

**BP1-S LHD Work Plan Deliverables Tracking**

**LHD Name:**

<b>Deliverable</b>	<b>Description</b>	<b>Due Date</b>	<b>Met</b>	<b>Comments</b>
	Health Officer Signature Page	7/6/2018	<input type="checkbox"/>	
1.1	Updated 24/7 LHD Contact Information	7/27/2018	<input type="checkbox"/>	
8.1	MI Volunteer Registry Training	9/12/18 or 9/20/18 or 9/28/18	<input type="checkbox"/>	
12.1	MYTEP	9/28/2018	<input type="checkbox"/>	
14.1	MCM ORR Proposed Activities/WCI Schedule	9/28/2018	<input type="checkbox"/>	
14.2	MCM ORR/WCI Action Plan Updates	Q2	<input type="checkbox"/>	
		Q3	<input type="checkbox"/>	
		Q4	<input type="checkbox"/>	
9.1	IMATS Update	1/4/2019	<input type="checkbox"/>	
9.2	IMATS Drill	1/4/2019	<input type="checkbox"/>	
	Mid-Year Progress Report	1/18/2019	<input type="checkbox"/>	
8.2	MI Volunteer Registry Account Quality Assurance Update	1/18/2019	<input type="checkbox"/>	
7.1	MISNS SharePoint Training	3/14/2019	<input type="checkbox"/>	
7.2	MISNS SharePoint Drill (Option A or B)	3/20/2019	<input type="checkbox"/>	

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2.1	NIMS Compliance	6/28/2019	<input type="checkbox"/>	
6.1	Staff Assembly Drill AAR/IP	6/28/2019	<input type="checkbox"/>	
	AAR demonstrates drill was unannounced		<input type="checkbox"/>	
	AAR includes screenshot or copy of the assembly notification message that includes: time sent and recipients		<input type="checkbox"/>	
	AAR includes sign-in sheet(s) documenting sign-in time for each participating individual		<input type="checkbox"/>	
9.1	IMATS Update	6/28/2019	<input type="checkbox"/>	
9.2	IMATS Drill	6/28/2019	<input type="checkbox"/>	
13.1	TEPW documentation	6/28/2019	<input type="checkbox"/>	
4.1	PHEP Single Funding Certification Form	7/15/2019	<input type="checkbox"/>	
	End-of-Year Progress Report	7/26/2019	<input type="checkbox"/>	
8.2	MI Volunteer Registry Account Quality Assurance Update	7/26/2019	<input type="checkbox"/>	
5.1	800 MHz Radio Drills	Q1	<input type="checkbox"/>	
		Q2	<input type="checkbox"/>	
		Q3	<input type="checkbox"/>	

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		Q4	<input type="checkbox"/>	
3.1	All AAR/IPs (including: Annual Notification Drills; SharePoint Drill Option B)	W/mid and EOY	<input type="checkbox"/>	
10.1	Annual Volunteer Notification AAR/IP	Mid-Year or EOY	<input type="checkbox"/>	
	AAR/IP includes number of volunteers needed		<input type="checkbox"/>	
	AAR/IP includes number of individuals contacted		<input type="checkbox"/>	
	AAR/IP includes names of organizations contacted		<input type="checkbox"/>	
	AAR/IP includes communication platform(s) used for notification		<input type="checkbox"/>	
	AAR/IP includes response rates to notification		<input type="checkbox"/>	
11.1	Pandemic Influenza Planning Workshop	Date TBA	<input type="checkbox"/>	