



U.S. Department of Health & Human Services
Administration for Strategic Preparedness & Response

Medical Response & Surge Exercise
Recipient Review Guide (RRG)
Hospital Preparedness Program

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Medical Response and Surge Exercise (MRSE) Recipient Review Guide (RRG)

As per the Fiscal Year (FY) 2024 - 2028 Hospital Preparedness Program (HPP) cooperative agreement (CoAg) Funding Opportunity Announcement (FOA), recipients must annually report on performance measures for each FY/budget period and update measures, if needed. In addition, recipients must submit program benchmark and pandemic influenza planning data as described in the accountability provisions section. Recipients that fail to “substantially meet” HPP benchmarks required by the CoAg FOA are subject to withholding of a statutorily mandated percentage of the following year’s award.

The intent of this guide is to assist HPP recipients with conducting a systematic review of each funded health care coalition’s (HCC’s) MRSE reporting tool. The recipient review guide focuses on the identification of any missing, inaccurate, or insufficient data required within each section of the MRSE reporting tool. As an HPP program benchmark (BM6), recipients are responsible for verifying that the tool meets the basic requirements of completeness for submission to ASPR. The recipient review guide also provides assurance that the HCC’s exercise plan is in alignment with the recipient’s strategic priorities and goals, and results in an exercise that effectively evaluates the current level of health care readiness for the HCC based on the selected scenario.

If you have any questions or require assistance conducting this review, please contact the MRSE Support Team at MRSE@hhs.gov. Thank you.

General Information

HCC:	
Reviewer Name:	

Note: The reviewer must be the recipient and not a coalition member.

- The HCC has developed an appropriate exercise timeline that allows them to complete all phases by the end of the current budget period.

Phase I Review Completion Date:	
Phase II Review Completion Date:	
Phase III Review Completion Date:	

A Phase-by-Phase Review of the MRSE Reporting Tool

Exercise Overview

- The MRSE Excel file has been correctly named prior to submission to ASPR: [BP1_FY24_MRSE_two letter abbreviation of state_HCC name_date].

Phase I: Plan and Scope

Tab 1 - Concepts & Objectives

- Data is complete and accurate in the 'Health Care Coalition Information' Table.
- HCC name, region, and contact information for the HCC Coordinator is complete and accurate.
- The total number of general medical/surgical licensed beds has been provided to the HCC for the surge calculation. The surge scenario description is complete, realistic, and plausible. It focuses on at least one hazard or threat from the HCC's HVA.
- In the 'Addressing Health Equity in the Scenario' Table, the HCC has provided and adequately addressed health equity and the needs of the at-risk populations within their jurisdiction for the selected scenario.
- All questions about the specific roles assigned to public health agencies and their participation in the exercise have been addressed appropriately and completely.
- All questions about the specific roles assigned to emergency management agencies and their participation in the exercise have been addressed appropriately and completely.
- All listed hazards, risks, and threats from the HCC's Hazard Vulnerability Assessment (HVA) are current and at least one was selected for the exercise scenario. If "Other Hazard" was selected for the scenario, confirm the hazard description is realistic and aligns with the jurisdiction's priorities and needs.
- All selected exercise priorities align with the exercise scenario and include any additional priorities required by the recipient.
- The HCC has completely defined the exercise scope, including the exercise type, identification of all required plans, the location, duration, and all other relevant considerations. This must include the HCC's response plan.
- The HCC has included at least one additional exercise objective that aligns with their priorities and the selected scenario. The HCC has included any additional exercise objectives required by the recipient.

Tab 2 - Planning & Coordination

- All POC information for the Exercise Planning Team, required and additional positions, has been filled out completely.
- All additional planning team considerations (i.e., other requirements, joint exercise) have been answered and align with the exercise scope, identified participants, and surge scenario. Note ASPR strongly encourages HCCs to adapt MRSE to help their members meet other exercise requirements.
- All participating organization information and POC information has been filled out completely.
- All organizations considered critical to the overall planning and successful execution of the exercise, such as organizations contributing plans and resources, as well as at least one organization of each HCC Core Member Type, have been identified and included.

Tab 3 - Resource Requirements

- All selected **personnel** align with the chosen surge scenario and are appropriately checked as either critical or non-critical. Any additional personnel **NOT** selected, but potentially critical to the chosen response scenario have been discussed with the HCC and included if appropriate.
- All selected **bed types** align with the chosen surge scenario and are appropriately checked as either critical or non-critical. Any additional bed types **NOT** selected, but potentially critical to the chosen response scenario have been discussed with the HCC and included if appropriate.
- All selected **pharmaceuticals** align with the chosen surge scenario and are appropriately checked as either critical or non-critical. Any additional pharmaceuticals **NOT** selected, but potentially critical to the chosen response scenario have been discussed with the HCC and included if appropriate.
- All selected **medical supplies and equipment** align with the chosen surge scenario and are appropriately checked as either critical or non-critical. Any additional medical supplies and equipment **NOT** selected, but potentially critical to the chosen response scenario have been discussed with the HCC and included if appropriate.
- All selected **patient transport units** align with the chosen surge scenario and are appropriately checked as either critical or non-critical. Any additional patient transport units **NOT** selected, but potentially critical to the chosen response scenario have been discussed with the HCC and included if appropriate.
- All selected **specialized response units** align with the chosen surge scenario and are appropriately checked as either critical or non-critical. Any additional specialized response units **NOT** selected, but potentially critical to the chosen response scenario have been discussed with the HCC and included if appropriate.

Phase II: Exercise

Tab 4 - Exercise Initial Actions

- All the qualitative questions related to Starting the Exercise have been completed and each response is appropriate, reasonable, and aligns with the chosen surge scenario.
- Both questions pertaining to HCC member notifications Performance Measure (PM)14 have been answered and the responses appear accurate and appropriate.
- All the qualitative questions related to Activation, Notification, and Mobilization have been completed and each response is appropriate, reasonable, and aligns with the chosen surge scenario and the HCC's current response support structure.

Tab 5 - Exercise Operations

- Both questions pertaining to HCC member information requests (PM15 and PM12) have been answered and the responses appear accurate and appropriate.
- All the qualitative questions related to Information Sharing have been completed and each response is appropriate and reasonable.
- The resources pre-identified as critical in Resource Requirements tab match those being tested in the Exercise Operations tab.
- The HCC has indicated whether or not sufficient quantities of all **pre-identified, CRITICAL personnel, bed types, pharmaceuticals, medical supplies and equipment, patient transport units, and specialized response units** were available to support the response, and to accurately calculate PMs 16, 17, and 18.
- If a sufficient quantity of any resource was not identified, there is evidence that the HCC appropriately escalated their resource request to other possible sources of the resource.
- All the qualitative questions related to Resource Coordination have been completed and each response is appropriate, reasonable, and aligns with the chosen surge scenario.
- The 'Patient Tracking' table has been fully and appropriately completed for each facility receiving surge or transfer patients to accurately calculate PM 19. Facilities have been appropriately categorized as inside or outside of the HCC's jurisdiction.
- All the qualitative questions related to Patient Tracking have been completed and each response is appropriate, reasonable, and aligns with the chosen surge scenario.
- All the qualitative questions related to Incident Operations in the Ending the Exercise Table have been completed and each response is appropriate and reasonable.

Phase III: Review

Tab 6 – After-Action Participation

- The number of pre-identified, CRITICAL member organizations from the Exercise Participants Table in Planning & Coordination matches the number of organizations in the After-action Review tab.
- The HCC has accurately indicated whether or not each **pre-identified, CRITICAL Member Organization is a Core HCC Member**, participated in the MRSE, and if an **executive** from their organization participated in the After-Action Review to calculate PMs 20 and 21.
- The HCC accurately indicated whether or not each exercise objective was successfully completed and provided key observations and details for all required and additional exercise objectives not completed.

All “Additional Discussion Questions” are complete (*Note: These questions should all pre-populate from responses provided in previous tabs*).

Tab 7 - Corrective Actions

Note: Prior to the completion of the Corrective Actions Tab, the HCC should have developed and finalized an official AAR/IP and provided a copy to the recipient for review. Information from that report should be used to complete Tab 9 in the reporting tool.

The HCC has provided at least one strength observed during the exercise.

The HCC has provided the top five areas of improvement, and the additional information for each corresponding corrective action.

Based on the HCC’s official AAR/IP, the HCC has successfully communicated their improvement plan to the recipient and intends to validate all corrective actions within a reasonable timeframe.

Tab 8 - Performance Measures

- All Performance Measure data points have pre-populated, appear accurate, and corresponding percentages have been successfully calculated.
- There are no illogical Performance Measure results (e.g., negative percentages, results over 100%, etc.)

Tab 9 - MRSE Exercise Feedback Form

- Review all responses provided on the MRSE Feedback Form ensuring each response is complete, specific, and professional.

Note: The recipient review guide must be submitted to ASPR for each sub-recipient as part of the HPP annual reporting requirement.