Agency Name: Portsmouth City Health Department

Project Number: 07320012PH1019

If you are sending a series of documents along with your plan, it would be helpful to provide a table showing which of the 7 Epi Plan requirements are answered by which documents referenced in the Epi Plan. This will serve us well in reviewing and providing a timely response to Epi Plan submissions. You could also include a summary statement or use comments boxes with the same information, whichever you feel is easiest. There is no need to attach any ODH-created documents because we already have those – simply include a list of ODH-created documents along with the version that you use as a reference. ODH is more interested in seeing local or regional documents as attachments. Here is an example.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Document title | Version | Effective Date | Version Superseded/Modified | Significant Changes |
| *Epi Training Plan* | *1* | *11/30/2017* | *N/A* | *Minor formatting changes* |
| *Data timeliness & completeness* | *3* | *09/01/2017* | *2* | *Applied new format; updated procedures for timeliness; added new deadlines* |

**Epidemiology Plan Table of Changes**

| Document title | Version | Effective Date | Version Superseded | Significant Changes |
| --- | --- | --- | --- | --- |
| Annex 4: Epidemiological Response | 2018 | 050119 | 2019 | Expanded on definition of “cluster” |
| EPI Team Notebook | 2018 | 050119 | 2019 | Updated lab submission forms |
|  |  |  |  | EPI Team roster updated, Ironton City list removed. |
|  |  |  |  | Handling of animal specimens reviewed, courier changes made |
|  |  |  |  | Updated hyperlinks for specimen shipping reference list |
|  |  |  |  | Added CP-CRE to ABCs list & lab list |
|  |  |  |  | Added information for tick identification via photo |
|  |  |  |  | All hyperlinks verified – still active |
|  |  |  |  | Updated instruction for delivery of specimens to ODH. |
|  |  |  |  | Updated instructions for “Courier/Shipping Service” |
| II:EPI:DiseaseSurveillanceSystemAccess | 2018 | 050119 | 2019 | Updated/verified hyperlinks |
|  |  |  |  | Additional instructions for Epi-X access |
|  |  |  |  | Updated contacts to get access to surveillance systems |
| II:EPI:ReviewDiseaseReportingProtocol  | 2018 | 050119 | 2019 | Additional instructions for completing a record audit |

Approved: \_\_\_ Date:

(Health Commissioner/Administrator Signature)

Print Name:

Title:

Agency: