# BP4 “Develop, conduct, and evaluate 1 full-day emergency management (EM) seminar for 44 NYC FQHCs” deliverable template

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| **Sub-recipient name:** | Primary care sub-recipients (CHCANYS) |
| **Deliverable number and name:** | **C1.2 Develop, conduct, and evaluate 1 full-day emergency management (EM) seminar for 44 NYC FQHCs** |

**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** | **Skip this step.** |
| **4** | **Complete the fields for written report (three (3) to five (5) pages) summarizing evaluations and survey results, and summary of potential next steps.** |
| **5** | **Submit all additional documentation required to your DOHMH Program manager for both February 28 and June 1, 2023. This is noted below in the deliverable text (step 2) as well as in step 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:**  1.In collaboration with other partners, as appropriate (e.g., NYC Emergency Management (NYCEM), New York State Department of Health (NYSDOH) etc.), plan, promote and conduct one (1) full-day annual Emergency Management (EM) seminar for NYC FQHC networks (to be conducted either in person or virtually). EM seminar topics will include emergency management topics in support of developing facility preparedness and response capabilities, considering gaps identified in BP3. A practical session will be part of the agenda and may be a tabletop exercise or focus on a specific planning topic/issue/hazard. Sub-recipient responsibilities include, but are not limited to:   * Securing seminar speaker(s), facilitators, venue space (if applicable), and other logistical details * Developing seminar agenda and necessary materials * Promoting the seminar to FQHCs * Coordinating attendee registration * Collecting and evaluating participants’ feedback and summarizing key next steps and/or potential improvements for future seminars.   ***Note:***  *- Subrecipient is responsible for venue, supplies, refreshments\* and logistics costs. The seminar may be conducted virtually if necessary.*  *- DOHMH will review and approve all materials* ***two (2) weeks*** *prior to the event.*  *\*Food purchases must follow the cost restrictions and City Agency Food Standards. Refreshments must not exceed $8.50 per person.*  **Required Documentation:**   1. Draft agenda, draft presentation slides, final list of speakers and brief biographies (supplied by speakers), draft seminar materials, draft pre- and post-tests, and draft participant evaluation survey. Due in the midterm performance period of the contract (November 1, 2022 to February 28, 2023). 2. Final presentation slides, sign-in sheets or roster of participants, evaluation results (to include raw survey results), all pre- and post-test scores and mean pre-test and post-test score, **written report (three (3) to five (5) pages) summarizing evaluations and survey results, and summary of potential next steps.** Due in the final performance period of the contract (March 1to June 1, 2023). |

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| **3** | **Skip this step** |

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| **4** | **WRITTEN REPORT | DUE DATE: June 1, 2023** | |
| **Question** | **Response** |
| **Summarize the results of your evaluation of your EM Seminar. (If there are noticeable themes name and summarize them below.)** |  |
| **(Theme 1)** |  |
| **(Theme 2)** |  |
| **(Theme 3)** |  |
| **Summarize next steps for future seminars or other actions needed. If possible, note the timeline for start and completion.** |  |

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| **5** | **Additional documentation due FEBRUARY 28,** **2023 to your program manager:**  Draft agenda, draft presentation slides, final list of speakers and brief biographies (supplied by speakers), draft seminar materials, draft pre- and post-tests, and draft participant evaluation survey |
| **Additional documentation due June 1,** **2023 to your program manager:**  Final presentation slides, sign-in sheets or roster of participants, evaluation results (to include raw survey results), all pre- and post-test scores and mean pre-test and post-test score. |