Operational Readiness Review Budget Period 1 (BP1) Reporting Requirements

All PHEP recipients and their Cities Readiness Initiative (CRI) jurisdictions must submit the required forms checked below 20 days prior to their scheduled ORR site visit or by June 30, 2018, if no ORR site visit is scheduled for BP1.

Table: ORR reporting requirements for states, directly funded localities (DFL), territories, and CRI jurisdictions to be submitted through the ORR data collection system (DCIPHER).

Form	State	DFL	Territory	CRI
Critical Contact Sheet	✓	✓	✓	
Receive, Stage, and Store (RSS) Site Survey	✓	✓	✓	
Jurisdictional Data Sheet (JDS)	✓	✓	✓	✓
Point of Dispensing (POD)	✓*	✓	✓	✓
Distribution Planning	✓	✓	✓	✓
Dispensing Planning	✓	✓	✓	✓
Operational forms				
Training and Exercise Planning form to document Training and Exercise Plan Workshop (TEPW) information	✓	✓		
Training and Exercise Planning form to document Multiyear Training and Exercise Plan (MYTEP)	✓	✓	✓	✓
PHEP/Functional/Full-scale Exercise or Incident form** to document PHEP exercise using at least one vulnerable population partner	✓	✓		
PHEP/Functional/Full-scale Exercise or Incident form to document Emergency Operations Center (EOC) Staff Notification/Assembly *(formerly PM 3.1 reported at the end of the year in PERFORMS)*	✓	✓	Puerto Rico only	

*POD form completed by states if applicable (if state maintains plans for PODs).
**The annual PHEP exercise requiring at least one vulnerable population partner. To receive credit, indicate on form the date of the exercise (must be completed by June 30, 2018) and which vulnerable population partner participated and upload AAR or other evidence showing their participation. Submit AAR/IP form by Oct. 1, 2018 through DCIPHER.

Additional Annual Reporting Requirements
Additional Public Health Emergency Preparedness (PHEP) Cooperative Agreement CDC-RFA-TP17-1701 budget period (BP) 1 reporting requirements that are to be submitted in PERFORMS are available in the BP1 and BP1 Supplement reporting requirements timelines which are located in the PERFORMS Resource Library.