



CDC MCM Partner Site

Medical Countermeasures (MCM) Operational Readiness Review (ORR) Tool and Jurisdictional Data Sheets (JDS) User Manual

July 1, 2015 – June 30, 2016

**Centers for Disease Control and Prevention
Office of Public Health Preparedness and Response
Division of State and Local Readiness
Public Health Emergency Preparedness Program**



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Introduction

This document outlines step-by-step instructions for completing, printing and submitting the Medical Countermeasures (MCM) Operational Readiness Review (ORR) tool along with supporting documentation and jurisdictional data sheets (JDS) on the MCM Partner site.

Technology Overview)

The MCM Operational Readiness Review (ORR) tool and guidance are available on the MCM Partner site. This website also hosts the new RSS survey form, as well as other MCM-related materials. All 62 PHEP awardees and all CRI jurisdictions will submit ORR data electronically via the MCM ORR online tool located on the Partner site.

- The MCM Partner site is housed on the Microsoft SharePoint platform
- CDC JOIN External Partners (JEP) is a gateway for external partners (awardees and local CRI jurisdictions) to enter authorized portions of CDC’s secure environment, including the MCM Partner site and MCM ORR online tool.
 - To access the MCM Partner site, users must apply for access by completing the attached form.



- Each registered user has pre-defined roles and permissions to ensure access only to authorized areas and forms in other jurisdictions.
- **Important:** Awardees with access to other CDC sites through CDC JOIN must still register so that DSLR can set up appropriate user permissions and grant access to the MCM Partner site.

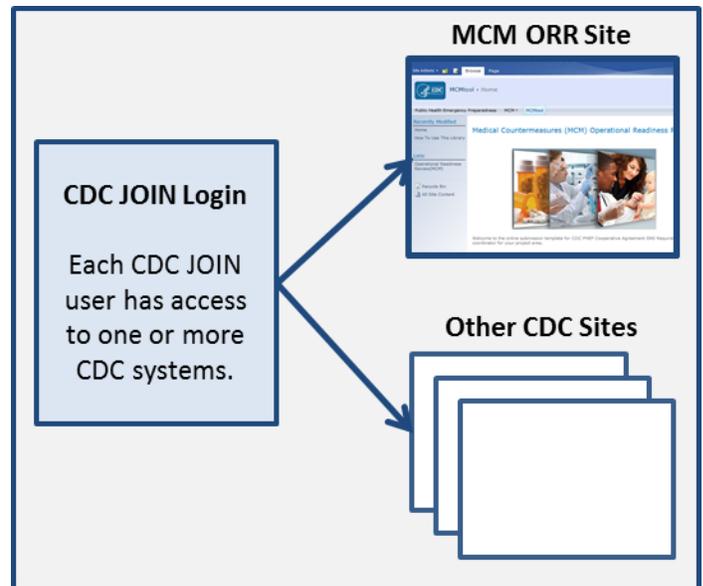


Figure 1: Accessing the MCM ORR Site via SharePoint



Using the MCM Operational Readiness Review (ORR) Tool

Getting Started

In this section, we will walk through the steps to access the MCM ORR Tool. The steps covered in this section include:

- Logging on to the MCM Partner site through CDC JOIN
- Navigating the MCM ORR p welcome page
- Opening a jurisdiction’s MCM ORR form in Edit mode
- Opening a jurisdiction’s MCM ORR form in Read only mode

Logging on to the MCM Partner Site through CDC JOIN

1. Click the link below to access the MCM Partner site
<https://partner.cdc.gov/sites/OPHPR/PHEP/MCMtool/Main/BP4Welcome.aspx>
2. Select whether you are using a private or public/shared computer
 - a. **Important Tips:** You should select “This is a private computer,” when appropriate, to extend the length of time before the system times out due to inactivity
 - b. Saving your work often will help prevent the system from timing out and the possibility of you losing your work
3. Select “External Partner” (unless you are CDC staff with network access)
4. Enter your CDC JOIN Username and Password
 - a. If you do not have a CDC JOIN account, refer to the “**Technology Overview**” section above to set-up an account
5. Click “Logon”

Figure 2: CDC JOIN Login Page

Security ([show explanation](#))

This is a public or shared computer

This is a private computer

Warning: By selecting this option you acknowledge that the computer complies with your organization's security policy.

I am an External Partner

I am CDC staff with network access

Username:

Password:



If you experience issues signing in, refer to the resources on the sign in page for help.

Figure 3: CDC JOIN Sign-in Help Resources

[Manage your CDC JOIN password](#) (External Partners only)

Contact your sponsor to retrieve your CDC JOIN username or email CDCJOIN@cdc.gov. (External Partners only)

CDC staff, if you encounter issues with your CDC Userid or password, please contact the ITS0 ServiceDesk.

Navigating the MCM Partner Site Welcome Page

Once signed in via CDC JOIN, you will select the MCM Partner site welcome page. From there, you will select the Medical Countermeasures Operational Readiness Review link on the right-hand side of the page. This will direct you to the MCM ORR BP4 site (below).

Figure 4: MCM ORR BP4 Site

1. MCM ORR Requirements

MCMtool - BP4Welcome

Public Health Emergency Preparedness MCM - MCMtool RSS Survey Critical Contacts [Resource Portal](#) This Site: MCMtool

Medical Countermeasure Operational Readiness Review (MCM ORR) - BP4 Site

Welcome to the MCM ORR Site! On this site, you will find the forms and resources needed to complete the MCM ORR requirements of the BP4 PHEP cooperative agreement. Basic requirements are outlined in the table below and more detailed instructions and guidance are located in the resources section of this page.

If you have any questions regarding the MCM ORR, please contact your State Coordinator or PHEP Project Officer.

Jurisdiction Level	MCM ORR Requirements	Components	Reporting Tool	Deadline
All PHEP awardees	Medical Countermeasure Operational Readiness Review (MCM ORR) (conducted by CDC)	Demonstrated capability to receive, store, distribute, and dispense material during a public health emergency	MCM ORR and JDS (forms are located below on this webpage)	May 1, 2016
One Cities Readiness Initiative (CRI) jurisdiction per MSA	CRI local planning jurisdiction Medical Countermeasure Operational Readiness Review (MCM ORR) (conducted by CDC)	CDC will conduct one CRI local planning jurisdiction MCM ORR within each CRI MSA	MCM ORR and JDS (forms are located below on this webpage)	May 1, 2016
All remaining CRI jurisdictions per MSA	CRI local planning jurisdiction Medical Countermeasure Operational Readiness Review (MCM ORR) (conducted by state awardees)	State CDC will conduct ORRs for all remaining CRI local planning jurisdictions within each CRI MSA	MCM ORR and JDS (forms are located below on this webpage)	May 1, 2016

2. MCM ORR Electronic Forms

MCM ORR Forms by Jurisdiction				Resources	
fidORRType	FormName	ddlMCMStatus	DteReviewConducted	Type	Name
STATE : AK (3)					
STATE	AK	PORreview	6/17/2015		
<input checked="" type="checkbox"/>	AK-Anchorage_AK-Anchorage_Municipality_AK	New			
	LOCAL AK-Anchorage_AK-Matanuska_Susitna_Borough_AK	New			
STATE : AL (3)					
STATE	AL	PORreview	6/22/2015		
	LOCAL AL-Birmingham_Hoover_AL-_6_county_region	New			
	LOCAL AL-Birmingham_Hoover_AL-Jefferson_County_AL	New			

3. Resources

- MCM ORR : Instructions & Guidance (2)**
 - BP4_MCM_ORR_Tool_Rev
 - BP4_MCM_ORR_Guidance_Provisional
- MCM ORR : Offline Forms (2)**
 - BP4_JDS_Locla_PDF
 - BP4_JDS_State_PDF

- MCM ORR Requirements** are outlined in the middle of the page and can be found in the *BP4 PHEP MCM Reference Guide*.
- MCM ORR Electronic Forms** already exist for each awardee and CRI jurisdiction below the MCM ORR Requirements table. Awardees and CRI jurisdictions should use these forms to enter data for their MCM ORR tool submission which includes the JDS.



3. **Resources**, such as guidance documents and offline forms are also accessible from the home page on the right side of the screen.

Important to Note:

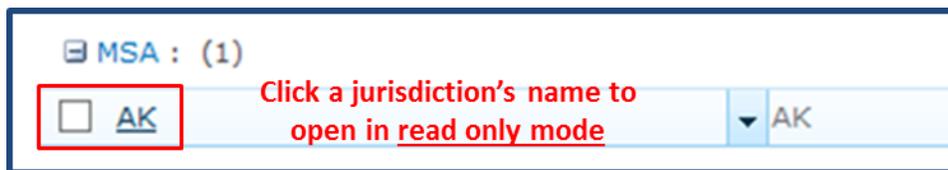
Supporting documentation will be uploaded into and housed in a folder located under the “Resources” section of the site if the awardee does not currently have a state-sponsored site. Instructions for uploading supporting documentation are located below.

Each user role (i.e. local jurisdiction, awardee, project officer, and team lead) will see only its respective jurisdictions’ forms. Using the state of Alaska as an example, users from the Anchorage, Alaska CRI jurisdiction will see only the MCM ORR form for Anchorage, Alaska. Awardee-level users from Alaska will see the state of Alaska MCM ORR form as well as the forms for each CRI jurisdiction in the state.

Opening a Jurisdiction’s MCM ORR Form in Read Only Mode

To review the overall status of an MCM ORR form for any jurisdiction in read only mode, simply click on the jurisdiction’s name. The form will automatically open in read only mode.

Figure 5: Opening a MCM ORR Form in Read Only Mode



Opening a Jurisdiction’s MCM ORR Form in Edit mode

To enter data or make changes to an MCM ORR form, you must open it in Edit mode.

1. Hover over the jurisdiction’s name for which you want to open the MCM ORR form
 - o **Note:** State abbreviations are used rather than state names
2. Click on the drop-down arrow that appears to the right of the jurisdiction’s name

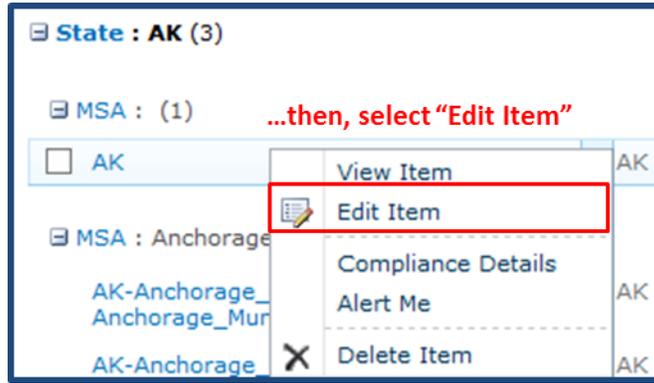
Figure 6: Opening an MCM ORR Form in Edit Mode (Steps 1 and 2)



3. Select “Edit Item” to open the MCM ORR tool in Edit mode and the tool will open automatically to the Section Menu.

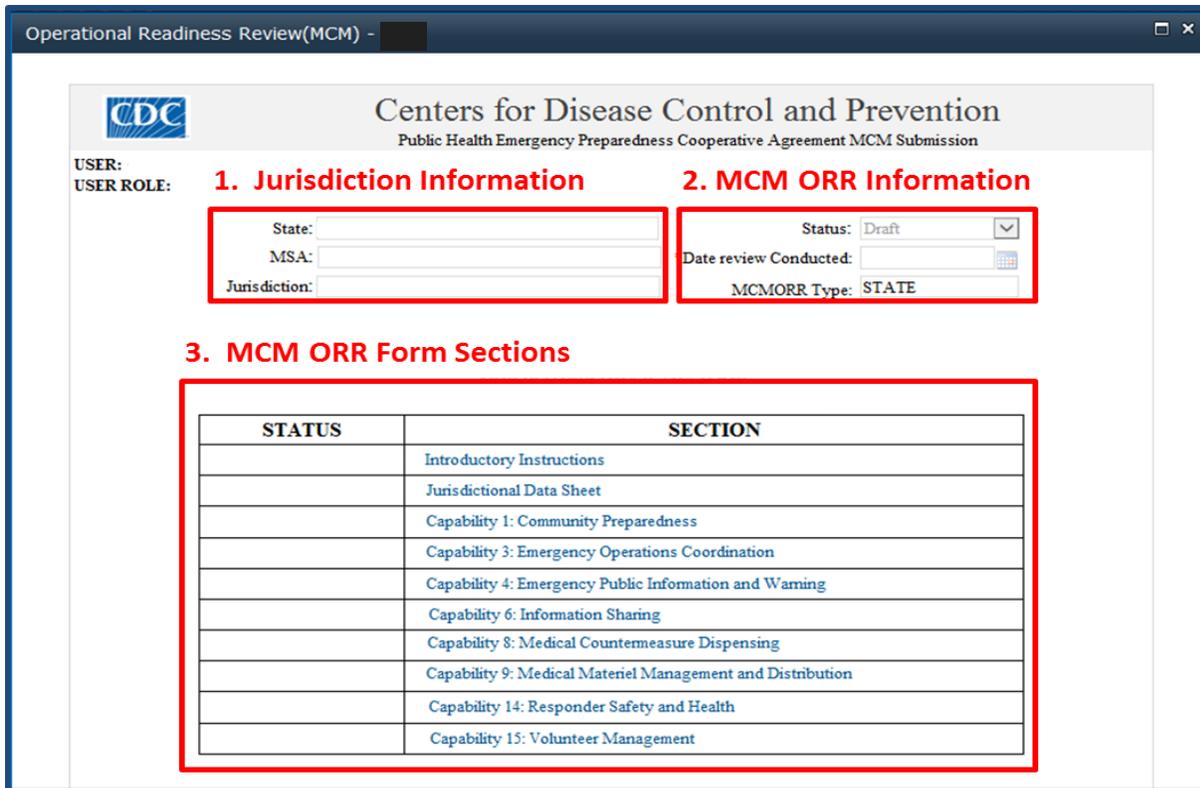


Figure 7: Opening a MCM ORR Form in Edit Mode (Step 3)



Navigating the Section Menu

Figure 8: MCM ORR Section Menu



1. Jurisdiction Information

- **State:** Name of State will automatically appear.
- **MSA:** Name of appropriate Metropolitan Statistical Area will automatically appear (if applicable).



- **Jurisdiction:** Name of county/region will automatically appear.

2. MCM ORR Information

- **Status:** Status will change from “New” to “Draft” automatically once data is entered into the tool. You will not be able to manually change the status section. Once the ORR tool is submitted, the status will change to “State Review” for CRI Jurisdictions or “PO Review” for awardees.
- **Date Review Conducted:** Enter the date the ORR site visit was conducted
- **MCMORR Type:** “State”, “Local”, or “Island” will automatically appear.

3. MCM ORR Form Sections: (Explained in detail below)

Note: Optionally, you may maximize the window using the button in the top right corner of the form. Do not close the form using the “X” in the top right corner until you are finished working within the entire ORR tool. Instead, to navigate within the tool, use the navigation buttons on the bottom of each section to Save, return back to the Section Menu, or move on to another section (after saving).

Figure 9: MCM ORR Section Menu

Function 4	guidance to ensure community engagement in preparedness efforts	No training or guidance has been provided to community partners	Training or guidance has been provided to less than 50% of partners	Training or guidance has been provided to 50% or more but less than 100% of partners	Training or guidance has been provided to 100% of all community partners				
		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				

Save << Section Menu << >> Capability 3: Emergency Operations Coordination >>

6. Use the navigation menu to move between sections

Completing the MCM ORR Form Sections

In this section, we will walk through the steps to completing the various sections of the MCM ORR, including:

- Introductory Instructions
- Jurisdictional Data Sheet
- Capability-specific MCM ORR Form Sections

From the **Section Menu**, click on the blue links to navigate to each section.

Introductory Instructions

The **Introductory Instructions** provide an overview of the MCM ORR tool, including specific guidance on the structure and intent of the questions in the ORR and other key information.

- At the bottom of the page, check the box to acknowledge that you have read the introductory instructions.
- Click **Next** to return to the Section Menu.



Figure 9: Acknowledgement of Introductory Instructions

Benchmarks

MCM benchmarks for BP3 include three drills for each CRI planning jurisdiction and completion and submission of all Receipt, State, and Store (RSS) site surveys.

Click here to acknowledge that you have read the executive summary.

Next

Jurisdictional Data Sheet

The **Jurisdictional Data Sheet** is an additional form that is linked to and housed in the MCM ORR tool. Therefore, it will come up as a new tab and can be exited out once it is completed and saved. The JDS contains questions about key MCM-related data for each jurisdiction. There are three distinct versions of the **JDS**, unique for 1). State awardees, 2). Island awardees, and 3). Local jurisdictions (see figures 28-30). The appropriate version is automatically included in each jurisdiction’s MCM ORR tool (state version illustrated in this user manual). To complete the **Jurisdictional Data Sheet**:

1. Click on the blue link in the **Section Menu** to open the **Jurisdictional Data Sheet**.

Figure 10: Opening the Jurisdictional Data Sheet from the Section Menu

STATUS	SECTION
✓ <i>Complete</i>	Introductory Instructions
1. Click to open...	Jurisdictional Data Sheet
	Capability 1: Community Preparedness

2. Answer each question in the data sheet.
 - Hover over the blank fields for helpful guidance
 - Some fields are automatically calculated
 - All fields are required



Figure 11: Filling in the Jurisdictional Data Sheet

STATE: AK	
State Medical Countermeasure (MCM) Jurisdictional Statistics	Value
1. State population covered by the medical countermeasure distribution and dispensing plan.	<input type="text"/>
2. Total number of county and/or city health departments.	<input type="text"/>
3. Number of jurisdictions required by the state to develop mass prophylaxis plans.	<input type="text"/>
3a. Number of CRI planning jurisdictions	<input type="text"/>
3b. Number of non-CRI jurisdictions	<input type="text"/>
4. Number of Receive, Stage, Store facilities identified using the RSS Site Survey or Checklist and on file with CDC.	<input type="text"/>
5. Number of Regional/Local Distribution Sites (RLDS).	<input type="text"/>
6. Which level of government is responsible for distribution to Open (Public) Points of Dispensing (PODs)?	<input type="text"/>
6a. Is delivery to Closed PODs a separate or joint responsibility between the state and local jurisdictions?	<input type="text"/>

2. Answer each question...

REQUIRED!... The most current US Census population and citation reflecting the population covered by the jurisdictional SNS Plan.

... hover over each field for guidance.

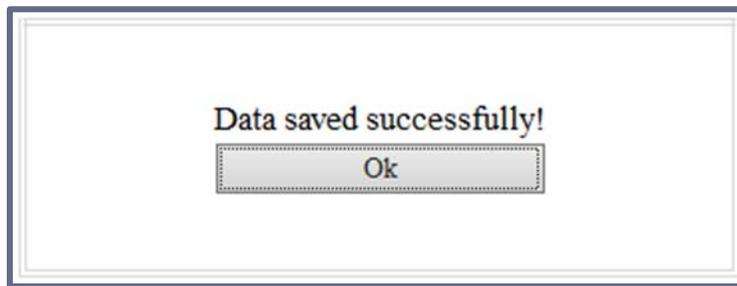


3. Save the **Jurisdictional Data Sheet** using the Save button at the bottom of the form.
 - **Save** and save often!
 - You can return to work later.
 - Be sure you receive the message “Data saved successfully!” before moving back to the **Section Menu** or forward to the **Capability 1 Section**. If you do not see this message, click **Save** again.

Figure 12: Saving the Jurisdictional Data Sheet

12. Number of hospitals/healthcare facilities with existing MOU/A to receive MCM assets to treat severely ill patient(s) (e.g., Anthrax Immune Globulin, raxibacumab, and ventilators).	6	
12a. Is this information included in your plan?	YES <input checked="" type="radio"/>	NO <input type="radio"/>
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 2px solid red; padding: 2px;">Save</div> <div><< Section Menu <<</div> <div>>> Capability 1: Community Preparedness >></div> </div> <p style="color: red; font-weight: bold; margin-top: 5px;">3. Save either as an incomplete draft or as final</p>		

Figure 13: Data Saved Confirmation Message



Capability-specific MCM ORR Form Sections

The remaining MCM ORR form sections are organized by capability. Comment sections and element-specific guidance are available in the capability sections. Follow the steps outlined below to complete each Capability section.

Figure 14: Opening Capability 1 from the Section Menu

STATUS	SECTION
✓ <i>Complete</i>	Introductory Instructions
✓ <i>Complete</i>	Jurisdictional Data Sheet
1. Click to open...	Capability 1: Community Preparedness
	Capability 3: Emergency Operations Coordination



1. Click to open each capability to complete the section.

Figure 15: Filling in the Capability Sections

4.

Capability 1: Community Preparedness											Comments	
		Planning Implementation					Operations Implementation					
		Early	Intermediate	Established	Advanced	N/A	Early	Intermediate	Established	Advanced	N/A	
Function 1	Determine risks to the health of the jurisdiction	a. MCM planning elements include the following based on risk assessments: 1) definition of risk; 2) mapped locations of at-risk population; 3) evidence of community involvement; 4) assessment of loss or disruption of essential services (i.e. water, sanitation, healthcare services and public health agency infrastructure).					None					
	3.	Written plans include none of the above	Written plans include one or two of the above	Written plans include three of the above	Written plans include all of the above	N/A						
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>						
Function 2	Build community partnerships to support health preparedness	a. Plans address partner engagement and document written acknowledgment of response roles for the following partners: 1) private sector, 2) local, 3) state, and 4) regional.					a. Jurisdiction can provide evidence of how the roles and responsibilities of these partners have been used within the last five years.					
		Written plans include none of the above	Written plans include one or two of the above	Written plans include three of the above	Written plans include all of the above	N/A	No exercise conducted	Tabletop exercise conducted	Functional exercise conducted	Full scale exercise or real incident	N/A	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

2. Answer each question by selecting the appropriate level of implementation.
3. Open the Comments section located in the top right-hand corner of each page to provide comments.

Note: Comment fields are available for each *function* in each Capability Section. Comments fields are optional (unless you have selected N/A for that element), but are intended to capture:

- Citation of supporting documents used to justify the levels of implementation selected
- Cases where the specific function may not be a responsibility of the jurisdictional level being reviewed. In this case, select “N/A” as the implementation level and provide explanation in the “Comments” box. You must enter a comment into the comments section for every element for which you have selected N/A. The tool will not show as “Complete” for that capability in the Section Menu until comments are provided for all such elements. **Show or hide comments by function**—note that ‘hidden’ comments can always be ‘shown’.
 - By default, each function’s comments fields are collapsed. Click to expand each function if you wish to enter comments

3b. Enter comments for each question, referencing supporting documentation or noting that the question is not applicable (“N/A”).

3c. Save and then close the comments form.



Figure 16: Comments Form (3a thru 3c)

3a. Show or hide comments by function – note that ‘hidden’ comments can always be ‘shown’

Capability 1: Community Preparedness - Comments

Show/Hide Function 1 Comments

FUNCTION 1 COMMENTS: (Section A)

Planning Implementation (Question A)	Operation Implementation
<p>3b. Enter comments for each question, referencing supporting documentation or noting that the question is not applicable (“N/A”)</p>	

Show/Hide Function 2 Comments

Show/Hide Function 3 Comments

Show/Hide Function 4 Comments

3c. Save and then close the comments form

4. **Use links to the element-specific guidance**, including Intent, Example Documentation or Evidence, and References.
 - o Opens in a new tab, which can be viewed side-by-side with the MCM ORR form.
5. **Save each Capability Section** (as an incomplete draft, or when finished) using the Save button at the bottom of the form
 - **Save** and save often!
 - You can save the tool and return to work later
 - Be sure you receive the message “Data saved successfully!” before moving back to the **Section Menu** or forward to a different **Capability Section**. If you do not see this message, click **Save** again

Figure 17: Saving the Capability Sections

Function 4	guidance to ensure community engagement in preparedness efforts	No training or guidance has been provided to community partners	Training or guidance has been provided to less than 50% of partners	Training or guidance has been provided to 50% or more but less than 100% of partners	Training or guidance has been provided to 100% of all community partners				
		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				

5. Save either as an incomplete draft or when finished

6. Use the **Navigation Menu** at the bottom of each section to navigate back to the Section Menu or forward to the next Capability Section.



Figure 18: Using the Navigation Menu Buttons

Function 4	guidance to ensure community engagement in preparedness efforts	No training or guidance has been provided to community partners	Training or guidance has been provided to less than 50% of partners	Training or guidance has been provided to 50% or more but less than 100% of partners	Training or guidance has been provided to 100% of all community partners				
		<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				

Save << Section Menu << >> Capability 3: Emergency Operations Coordination >>

6. Use the navigation menu to move between sections

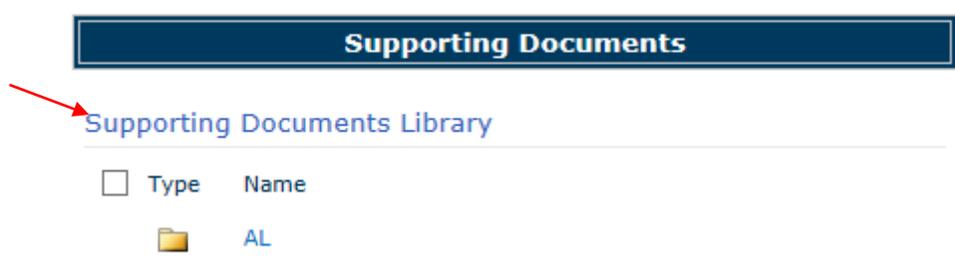
Uploading Supporting Documentation

Jurisdictions should provide CDC with access to relevant documentation on the jurisdictions’ internal shared systems. However, for Budget Period 4 and Budget Period 5, CDC will allow awardees and CRI local planning jurisdictions to submit supporting documentation to DSLR project officers (in order to verify the self-review) via the MCM Partner Site.

Instructions to upload supporting documentation:

1. Log into CDC JOIN to access the MCM Partner site.
2. On the right-hand side of the page there is a section labeled “Links.” Under that section, click on **MCM Operational Readiness Review site**.
3. Select **MCM ORR Tool for BP4** to navigate to the main ORR page.
4. On the right-hand side of the page, you will see “Resources” and “Supporting Documents”
5. Under the “Supporting Documents” header, you will see a folder labeled with your jurisdiction.
6. If you click on the “Supporting Document Library” link in blue (right below the dark blue heading bar), it’ll take you to a page that has that your state folder as well as all your local folders (if applicable).

NOTE: Local CRI jurisdictions will only have one folder visible to them within their state folder and therefore only one option to select once they get into the Supporting Document Library.

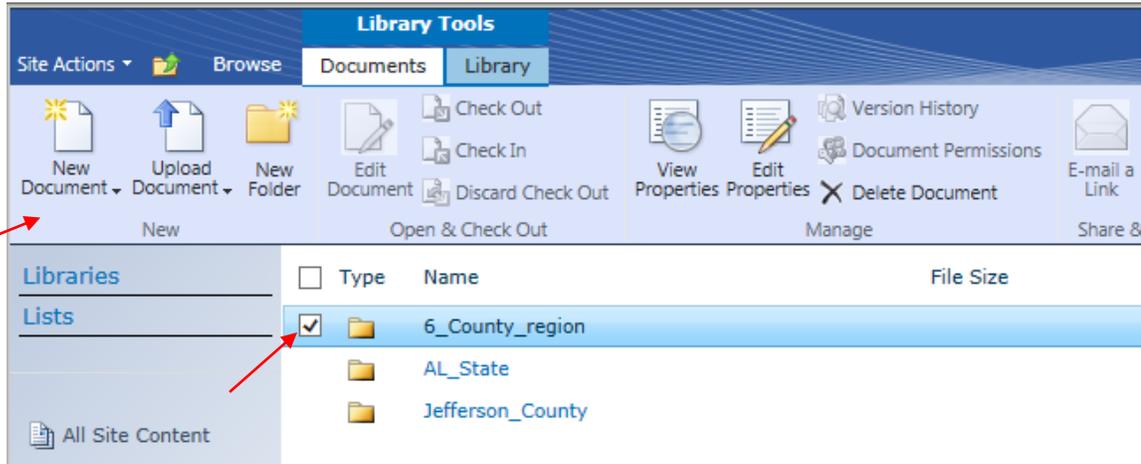


States will see a folder for each of your local jurisdictions as well as a folder that is listed as your state folder which is labeled as your state’s abbreviation followed by an underscore and the word “State” (e.g.: the Alabama state folder example in the screenshot is “AL_State”)

7. Hover over the link for the folder you want to access and you will see a box pop up to the left of the folder icon (see screenshot below).



- Click on that box and a toolbar will appear at the top of the page that has options to add a “New Document,” “Upload Document,” or “New Folder” (see below).



Toolbar appears after checking the box

- Double click on link for the folder you want to access to open that folder and then use the toolbar above and select the “Upload Document” option to upload your supporting documentation.
Best Practice: Try uploading one small document to the site first to make sure you have the correct permissions and are able to upload successfully. There are no loading or progress indicators on the site so you will not know if your upload is successful until the page refreshes and you can see your document in the folder.
- When uploading documents, you can use the drop down menu on the “Upload Document” option on the toolbar to either upload documents one at a time or upload multiple documents at once.
Best Practice: Since project officers can only download one document at a time; therefore, it’s recommended that you organize all of your documentation in folders beforehand, and then zip them all into one compressed .zip file which you can then upload as one file.
- If you are having trouble getting access to the site, if the “Upload Document” option isn’t available for you, or if you are having additional issues uploading documentation, please contact preparedness@cdc.gov for technical support.

Submitting the MCM ORR for Review

Once all sections in the Section Menu show “Complete,” you may begin moving the MCM ORR form through the review process.

- The ORR Status starts as “New” and should show as “Draft” once you’ve entered any data into the tool. This field will update automatically and you will not be able to change the status manually.
- Date Review Conducted:** Enter the actual date the MCM ORR site visit was conducted.
- Click **Save** to save the complete MCM ORR form.



Figure 19: Section View

USER ROLE: State_Awardee

State: Status:

MSA: *Date review Conducted:

Jurisdiction: MCMORR Type:

Click on section below to View or Edit

STATUS	SECTION
	Introductory Instructions
	Jurisdictional Data Sheet
	Capability 1: Community Preparedness
	Capability 3: Emergency Operations Coordination
	Capability 4: Emergency Public Information and Warning
	Capability 6: Information Sharing
	Capability 8: Medical Countermeasure Dispensing
	Capability 9: Medical Materiel Management and Distribution
	Capability 14: Responder Safety and Health
	Capability 15: Volunteer Management



- Once you have completed the MCM ORR form and all sections are marked as “*Complete*”, a new button will appear at the bottom of the form prompting you to **Submit for Review**. The button you will see will depend on whether you are a state or local and will either say: “**Submit for Project Officer Review**” or “**Submit for State Review**” respectively.
 - You must notify the relevant party (i.e. local jurisdiction notifies state; state notifies PO) when you have submitted the form for review.

Figure 20: Submitting the MCM ORR Form for Review

The screenshot shows a form header with a green checkmark and the word "Complete" on the left, and "Capability 15: Volunteer Management" on the right. Below the header are two buttons: "Save" and "Quit". At the bottom, there is a red-bordered box containing the text "4. Submit the MCM ORR form for review" and a button labeled "Submit for Project Officer Review".

- Subsequent levels of review (see details in the Review Statuses section below) will have the option to either:
 - Return the MCM ORR form to the prior review status for revision, OR
 - Submit the MCM ORR form to the next review status.

Figure 21: Moving the MCM ORR Form Forward or Backward in Review Status

The screenshot shows a form header with a green checkmark and the word "Complete" on the left, and "Capability 15: Volunteer Management" on the right. Below the header are two buttons: "Save" and "Quit". At the bottom, there is a red-bordered box containing two buttons: "Return for State Review" and "Submit for Team Lead Review". Below the buttons is the text "4. Return for revision at prior review status or submit for review at next review status".

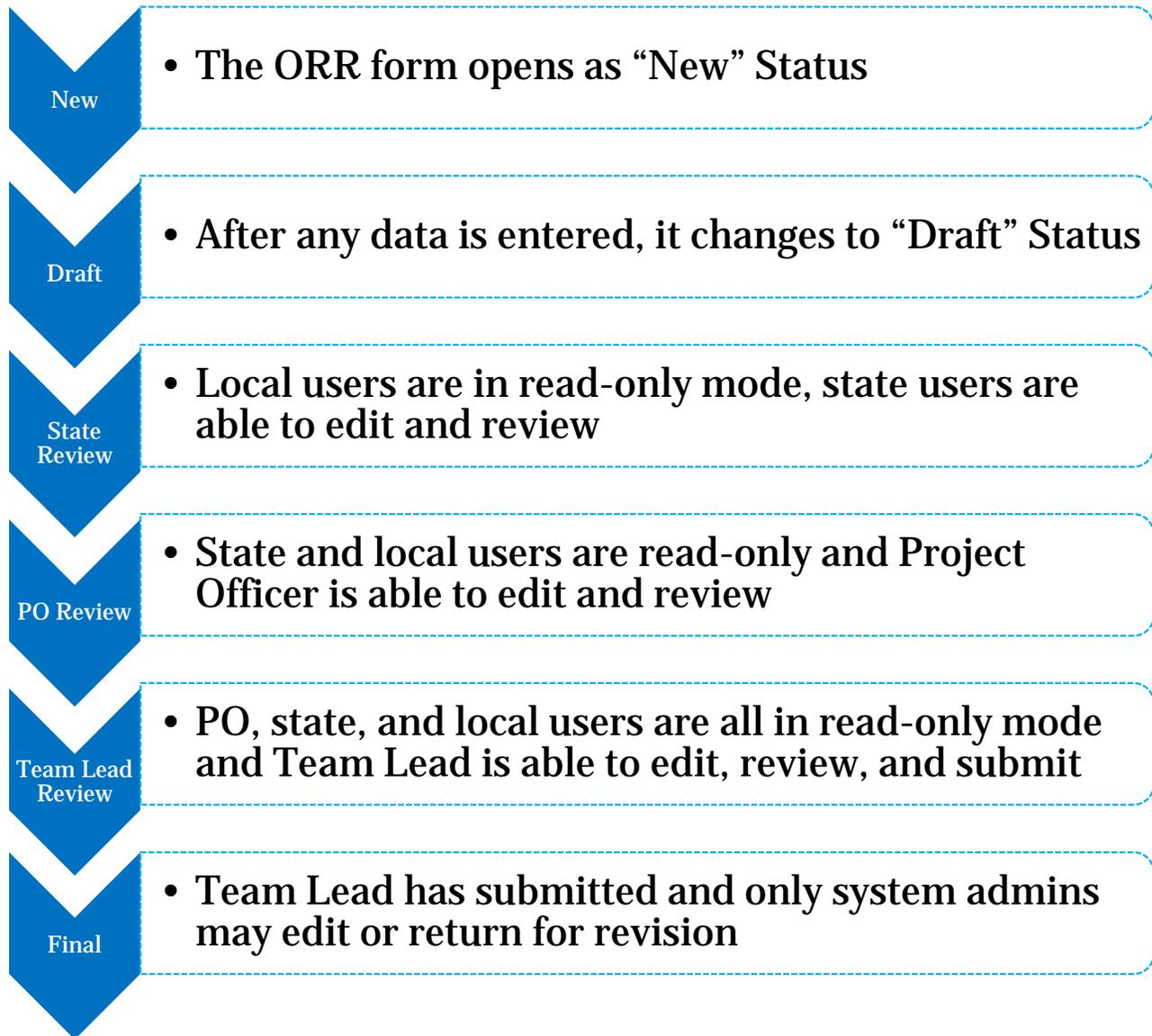
Review Statuses

Permissions are used to control which users can edit a given ORR at each **Review Status**.

- Once the form is submitted for review, it will become “read-only” and will not be editable unless it is returned for revisions.
- The tool automatically updates the Status field so you can track where your form is in the review process.
- Once submitted, you can print the ORR tool by selecting each capability section and selecting Ctrl+P.
- To print the Comments sections you will need to select the comments section for each Capability section and click “Show” to open each section with comments. Then select Ctrl+P to print that comments page.



Figure 22: MCM ORR Review Statuses and User Permissions at Each Status

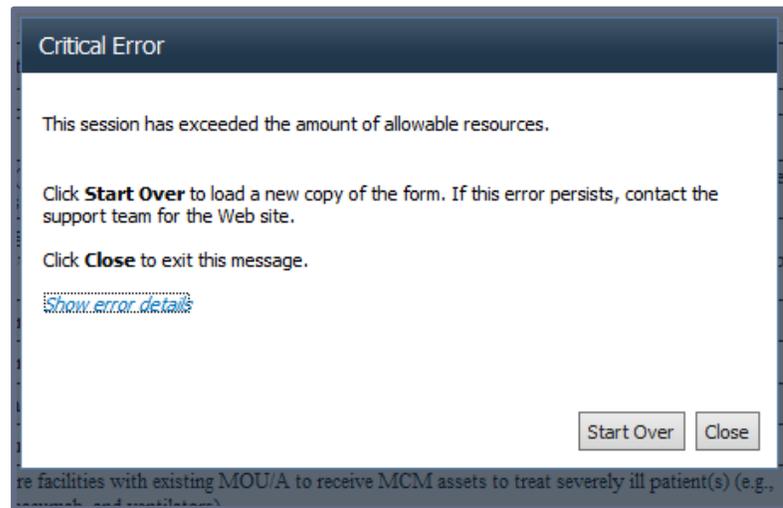




Troubleshooting

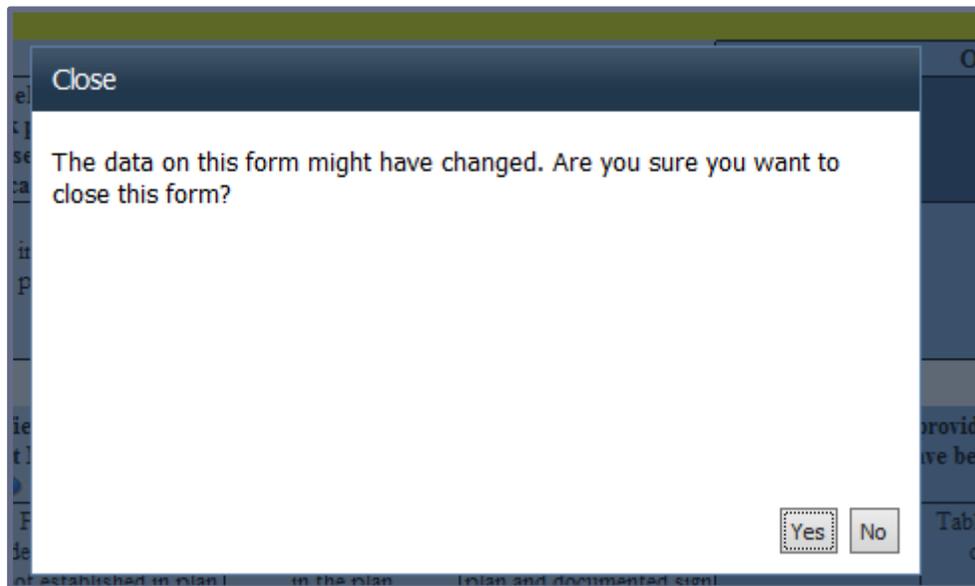
If you receive the following error, click “Close” and then reopen the MCM ORR form. You may need to log back into CDC JOIN. Be sure you select “This is a Private Computer” when signing in to CDC JOIN.

Figure 23: Error Message



If you receive the message below when closing the MCM ORR form, select “Yes” to save and close the form.

Figure 24: Before Closing a Form



If you want to clear out an answer in a Capability Section (not just change it), contact your project officer, who should notify the SharePoint site Administrator, for assistance.



Figure 25: State Baseline Jurisdictional Data Sheet (JDS)

 Centers for Disease Control and Prevention MCM ORR STATE JURISDICTIONAL DATA SHEET - BP4					
STATE:	BASELINE STATUS:				
State Medical Countermeasure (MCM) Jurisdictional Statistics					
	Value				
1. State population covered by the medical countermeasure distribution and dispensing plan.	<input type="text"/>				
2. Total number of county and/or city health departments.	<input type="text"/>				
3. Number of jurisdictions required by the state to develop mass prophylaxis plans.	<input type="text"/>				
3a. Number of CRI planning jurisdictions	<input type="text"/>				
3b. Number of non-CRI jurisdictions	<input type="text"/>				
4. Number of Receive, Stage, Store facilities identified using the RSS Site Survey or Checklist and on file with CDC.	<input type="text"/>				
5. Number of Regional/Local Distribution Sites (R/LDS).	<input type="text"/>				
6. Which level of government is responsible for distribution to Open (Public) Points of Dispensing (PODs)?	<input type="text"/> <input type="button" value="v"/>				
6a. Is delivery to Closed PODs a separate or joint responsibility between the state and local jurisdictions?	<input type="text"/> <input type="button" value="v"/>				
7. 7a-d relate to the specific types of distribution assets within the project area.					
7a. Distribution assets that are government assets (e.g., state public works, department of transportation, etc.).	<input type="checkbox"/>				
7b. Distribution assets are military (e.g., active duty, National Guard).	<input type="checkbox"/>				
7c. Distribution assets are from private business (e.g., logistics company, warehousing company, delivery services, etc.).	<input type="checkbox"/>				
7d. Distribution assets are from agencies other than those listed in 7a-c (please explain in notes).	<input type="checkbox"/>				
8. Which level of government is responsible for distribution to hospitals and treatment center sites?	<input type="text"/> <input type="button" value="v"/>				
8a. Indicate if distribution assets to hospitals and treatment center sites differ from those answered in 7a-d above.	<table border="1"> <tr> <th>YES</th> <th>NO</th> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </table>	YES	NO	<input type="radio"/>	<input type="radio"/>
YES	NO				
<input type="radio"/>	<input type="radio"/>				
9. Estimated number of staff (government, contract employees and volunteers) needed to execute 100% of state-level supplies management and distribution functions and dispensing functions (if applicable) for an MCM campaign.	<input type="text"/>				
10. Current number of staff (government, contract employees and volunteers) identified that would be needed to execute 100% of state-level supplies management and distribution functions and dispensing functions (if applicable) for an MCM campaign.	<input type="text"/>				
10a. Current number government employees identified.	<input type="text"/>				
10b. Current number of volunteers identified.	<input type="text"/>				
10c. Contract or other non-government staff identified.	<input type="text"/>				
11. Total number of Open (Public) Point of Dispensing (PODs) statewide.	<input type="text"/>				
12. Number of hospitals/healthcare facilities with existing MOU/A to receive MCM assets to treat severely ill patient(s) (e.g., Anthrax Immune Globulin, raxibacumab, and ventilators).	<input type="text"/>				
12a. Is this information included in your plan?	<table border="1"> <tr> <th>YES</th> <th>NO</th> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </table>	YES	NO	<input type="radio"/>	<input type="radio"/>
YES	NO				
<input type="radio"/>	<input type="radio"/>				
STATE BASELINE DATA NOTES					
<input type="text"/>					
<table border="1"> <tr> <td>Save</td> <td>Exit</td> </tr> </table>		Save	Exit		
Save	Exit				



Figure 26: Local Baseline JDS

STATE:		MSA:		JURISDICTION:		BASELINE STATUS:	
Local Medical Countermeasure (MCM) Jurisdictional Statistics				Value			
1. Local population covered by local planning jurisdiction's medical countermeasure dispensing plan.				<input type="text"/>		<input type="text"/>	
Open (Public) Point of Dispensing (POD) Operations							
2. Required hourly throughput to provide medical countermeasures to 100% of the population within the 48 hour goal for dispensing after receipt of assets from state/local distribution.				Total Population	# hrs. dispensing operations	Calculated throughput (PPH)	
				<input type="text"/>	36	<input type="text" value="0.00"/>	
2a. Total number of Open (Public) PODs that would be needed to support throughput in 2 (above).				<input type="text"/>		<input type="text"/>	
3. Population (from 1 above) that may be served by alternate dispensing modalities				<input type="text"/>		<input type="text"/>	
4. Required hourly throughput to provide medical countermeasures to population not served by alternate dispensing modalities within the 48 hour goal for dispensing after receipt of assets from state/local distribution.				<input type="text" value="0"/>		<input type="text"/>	
4a. Actual number of Open (Public) PODs needed to support throughput in #4 (above).				<input type="text"/>		<input type="text"/>	
4b. Has this throughput been tested via modeling or exercise?				YES	NO		
				<input type="radio"/>	<input type="radio"/>		
4c. Is Head Of Household (HOH) an option in the PODs?				YES	NO		
				<input type="radio"/>	<input type="radio"/>		
5. Number of Open (Public) PODs identified with documented site-specific plans.				<input type="text"/>		<input type="text"/>	
6. Number of Open (Public) PODs with identified primary and back-up management teams.				<input type="text"/>		<input type="text"/>	
Staffing Open (Public) POD Functions							
7. Estimated number of staff (government, contract employees and volunteers) needed to staff 100% of all Open (Public) POD functions for an MCM campaign.				<input type="text"/>		<input type="text"/>	
8. Current number of staff (government, contract employees and volunteers) identified to staff 100% of all Open (Public) POD functions for an MCM campaign.				<input type="text"/>		<input type="text"/>	
8a. Current number government employees identified.				<input type="text"/>		<input type="text"/>	
8b. Current number of volunteers identified.				<input type="text"/>		<input type="text"/>	
8c. Contract or other non-government staff identified.				<input type="text"/>		<input type="text"/>	
9. Additional number of staff (government employees and volunteers) still necessary to staff 100% of all Open (Public) POD functions for an MCM campaign.				<input type="text"/>		<input type="text"/>	
Closed POD types present in the area (only identify those with written plans and agreements)				Total # of Closed PODs	Pop. served by each Closed POD		
10. Number of Closed PODs with healthcare entities/agencies (e.g., nursing homes, long term care facilities, skilled nursing facilities, retirement homes, hospitals, etc.)				<input type="text"/>	<input type="text"/>		
11. Number of Closed PODs with private business (e.g., local chemical/power plant, grocery stores, newspapers, banks, hardware stores, car companies, etc.)				<input type="text"/>	<input type="text"/>		
12. 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, etc.)				<input type="text"/>	<input type="text"/>		
13. Number of Closed PODs served by tribal nations				<input type="text"/>	<input type="text"/>		
14. Number of Closed PODs with military installations (e.g., active duty bases, National Guard units)				<input type="text"/>	<input type="text"/>		
15. Number of Closed PODs with colleges and universities.				<input type="text"/>	<input type="text"/>		
16. Number of Closed PODs with community-based agencies (e.g., Meals on Wheels, agencies assisting homeless, American Red Cross, United Way, VOAD, etc.)				<input type="text"/>	<input type="text"/>		
17. Totals (Automatically Calculated)				<input type="text"/>		<input type="text"/>	
Additional Alternate Dispensing Modalities				Total #		Pop served by alternate dispensing modalities	
18. Additional Alternate Dispensing Modalities, other than closed pods listed above, present in the project area.				<input type="text"/>		<input type="text"/>	
Health Care Systems and/or Facilities				Total #		Population served	
19. Which level of government is responsible for distribution to hospitals/healthcare facilities?				<input type="text"/>			
19a. Number of hospitals/healthcare facilities with any written agreement to receive MCM assets to treat severely ill patient(s) (e.g., Anthrax Immune Globulin, raxibacumab, and ventilators).				<input type="text"/>			
19b. Is this information included in your plan?				YES	NO		
				<input type="radio"/>	<input type="radio"/>		
20. Signed agreements and plans to distribute and dispense MCM with agencies/organizations that service individuals that may not present to a POD such as: homebound, transportation disadvantaged or institutionalized populations. (Meals on Wheels, American Red Cross, United Way, correctional facilities, detention facilities etc.)				<input type="text"/>		<input type="text"/>	
At Risk Populations							
21. Has the jurisdiction incorporated at risk MCM planning efforts?				YES	NO		
				<input type="radio"/>	<input type="radio"/>		



Figure 30: Island Baseline JDS

 Centers for Disease Control and Prevention MCM ORR ISLAND JURISDICTIONAL DATA SHEET - BP4					
STATE:	BASELINE STATUS:				
Island Medical Countermeasure (MCM) Jurisdictional Statistics	Value				
1. Total population covered by the medical countermeasure distribution and dispensing plan.	<input type="text"/>				
2. Total number of health departments.	<input type="text"/>				
3. Total number of jurisdictions required to develop mass prophylaxis plans.	<input type="text"/>				
4. Number of Receive, Stage, Store (RSS) facilities identified using the RSS Site Survey or Checklist and on file with CDC.	<input type="text"/>				
5. Number of Regional/Local Distribution Sites (R/LDS).	<input type="text"/>				
6. Which level of government is responsible for distribution to Points of Dispensing (PODs)?	<input type="text" value="State"/> <input type="button" value="v"/>				
<i>7. 7a-d relate to the specific types of distribution assets within the project area.</i>					
7a. Distribution assets that are government assets (e.g., state public works, department of transportation, etc.).	<input type="checkbox"/>				
7b. Distribution assets are military (e.g., active duty, National Guard).	<input type="checkbox"/>				
7c. Distribution assets are from private business (e.g., logistics company, warehousing company, delivery services, etc.).	<input type="checkbox"/>				
7d. Distribution assets are from agencies other than those listed in 7a-c (please explain in notes).	<input type="checkbox"/>				
8. Which unit of government is responsible for distribution to hospitals and treatment centers?	<input type="text" value="State"/> <input type="button" value="v"/>				
9. Estimated number of staff (government, contract employees and volunteers) needed to execute 100% management and distribution functions and dispensing functions for an MCM campaign.	<input type="text"/>				
10. Current number of staff (government, contract employees and volunteers) identified that would be needed to execute 100% of state-level supplies management and distribution functions and dispensing functions (if applicable) for an MCM campaign.	<input type="text"/>				
10a. Current number government employees identified.	<input type="text"/>				
10b. Current number of volunteers identified.	<input type="text"/>				
10c. Contract or other non-government staff identified.	<input type="text"/>				
11. Total number of Open (Public) Point of Dispensing (PODs).	<input type="text"/>				
11a. Is Head Of Household (HOH) an option in the PODs?	<table border="1" style="width: 100%; text-align: center;"> <tr> <th>YES</th> <th>NO</th> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </table>	YES	NO	<input type="radio"/>	<input type="radio"/>
YES	NO				
<input type="radio"/>	<input type="radio"/>				
11c. Number of Open (Public) PODs identified with documented site-specific plans.	<input type="text"/>				
11d. Number of Open (Public) PODs with identified primary and back-up management teams.	<input type="text"/>				
11e. Number of Closed PODs	<input type="text"/>				
12. Number of hospitals/healthcare facilities with existing written agreement to receive MCM assets to treat severely ill patient(s) (e.g., Anthrax Immune Globulin, raxibacumab, and ventilators).	<input type="text"/>				
12a. Is this information included in your plan?	<table border="1" style="width: 100%; text-align: center;"> <tr> <th>YES</th> <th>NO</th> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </table>	YES	NO	<input type="radio"/>	<input type="radio"/>
YES	NO				
<input type="radio"/>	<input type="radio"/>				
13. Has the jurisdiction incorporated at risk MCM planning efforts?	<table border="1" style="width: 100%; text-align: center;"> <tr> <th>YES</th> <th>NO</th> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </table>	YES	NO	<input type="radio"/>	<input type="radio"/>
YES	NO				
<input type="radio"/>	<input type="radio"/>				
<input type="button" value="Exit"/>					