

STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH



Renée D. Coleman-Mitchell, MPH
Commissioner

Ned Lamont
Governor
Susan Bysiewicz
Lt. Governor

Public Health Preparedness and Local Health Section

DATE: December 23, 2019 OPHPR 2019-16

TO: CRI Regional Planning Leads

FROM: Lisa Bushnell
Strategic National Stockpile Coordinator

Stephanie McGuire
Medical Countermeasure Coordinator

RE: Programmatic Progress Reports

The Connecticut Department of Public Health (DPH), Office of Public Health Preparedness and Response recently completed its review of the Quarter 1 (Q1) progress reports from each CRI region lead and their subcontractors. Thank you for facilitating the completion and submittal of these reports.

During our review we observed that, in general, the subcontractor reports lacked the detail and quality needed to show progress in advancing public health preparedness in their communities. Subcontractors should submit reports that explain what they have completed for work during each quarter.

The DPH prepared the attached guidance to help improve the quality of progress reports. Please share this guidance with your subcontractors. The Programmatic Progress Report (PPR) template has been reformatted into a Word document that includes a reference to the subcontract language and corresponding box # to the guidance. The content of the PPR template has not changed.

Quarter 2 (Q2) reports are due soon. Please have your subcontractors review their Q1 reports and revise them if appropriate in accordance with this guidance when they are completing their Q2 reports. Additionally, we request that the PPR include both the name of the staff person completing the report and the signature of the director of health.



Phone: (860) 509-8282 • Fax: (860) 509-7160
Telecommunications Relay Service 7-1-1
410 Capitol Avenue, P.O. Box 340308, MS#PHP
Hartford, Connecticut 06134-0308
www.ct.gov/dph

Affirmative Action/Equal Opportunity Employer



We will not authorize the release of payments for Q2 to subcontractors until the progress report has been signed off by the local health director, and reviewed and approved by DPH. Progress reports that do not accurately document work, or that are incomplete will be returned to the contractor with a request for revisions.

Please contact Lisa Bushnell at (860) 509-7397 or lisa.bushnell@ct.gov or Stephanie McGuire at (860) 509-7506 or Stephanie.mcguire@ct.gov with questions.

cc: Francesca Provenzano, Chief, Preparedness & Local Health Section
William Gerrish, Health Program Supervisor, OPHPR
Public Health Preparedness and Local Health Section staff
att (2)