

## Demonstration Plan Instructions

### General Instructions

- a. The Demonstration Plan is where the awardee describes planned demonstrations of functions for Budget Period 1.
- b. Functions that have associated CDC-defined annually reported measures must be included in the Demonstration Plan. Please refer to Table 1 for a list of functions with associated annual and other performance measures.
- c. Functions that do not have associated CDC-defined annually reported measures must be included in the Demonstration Plan if the current status is “infrastructure fully in place – not fully evaluated or demonstrated.” Functions with associated CDC-defined performance measures not annually required, as well as function without performance measures, also must be included.
- d. While some functions have annual performance measures that do not apply to some jurisdictions, information must be entered into the fields to submit the Demonstration Plan. In these instances, awardees should create a demonstration associated to these functions and enter “N/A” in appropriate fields. Please refer to Table 1 for a list of which performance measures apply to which awardees.
- e. Some functions are implemented at the local level. In these instances, the awardee should indicate that one or more local health departments will demonstrate these functions by entering relevant local level information in the appropriate fields for a given demonstration (see below, under demonstration description and supporting documentation narrative).
- f. Some CDC-defined performance measures entail measurement across a pre-selected sample of local health departments. Awardees can refer to performance measures guidance and additional supporting documentation related to local level sampling as it is made available by CDC.
- g. For demonstrations of all other functions (i.e., without CDC-defined performance measures with a local level measurement component), the awardee should indicate which, or how many, local health departments will be part of the demonstration. Although there is no current minimum (or maximum) number of local health departments that may take part in a demonstration of this type in any given budget year, the awardee is advised to ensure that the number and selection of local health departments eventually demonstrates local-level functions over the five-year program cycle to meet the awardee’s hazard and vulnerability assessment, strategic plan, and other determinants of the awardee’s preparedness efforts.
- h. Additionally, awardees may choose to demonstrate any function not included in the instructions above.
- i. Each demonstration must include the following data items:
  1. Demonstration Name
  2. Demonstration Type
  3. Date Planned
  4. Demonstration Description
  5. Functions (1 or more)
  6. Supporting Documentation Narrative (for each Function)Instructions for each of these data items are described below.

## Notes

- Awardees are encouraged to use planned events, real incidents, and routine activities to demonstrate functions, rather than relying on exercises as a sole mechanism for demonstrations.
- Awardees are encouraged to develop data collection documentation systems procedures prior to the occurrence of planned events or anticipated incidents in order to be able to more effectively substantiate claims of demonstrating the functions.
- Awardees are encouraged to collect data on as many real incidents and planned events as possible.
- Awardees are encouraged to use single demonstrations to address multiple functions, thereby creating efficiencies in the demonstration and reporting process.
- Awardees are encouraged to first populate the Demonstration Plan with demonstrations of routine activities that associate to functions with annually-required performance measures. One option would be to generate one demonstration for each set of like performance measures (e.g., surveillance, lab, community preparedness, etc.). This ensures that the remainder of the demonstration plan entries can focus primarily on planned events, anticipated incidents and exercises. The list of performance measures for BP1, based on functions of routine activities, includes:
  - All epidemiological investigation, surveillance, and community preparedness performance measures
  - Specific lab performance measures, including:
    - Lab [Chemical]: Sample collection, packing and shipping (SCPaS)
    - Lab [Biological]: Proficiency Testing
    - Lab [Chemical]: Proficiency Testing – Core Methods
    - Lab [Chemical]: Proficiency Testing – Additional Methods
    - Lab [Biological]: Sample Quality – First Responders
    - Lab [Biological]: Specimen Quality – sentinel clinical labs

The awardee is advised that the DSNS Composite Score is based on state and local technical assistance review (TAR) scores. The Demonstration Plan may, therefore, include relevant exercises and other activities related to TARs and required drills.

## 1. Demonstration Name

- a. The awardee should submit a unique name for each demonstration.

**Examples:** In some instances, this may be scenario- or event-specific (“Anticipated Tornado #1,” “Pan Flu Statewide Exercise,” etc.); in other instances a reflection of broader all-hazards capability demonstration; and in still others a name describing identification of routine activities for demonstration of select annual performance measures (e.g., “Routine Lab Activities”).

## 2. Demonstration Type

- b. The awardee should select one demonstration type from the available options below.

Option	Description
<b>Exercise</b>	A scheduled discussion or operational instrument that assesses gaps in resources or identifies opportunities for improvement, in one or more functions and associated tasks.
<b>Planned Event</b>	A scheduled non-emergency activity (e.g., sporting event, parade, etc.)
<b>Real Incident</b>	An incident of public health significance that is predicted to occur within a jurisdiction in a given budget period (e.g. a tornado, flood, seasonal influenza, etc.)
<b>Routine</b>	A demonstration characterized by routine, day-to-day activity, which can feasibly demonstrate a function. This selection should be used for demonstrations of either (a) performance measures based on routine public health activity (e.g., epidemiological investigation, surveillance, lab testing), appropriate to achieving certain functions; or (b) in select instances, routine public health activities that can feasibly demonstrate functions with a preparedness/planning (i.e., pre-incident) component.

### 3. Date Planned

- a. Submit a date for exercises and planned events only.
- b. The date should fall within the upcoming budget period.
- c. A date should not be submitted for real incidents or routine demonstrations.

### 4. Demonstration Description

- a. Provide a brief narrative describing the various participants and roles in the demonstration, including
  1. The partners or other participant groups to be involved in the demonstration.
  2. Which jurisdictional areas are demonstrating the function(s) - state, local health departments (if known, please list), or a combination.
- b. If the function is primarily to be demonstrated at the local level, the state/awardee must indicate its role in the demonstration.
- c. If the demonstration type is “exercise,” the description must include:
  1. Type of exercise (discussion-based or operational)
  2. Rationale for the exercise, e.g., previous exercise or incident improvement plan items that this exercise will address.

### 5. Functions

- a. Associate each demonstration to one or more functions.

## 6. Supporting Documentation Narrative

- a. For each selected function, the awardee must submit a brief description of the documentation that will be maintained regarding the demonstration.
- b. For a function that has an associated performance measure, the supporting documentation should align to the performance measure guidance regarding supporting data.
- c. The narrative should include a brief description of any tasks for that function (as defined in the *Public Health Preparedness Capabilities: National Standards for State and Local Planning*) that are planned to be demonstrated.
- d. Awardees should also state how they intend to evaluate demonstration of functions (criteria, objectives, targets, etc, as applicable) when such functions are not associated with CDC-defined performance measures.

If the demonstration is occurring at the local level, states should ensure that local health departments maintain applicable documentation.

At the end of the year, awardees will be asked to report which functions and tasks have been demonstrated. Supporting documentation may be reviewed at year end for verification and validation purposes. Awardees are encouraged to work with their project officers to ensure that proposed supporting documentation is acceptable.