NC Public Health Preparedness Data Collection Tool Frequently Asked Questions

1. ***What is included in the NC Public Health Preparedness & Response (PHP&R) Data Collection Tool?***
   Beginning September 2016, NC PHP&R will combine reporting efforts to collect data for both the Centers for Disease Control and Prevention's (CDC) Public Health Preparedness Capabilities and Public Health Emergency Preparedness (PHEP) Performance Measurements. This information was previously collected through the NC Public Health Preparedness Capabilities Rubric and PMT (Performance Measurement Tracker).

2. ***Who should have access to the PHP&R Data Collection Tool?***
   There will be three (3) user roles within the Data Collection Tool. (1) The North Carolina Local Health Department Preparedness Coordinators' will have access to enter data edit) and view reports. (2) Local Health Directors will have access to view but not edit, data and reports for their county. (3) PHP&R staff will have access to view but not edit, data and reports.

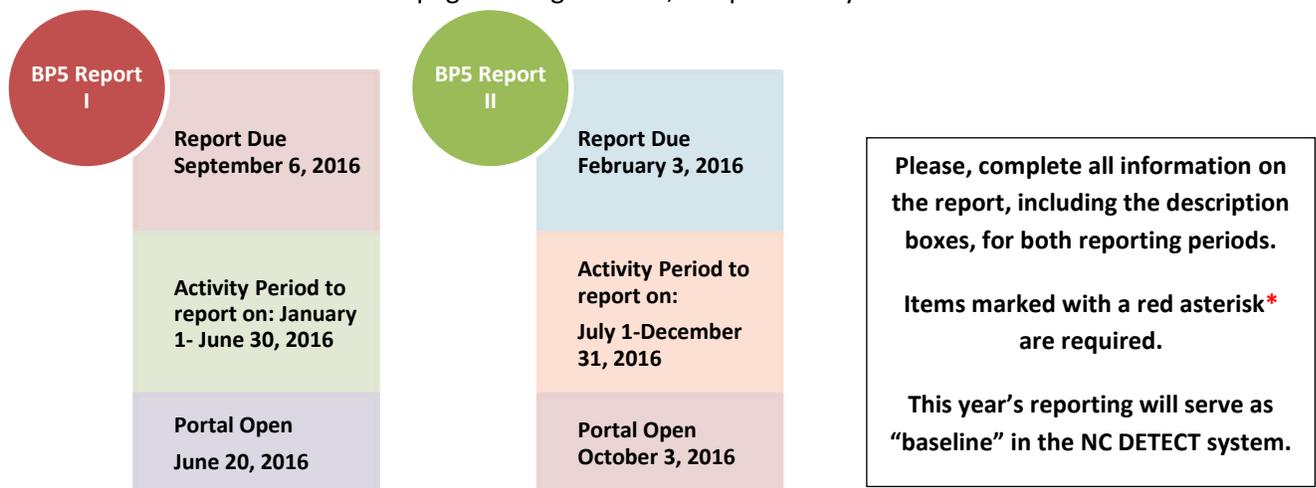3. ***How do you access the PHP&R Data Collection Tool?***
   To access the PHP&R Data Collection Tool, go to https://ncdetect.org to log-in. Once you have logged-in, then click on the page for Reports. Under the Preparedness & Response heading, click on 'Data Collection Tool'. (Refer to the NC DETECT User Guide)

   If you already have a log-in account (even if it is from the testing site), you will not need a new one..
   If you do not have a user name and password, please complete an Account Request at this link:
   https://ncdetect.org/ncd/public/accountRequest.action.

4. ***When will local health departments be required to submit reports in the PHP&R Data Collection Tool and how much time will they have?***
   During the 2016-17 Public Health Emergency Preparedness (PHEP) grant year, the NC DETECT Portal will be open from June until September 6, 2016 and October 2016 until February 3, 2017, so that local health departments are able to enter data over time. (See the below graphic for more information) Reports are due on or before the September 6, 2016 and February 3, 2017 deadlines.

   Important: Data that is entered into the PHP&R Data Collection Tool during the open reporting dates can be saved in the system, as long as the person entering the report remembers to **click the 'save' button** at the bottom of each page. Failing to do so, can potentially result in a loss of information.

BP5 Report I

Report Due
September 6, 2016

Activity Period to report on: January 1- June 30, 2016

Portal Open
June 20, 2016

BP5 Report II

Report Due
February 3, 2016

Activity Period to report on:
July 1-December 31, 2016

Portal Open
October 3, 2016

Please, complete all information on the report, including the description boxes, for both reporting periods.

Items marked with a red asterisk* are required.

This year's reporting will serve as "baseline" in the NC DETECT system.

5. ***How can I see all of the questions that are asked on the survey?***
    To download a copy of the survey questions, click on the "Download Survey Questions to Word" link that is found at the top of the reporting pages. All questions taken from the NC Public Health Preparedness Capabilities Rubric are reflective of the February reporting for the Capabilities Rubric (v.2).

6. ***How long will it take to complete the report?***
    The NC DETECT system has the capability to allow data to be entered and saved over a time period. This report does not need to be entered in one-sitting, as we have experienced with previous reporting tools.

    For the PHP&R Data Collection Tool, this timeline can be found in question #4. Preparedness Coordinators may enter data during the reporting period (starting when the date the portal opens) and must have all information submitted on or before the due date.

7. ***What exercises and drills should be reported on the drill tabs for Capabilities 3, 6, and 15? Should these include drills that are done for MCM?***
    Report any real-world incident the local health department provided a response, along with exercises and drills based on the types of exercises identified by the Homeland Security Exercise and Evaluation Program (HSEEP). These may also include requirements of the MCM Operational Readiness Review Tool.

    For training on the types of exercises, we recommend the FEMA IS-120: Introduction to Exercises online course. Access this training here: http://www.training.fema.gov/is/courseoverview.aspx?code=IS-120.a

8. ***Can local health departments report >1 exercise and/or drill?***
    Yes, more than one exercise/drill can be reported in the Data Collection Tool. Follow the instructions described in the User Documentation. Be mindful that dates and times are reported using military time.

9. ***For exercises/drills that are reported, can AARs be downloaded on the NCDETECT website?***
    No, not at this time.

10. ***How can the local health departments identify resources to assist with the capability reporting elements of the survey (from the Capabilities Rubric)?***
    To access a list of Resources and Subject Matter Experts (SME) for each of the capabilities, click on the "Subject Matter Experts and Resources" link that is found at the top of the reporting pages.

11. ***Can each county download reports from the information that was submitted into the Data Collection Tool?***
    Yes. The county will have access to a Microsoft Word document that shows the information that was entered into the system by that county. The NC DETECT team is working to develop reports, charts, and graphs that can be shared with the local health departments for planning.

12. Where can the local health departments receive further training on NC DETECT?

For training on NC DETECT and its many features, contact Amy Ising at UNC-CH at ising@ad.unc.edu. She can also train the health department staff on other reports that are found in the NC DETECT portal.

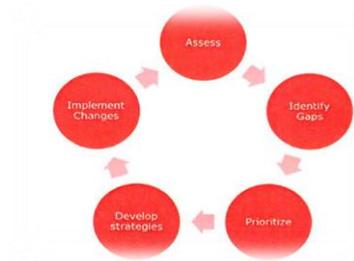*13. Do I have to do it? Is it in the Agreement Addendum?*

Yes. As stated within the Scope of Work (b) for the 2016-17 Agreement Addendum, the Local Health Department shall submit "semi-annual performance and rubric activities and updates to the NC DETECT database no later than September 3, 2016 and February 3, 2017."

Please note: The date for the September 3rd submission was changed to reflect the next business day after the holiday weekend, which is September 6th.

14. How will NC PHP&R use the data collected through its Data Collection Tool?

As a part of our capacity building efforts within the NC Public Health Preparedness & Response system, we have followed a continuous cycle of improvement and progress, since 2011, to:

1) Assess program efforts,
2) Identify gaps,
3) Prioritize those gaps,
4) Develop strategies for local, regional and state improvement, and
5) Implement changes on all levels.

We have chosen to conduct this cycle on a semi-annual basis to look for both improvements and gaps in our preparedness system.

15. Will data be shared with anybody other than NC PHP&R? Who will have access to the data?

Local Health Departments will submit information in the NC DETECT Data Collection Tool that can be accessed and viewed by the staff of NC PHP&R. NC PHP&R staff will not share identifiable data with partners and/or funding sources unless permission is granted by that particular county. However, information may be shared as aggregate data. Local use or sharing identifiable data is at the discretion of the local public health preparedness program.

For all questions related to reporting requirements and data, please contact Blake Harper at (919) 546-1825 or blake.harper@dhhs.nc.gov. For all questions related to NC DETECT system, log-ins or technical issues, please contact Amy Ising at ising@ad.unc.edu.