



**U.S. Department of
Health and Human Services**
Centers for Disease
Control and Prevention

Print Date: 7/24/25

Title:	CBSHE Congregate Settings Infectious Disease Outbreak Discussion-based Tabletop Exercise (TTX)
Project Id:	0900f3eb825ae6b6
Accession #:	ORR-EBST-7/21/25-ae6b6
Project Contact:	Michele L Bolduc
Organization:	ORR/DRRS/CBSHE/EBST
Status:	Pending Clearance
Intended Use:	Project Determination
Estimated Start Date:	09/17/2025
Estimated Completion Date:	09/17/2027
CDC/ATSDR HRPO/IRB Protocol #:	
OMB Control #:	
OMB Discontinuation Date:	

Determinations

Determination	Justification	Completed	Entered By & Role
HSC: Does NOT Require HRPO Review	Not Research / Other <i>45 CFR 46.102(l)</i> Program Evaluation Quality Assurance / Improvement	7/24/25	Garcia_Albert D. (asg9) CIO HSC

Description & Funding

Description

Priority: Standard

Date Needed: 09/17/2025

Priority Justification:

CDC Priority Area for this Project: Readiness and Response

Determination Start Date: 07/22/25

Description:

Centers for Disease Control and Prevention#s (CDC#s) Office of Readiness and Response (ORR) conducts discussion-based exercises to understand successes and challenges in emergency response activities. For example, CDC hosts tabletop exercises (TTXs), which are discussion-based sessions where participants from CDC and/or partner agencies or organizations simulate a real-world response. In an upcoming planned exercise, the Division of Readiness and Response#s Community Based Solutions and Health Equity Branch (DRRS/CBSHE), in collaboration with the Division of Emergency Operations (DEO), will host a discussion-based tabletop exercise that will include participants from CDC, other federal agencies (i.e., HUD), Kaiser Permanente, state and local health and education departments from Maryland and Virginia, and local organizations within those states to understand the access, functional, and operational needs of school-aged youth and their families in congregate settings (e.g., schools, family shelters) during an infectious disease outbreak. At the end of the exercise, participants will engage in a facilitated participant-led hotwash discussion to understand strengths, weaknesses, and areas for improvement. Afterward, participants will receive a feedback survey to understand the strengths and weaknesses of the exercise itself. CDC will then develop a Summary of Conclusions (SoC) with observations highlighting strengths and areas for improvement as part of DRRS continuous improvement efforts. The SoC will capture enterprise-wide major successes, actions taken to sustain strengths, areas for improvement, and actions taken to mitigate challenges, as well as identify root causes of challenges experienced during the exercise. We will also provide recommendations around areas for improvement to inform future readiness and response activities in the homeless services and education sectors.

IMS/CIO/Epi-Aid/Lab-Aid/Chemical Exposure Submission: Yes

IMS Activation Name: Not selected

Submitted through IMS Clearance Matrix: Not selected

Primary Scientific Priority: Not selected

Secondary Scientific Priority (s): Not selected

Task Force Responsible: Not selected

CIO Emergency Response Name: NA

Epi-Aid Name: Not selected

Lab-Aid Name: Not selected

Assessment of Chemical Exposure Name: Not selected

Goals/Purpose

During the exercise, project staff will engage participants from CDC, other federal agencies (i.e., HUD), Kaiser Permanente, state and local health and education departments from Maryland and Virginia, and local organizations within those states in discussion-based exercises (i.e., group discussion-based, hotwash) and a participant feedback survey to understand 1) the roles and responsibilities of multiple sectors needed to successfully respond to infectious diseases in congregate settings, and 2) existing plans and procedures from the schools and homeless sectors that address communication, engagement, and partnership. Information will be used to complete a Summary of Conclusions (SoC) to inform agency preparedness and response efforts. The SoC will capture enterprise-wide major successes, actions taken to sustain strengths, areas for improvement, and actions taken to mitigate challenges, as well as identify root causes of challenges experienced during the exercise. We will also provide recommendations around areas for improvement to inform future readiness and response activities in the homeless services and education sectors.

Objective:

Overall Exercise Objective 1: Define the roles and responsibilities of multiple sectors needed to successfully respond to infectious diseases in congregate settings among school-aged youths and their families. Overall Exercise Objective 2: Discuss existing plans and procedures from the schools and homeless sectors that address communication, engagement, and partnership relating to infectious disease outbreaks. Additional ORR Objectives: 3. Identify enterprise-wide major successes, actions taken to sustain strengths, areas for improvement, actions taken to mitigate challenges, and root causes of challenges experienced during the exercise. 4. Document findings in a Summary of Conclusions to guide future response and exercise activities. 5. Generate recommendations to inform and enhance agency and partner preparedness and response activities.

Does your project measure health disparities among populations/groups experiencing social, economic, geographic, and/or environmental disadvantages?: No

Does your project investigate underlying contributors to health inequities among populations /groups experiencing social, economic, geographic, and/or environmental disadvantages?: Yes

Does your project propose, implement, or evaluate an action to move towards eliminating health inequities?: Yes

Activities or Tasks: New Collection of Information, Data, or Biospecimens ; Programmatic Work

Target Populations to be Included/Represented: Other - CDC staff, other Federal Employees, and external partners

Tags/Keywords: Emergency Responders ; Disease Outbreaks ; Schools ; Youth Experiencing Homelessness

CDC's Role:	CDC is the sole institution conducting activity
Method Categories:	Discussion Group; Observation; Survey
Methods:	The 8-hour tabletop exercise focuses on a simulated scenario in which there is an outbreak of a viral respiratory disease and transmission is occurring in schools, with one or more sick youth living in a congregate family homeless shelter. The exercise steps participants through a series of modules or topics, each involving facilitated group discussion. Trained note-takers will observe and take notes on the discussion, including on strengths, weaknesses, areas for improvement, and key themes. At the end of the exercise, CDC staff will facilitate a discussion-based hotwash informed by the notes taken throughout the exercise. Facilitators will guide the discussion to collect information on three areas of interest: (1) What went well? (2) What did not go well? (3) How can future responses be improved? The facilitators will start by asking a general question regarding how the exercise went and may use additional questions and prompts to continue the discussion to be determined as the conversation proceeds to elucidate more information from the participants. Following the hotwash, CDC staff and external participants will receive a link to a survey requesting feedback on the exercise. Questions on the survey will focus on evaluation of the exercise itself, including the design of the exercise, strengths, and suggestions for improvement. These questions use a scale (Strongly Disagree, Disagree, Neutral, Agree, Strongly Agree). Questions on the survey also provide participants with the opportunity to provide additional feedback not previously shared on the exercise via text boxes. This exercise involves the participation of CDC, other federal agencies (i.e., HUD), Kaiser Permanente, state and local health and education departments from Maryland and Virginia, and local organizations within those states. Qualitative notes will be collected during exercise discussions (from the group discussion throughout the day and from the discussion-based hotwash activity). Afterward, CDC staff and external participants will receive a link via email to a survey (Microsoft Form) requesting feedback (quantitative and qualitative) on the exercise. The e-mail will describe the intent of the data collection activity. Participation is voluntary. All results will be presented only in aggregate, and information will be presented such that individual respondents cannot be identified in the reports. No Bio specimens will be collected. A Summary of Conclusions will be prepared using findings and lessons learned from the exercise discussion, the hotwash, and the participant survey. The results and findings will be used to strengthen preparedness and response at the agency by identifying strengths and actions to sustain them, as well as weaknesses and ways to mitigate them. Information will also be integrated into other products, including internal reports, external communication and/or recommendations to exercise participants and others in the homeless services and education sectors, and peer-reviewed publications and/or conference presentations.
Collection of Info, Data or Biospecimen:	
Expected Use of Findings/Results and their impact:	
Could Individuals potentially be identified based on Information Collected?	Yes
Will PII be captured (including coded data)?	Yes
Does CDC have access to the identifiers (including coded data)?:	Yes
Is this project covered by an Assurance of Confidentiality?	No
Does this activity meet the criteria for a Certificate of Confidentiality (CoC)?	No
Is there a formal written agreement prohibiting the release of identifiers?	No

Funding

Funding yet to be added

HSC Review

HSC Attributes

Program Evaluation	Yes
Quality Assurance / Improvement	Yes

Regulation and Policy

Do you anticipate this project will require review by a CDC IRB or HRPO? No

Estimated number of study participants

Population - Children

Protocol Page #:

Population - Minors

Protocol Page #:

Population - Prisoners

Protocol Page #:

Population - Pregnant Women

Protocol Page #:

Population - Emancipated Minors

Protocol Page #:

Suggested level of risk to subjects

Do you anticipate this project will be exempt research or non-exempt research

Requested consent process wavers

Informed consent for adults	No Selection
Children capable of providing assent	No Selection
Parental permission	No Selection
Alteration of authorization under HIPAA Privacy Rule	No Selection

Requested Waivers of Documentation of Informed Consent

Informed consent for adults	No Selection
Children capable of providing assent	No Selection
Parental permission	No Selection

Consent process shown in an understandable language

Reading level has been estimated	No Selection
Comprehension tool is provided	No Selection
Short form is provided	No Selection
Translation planned or performed	No Selection
Certified translation / translator	No Selection
Translation and back-translation to/from target language(s)	No Selection
Other method	No Selection

Clinical Trial

Involves human participants	No Selection
Assigned to an intervention	No Selection
Evaluate the effect of the intervention	No Selection
Evaluation of a health related biomedical or behavioral outcome	No Selection
Registerable clinical trial	No Selection

Other Considerations

Exception is requested to PHS informing those bested about HIV serostatus	No Selection
Human genetic testing is planned now or in the future	No Selection
Involves long-term storage of identifiable biological specimens	No Selection
Involves a drug, biologic, or device	No Selection
Conducted under an Investigational New Drug exemption or Investigational Device Exemption	No Selection

Institutions & Staff

Institutions

Will you be working with an outside Organization or Institution? No

Institutions yet to be added

Staff

Staff Member	SIQT Exp. Date	CITI Biomedical Exp. Date	CITI Social & Behavioral Exp. Date	CITI Good Clinical Practice Exp. Date	CITI Good Laboratory Practice Exp. Date	Staff Role	Email	Phone	Organization
Asha Ivey	12/20 /2025		11/28/2021			Co-Investigator	iy9@cdc.gov	770-488-0940	COMMUNITY-BASED SOLUTIONS AND HEALTH EQUITY BRANCH
Brittany Gentry	07/03 /2026					Co-Investigator	qaj5@cdc.gov	770-488-1075	COMMUNITY MITIGATION AND SPECIAL POPULATIONS TEAM
Georgianne Hawkins	06/27 /2026					Co-Investigator	mtx7@cdc.gov	404-718-6128	COMMUNITY-BASED SOLUTIONS AND HEALTH EQUITY BRANCH
Katelyn Pugh	01/23 /2028					Co-Investigator	qtz3@cdc.gov	404-718-8343	EQUITY AND BEHAVIORAL SCIENCES TEAM
Michele Bolduc	08/01 /2026	08/14/2023	08/03/2026			Co-Investigator	qdt5@cdc.gov	770-488-2044	EQUITY AND BEHAVIORAL SCIENCES TEAM
Nathan Gross	12/31 /2099					Co-Investigator	tsp3@cdc.gov	- -	EMERGENCY RESPONSE AND RECOVERY BRANCH
Sarah Lee	10/25 /2026					Co-Investigator	bvv5@cdc.gov	770-488-6126	DIVISION OF READINESS AND RESPONSE SCIENCE
Silvia Trigos	01/19 /2027		11/03/2027			Co-Investigator	kje0@cdc.gov	404-639-7057	DEO PLANS, TRAINING, EXERCISES, and EVALUATION

Data

DMP

Proposed Data Collection Start Date: 9/17/25

Proposed Data Collection End Date: 9/17/27

Proposed Public Access Level:

Non-Public

Non-Public Details:

Reason For Not Releasing Data:

Not sharable due to protection of intellectual property or trade secrets

Public Access Justification:

Sensitive but not Classified information related to CDC operations is being collected.

How Access Will Be Provided for Data:

Access to a restricted Microsoft Teams Site; only a small group of ORR staff will have access to PII and where possible, associated PII will be de-linked from participant responses.

Plans for Archival and Long Term Preservation:

Files within a restricted Microsoft Teams Site behind the CDC firewall. Records will be preserved and archived in accordance with HHS Records Management requirements.

Spatiality

Spatiality (Geographic Locations) yet to be added

Dataset

Dataset Title	Dataset Description	Data Publisher /Owner	Public Access Level	Public Access Justification	Landing Page URL	Direct Download URL	Type of Data Released	Collection Start Date	Collection End Date
Dataset yet to be added...									

Supporting Info

Current	CDC Staff Member and Role	Date Added	Description	Supporting Info Type	Supporting Info
	Kennedy_Erin D. (ftw3) Division Approver Projects	07/24/2025	final participant feedback form	Other	Participant Feedback Form Updated 72425_final.docx
	Bolduc_Michele (qdt5) Project Contact	07/24/2025	Tracked changes version	Other	STARS Determination_CBSHE_TTX_Eval edits 72425.docx
	Kennedy_Erin D. (ftw3) Ad-Hoc Reviewer	07/23/2025	comments on participant feedback form	Other	Participant Feedback Form DRAFT_ek.docx
Current	Bolduc_Michele (qdt5) Project Contact	07/22/2025	Facilitation guide for the discussion-based hotwash activity, including guiding questions and possible probing questions	Other-Hotwash Facilitation Guide	Hotwash Facilitation Guide DRAFT.docx
Current	Bolduc_Michele (qdt5) Project Contact	07/22/2025	Participant feedback survey in .doc format	Data Collection Form	Participant Feedback Form DRAFT.docx
Current	Bolduc_Michele (qdt5) Project Contact	07/22/2025	Exercise scenario, including modules with questions and probes for group discussion	Other-Scenario with Facilitated Questions	Connected Communities TTX Scenario DRAFT.docx



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