supports the self-selected levels of implementation for each question, including: <ul style="list-style-type: none"> ○ specific file name(s) ○ page number(s) for locating information rapidly ▪ Save as a zip file
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4. Upload into your jurisdiction’s shared system (preferred), the CDC MCM ORR SharePoint Site (if option 1 is not possible), or download onto a DVD (see Step 1, Action 6).			
5. Notify the state or CDC (as applicable) that documentation is available for review.			

Step 3: How to Conclude the MCM ORR	
Who is Responsible	Action
Awardees/CRI Local Planning Jurisdictions	1. Submit additional documentation to CDC within five (5) business days, <u>ONLY if requested</u> during the MCM ORR. <ul style="list-style-type: none"> a. Upload the additional documentation into your jurisdiction’s shared system (preferred), the CDC MCM ORR SharePoint Site (if option 1 is not possible), or download onto a DVD (see Step 1, Action 6). b. Notify CDC (as applicable) that documentation is available for review. (CDC will review additional documentation and develop the MCM ORR Report.)
	2. Access the link provided by your PO and found on the MCM Partner’s SharePoint site to provide feedback on the MCM ORR tool and process within 7-10 business days.
	3. Review MCM ORR Report provided by CDC. (CDC will provide the MCM ORR Report within 60 days of the review date.)
	4. Provide feedback and confirm concurrence with the MCM ORR Report within five (5) business days of receipt.
	5. View the final MCM ORR Report on the CDC MCM ORR Share Point site when notified by CDC.