# BP4 “Conduct 2 notification drills with 44 NYC-based FQHC networks” deliverable template

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| **Sub-recipient name:** | Primary care sub-recipient (CHCANYS) |
| **Deliverable number and name:** | **C1.1 Conduct two (2) notification drills with 44 NYC-based FQHC networks** |

**Instructions:** Here are the steps to follow for completing this deliverable.

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| **1** | **Make a note of the DOHMH Program Manager’s name and contact information.** |
| **2** | **Review deliverable text taken from the SOW and direct any questions to your DOHMH Program Manager well before the deliverable due date(s).** |
| **3** | **Complete the fields for the first call down drill.** |
| **4** | **Complete the fields for the second call down drill.** |
| **5** | **If provided below, submit any additional documentation required to your DOHMH Program Manager. This is noted in the deliverable text (step 2) as well as below in item 5.** |

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| **1** | **DOHMH Program Manager:** Philip Tamburrino, MPH  **Phone number:** 917-622-7942  **Email:** [Ptamburrino@health.nyc.gov](mailto:Ptamburrino@health.nyc.gov) |

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| **2** | **Deliverable as per the SOW**  **Required Activities:**  Using protocols developed by Sub-recipient, plan and conduct two (2) notification drills with NYC-based FQHC networks (N=44) including at least one (1) point of contact per FQHC network to increase response rates and improve communications among NYC-based FQHC networks and Sub-recipient. Determine and share drill parameters and general timeframe for response with members prior to conduct of the drill (the drill must include one interactive component, e.g., request health center operating capacity). Compile and share aggregate results with all participants following each drill.  **Required Documentation:**   1. Completed summary report of participation and response rate for one (1) notification drill occurring in the midterm performance period of the contract (November 1, 2022 to February 28, 2023). 2. Completed summary report of participation and response rate for one (1) notification drill occurring in the final performance period of the contract (March 1 to June 1, 2023). |

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| **3** | **SUMMARY REPORT (First call down drill) | DUE DATE: February 28, 2023** | |
| **Question** | **Response (Sections below will expand as you type.)** |
| **Date of the call down drill.** |  |
| **How long did those called have to respond?** |  |
| **Method used to conduct the drill (VEOCI, SitStat, etc.). If more than one method was used, please describe.** |  |
| **How many FQHC networks were included in the call down drill?** |  |
| **How many FQHC networks responded?** |  |
| **Participation rate:** |  |
| **How does this participation rate compare to your most recent previous call down drill?** |  |
| **Describe the interactive component of this drill by describe what you asked of FQHC networks. Also describe what you learned from this interactive component.** |  |

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| **4** | **SUMMARY REPORT (Second call down drill) | DUE DATE: June 1, 2023** | |
| **Question** | **Response (Sections below will expand as you type.)** |
| **Date of the call down drill.** |  |
| **How long did those called have to respond?** |  |
| **Method used to conduct the drill (VEOCI etc.). If more than one method was used, please describe.** |  |
| **How many FQHC networks were included in the call down drill?** |  |
| **How many FQHC networks responded?** |  |
| **Participation rate:** |  |
| **How does this participation rate compare to your most recent previous call down drill?** |  |
| **Describe the interactive component of this drill by describe what you asked of FQHC networks. Also describe what you learned from this interactive component.** |  |

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| **5** | **NO additional documentation required** |
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