**BP1 2024-25 Epi Work Plan**

**Due: August 4, 2025**

Epi Work Plan items are developed in accordance with the Public Health Emergency Preparedness (PHEP) Cooperative Agreement. This work plan addresses [Budget Period 1 (BP1)](https://www.cdc.gov/readiness/php/phep/2024-phep-cooperative-agreement-guidance-budget-period-1.html) (July 1, 2024 – June 30, 2025). Specifically, these items are designed to address the priority resources elements found in the four Functions of Capability 13: Public Health Surveillance and Epidemiologic Investigation in the [Public Health Emergency Preparedness and Response Capabilities: National Standards for State, Local, Tribal, and Territorial Public Health](https://www.cdc.gov/readiness/php/capabilities/) document. The four Functions are:

1. Conduct or support public health surveillance

2. Conduct public health and epidemiologic investigations

 3. Recommend, monitor, and analyze mitigation actions

4. Improve public health surveillance and epidemiologic investigation systems

The functions are assessed, in part, by reviewing selected reportable diseases and 1) the proportion received by a public health agency within the appropriate timeframe and 2) the timely initiation and reporting of public health control measures.

In addition, items in the work plan address Capability 6: Information Sharing which addresses identification of stakeholders to be incorporated in information flow, development of rules and data elements for sharing and the exchange of information.

Per the PHEP cooperative agreement requirements, these tasks were designed to demonstrate the ability of health jurisdictions to analyze and interpret public health data. Some tasks are more easily completed by staff familiar with disease reporting systems (i.e., MDSS and MSSS). **If you anticipate needing assistance from CD/Epi staff in your department to complete the Epi Work Plan requirements, please forward this document to them as soon as possible.**

**Instructions:**

* Complete tasks and email all required documentation to your [Regional Epidemiologist](https://www.michigan.gov/mdhhs/keep-mi-healthy/communicablediseases/-/media/Project/Websites/mdhhs/Folder1/Folder24/MDSS_Support_Resources.pdf?rev=f98988860dd5406db72365c2b2e601f6&hash=526B14C495C45AE0FAB42EDE9DC68933) by **August 4, 2025**.
	+ **Some tasks need to be performed and submitted quarterly.** Submit the quarterly MDSS user reviews to your Regional Epidemiologist in **October, January, April, and July**.
* Additional information for tasks can be found in the Supplemental Guidance document.
* The Enhanced Analysis will be distributed by June 2025. Most Enhanced Analysis tasks cannot be completed until after June 30, 2025.
* Epi Work Plan items are recorded as complete or not complete; no specific scores are given.
* **If you experience any difficulty in completing these tasks, please contact your Regional Epidemiologist for assistance.**

**Completed by**:

**Name, Title** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Agency** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tasks**

[ ]  **Enhanced Analysis:** Complete the Enhanced Analysis form to analyze selected data and trends.

 **Documentation**: Completion of the enhanced analysis form ***(form will be distributed in June 2025).***

[ ]  **Epi-X:** Maintain valid enrollment of at least 2 individuals on Epi-X.

**Documentation**: None needed, MDHHS will review Epi-X users.

[ ]  **Enrollment in the Michigan Syndromic Surveillance System (MSSS):** Maintain valid enrollment of at least one staff member in the MSSS, defined as logging in at least once every 60 days. *NOTE*: *Users are automatically deactivated from the system after 60 days of inactivity.*

 **Documentation**: None needed, MDHHS will review MSSS users.

[ ]  **Michigan Disease Surveillance System (MDSS):**

1. Maintain at least 2 MDSS administrators.

**Documentation**: None needed, MDHHS will review user listings.

1. Maintain at least one administrator in the Outbreak Management System (OMS).

**Documentation:** None needed, MDHHS will review user listings.

1. Quarterly MDSS user reviews
2. Create a list of active MDSS users that includes user name, role, job function, program, valid email address and last login date for all MDSS users in the jurisdiction.
3. During each review, deactivate users that no longer need MDSS access. *NOTE: Users are automatically deactivated from the system after 60 days of inactivity. Manual review of users is still necessary – users should be deactivated as soon as they no longer need access so that they do not log in inappropriately.*

**Documentation**: Submit a signed and dated MDSS user list quarterly to your Regional Epidemiologist.

**Due Dates**: **October 2024, January 2025, April 2025, and July 2025**

[ ]  **Quarterly Case Detail Form Completeness Review:** Review the control measures and the first positive laboratory report fields for **Confirmed, Completed** cases of Shiga toxin-producing *Escherichia coli* (STEC)

 **Documentation**: Complete the table below and send to your Regional Epi by August 4, 2025.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **STEC**Reviewer Name | Referral Dates | Review Date | # Cases | # Cases Missing Control Measures Start Date  | # Cases Missing First Positive Lab Report Date  |
| 1. | Jul 1 – Sep 30, 2024 |  |  |  |  |
| 2.  | Oct 1 – Dec 31, 2024 |  |  |  |  |
| 3. | Jan 1 – Mar 31, 2025 |  |  |  |  |
| 4. | Apr 1 – Jun 30, 2025 |  |  |  |  |