

# ASPR TRACIE Technical Assistance Request

**Request Receipt Date (by ASPR TRACIE):** 29 May 2018

**Response Date:** 8 June 2018

**Type of TA Request:** Standard

## Request:

The requestor asked if the ASPR TRACIE Team was aware of any long-term care (LTC) emergency preparedness workgroups that have successfully formalized within their respective region. He noted that his healthcare coalition (HCC) has begun discussions on developing a regional memorandum of understanding/memorandum of agreement (MOU/MOA) with the LTC facilities in the region, and their goal is to eventually formalize a workgroup by designating a Chair, Vice Chair, and Secretary.

## Response:

The ASPR TRACIE Team reviewed existing Topic Collections, including the [Long-term Care Facilities Topic Collection](#). A list of comprehensively developed Topic Collections can be found here: <https://asprtracie.hhs.gov/technical-resources/topic-collection>. We also reviewed a previous technical assistance (TA) response document that ASPR TRACIE completed for a request for MOUs on various emergency preparedness topics. A redacted copy of this TA response document can be found [here](#) (note: login to the ASPR TRACIE [Information Exchange](#) is required). The ASPR TRACIE Team also conducted an online literature review for LTC workgroups, and reached out to our SME Cadre members for feedback.

Section I below includes comments provided by ASPR TRACIE SME Cadre members. Section II provides information gathered related to other LTC workgroups. Finally, Section III includes sample MOUs and other HCC governance resources.

## I. ASPR TRACIE SME Cadre Member Comments

Note: These are direct quotes or paraphrased from emails and other correspondence provided by ASPR TRACIE SME Cadre members in response to this specific request. They do not necessarily express the views of ASPR or ASPR TRACIE.

### SME Cadre Member 1:

- We have multiple areas we have worked with that have functional workgroups. These have all evolved from Task Forces (during the design phase) to Workgroups or Steering Committees/Statewide Advisory Groups for the LTC providers.
  - Commonwealth of Massachusetts: [www.massmap.org](http://www.massmap.org)
    - This is a structure in which there are five regions and a statewide advisory group. The Advisory Group is made up of two representatives from each region (Steering Committee Chairs that are volunteer providers – nursing home administrators, directors of nursing or maintenance directors), one contractor representative, Department of Public Health (DPH) Licensure

and Emergency Management, Mass Emergency Management Agency, Office of Emergency Medical Services (OEMS), Emergency Support Function (ESF) 8/HCC lead for each region, etc. They meet annually to direct the focus of the organization.

- There is one Statewide Resource Officer to be notified of any situation in the State for actual events and a back-up resource officer.
- There are five regions with Co-Chairs for their Steering Committee and one to two representatives that are assigned to attend the regional HCC meetings. They meet four times per year and train in Incident Command System (ICS)/Incident Management two times per year. The Steering Committees may also run the Long Term Care Coordinating Centers in each of the regions and cross-state lines as necessary.
- They conduct one Full Scale Exercise annually per region and all MOUs are signed among the nursing homes, assisted living facilities, and residential care facilities/rest homes. They have annual education training, and are on one consistent technology platform run by the LTC providers and the State.
- The fiduciary is the Massachusetts Senior Care Association in collaboration with LeadingAge Massachusetts and MassALFA.
- State of Connecticut: <http://www.mutualaidplan.org/ct>
  - This is structure where there are five regions and a statewide advisory group. The Advisory Group is made up of two representatives from each region (Steering Committee Chairs that are volunteers providers – nursing home administrators, directors of nursing or maintenance directors), one contractor representative, DPH Licensure and EM, DEMHS, OEMS, ESF 8/HCC lead for each region, etc. They meet annually to direct the focus of the organization.
  - There are five regions with Co-Chairs for their Steering Committee and one to two representatives that are assigned to attend the HCC meetings. They meet four times per year and train in ICS/Incident Management two times per year. The Steering Committees may also run the Long Term Care Coordinating Centers in each of the regions and cross-state lines as necessary.
  - They conduct one Full Scale Exercise Annually per region and all MOUs are signed among the nursing homes, assisted living facilities, and residential care facilities/rest homes. They have annual education trainings, conduct a tabletop exercise (TTX) together, and are on one consistent technology platform run by the LTC providers and the State.
  - The fiduciary is the Connecticut Association of Health Care Facilities in collaboration with LeadingAge CT.
- State of Rhode Island: <http://www.mutualaidplan.org/ri>
  - This is structure where there are two regions and one Statewide Steering Committee/Advisory Group. The group is made up multiple nursing home and assisted living representatives (nursing home administrators, directors of nursing or maintenance directors), 1 contractor representative, DOH Licensure and EM, OEMS, ESF 8/HCC lead for the state, Ombudsman's Office, etc. They meet six times per year with ICS/IMT training at two of

those meetings. The Steering Committees also supports the DOH Department Operations Center as necessary.

- They conduct one Full Scale Exercise Annually per region and all MOUs are signed among the nursing homes and assisted living facilities. They have annual education training, conduct a TTX together, and are on one consistent technology platform run by the LTC providers and the State.
- The fiduciary is the RI Department of Health in collaboration with RIHCA, RIALA and LeadingAge RI.
- Other structured state plans and regional workgroups are located in Virginia, Northwest Healthcare Response Network in Seattle (NWHRN), Western NY with 4 Mutual Aid Plans similar to the RI, CT and MA ones.
- Contact the [ASPR TRACIE Assistance Center](#) if you would like to speak directly with this SME.

#### **SME Cadre Member 2:**

- The [redacted organization] has developed and maintained a successful and well-run LTC Emergency Preparedness Workgroup.
- There is a permanent staff-person dedicated to the effort.
- The Workgroup holds monthly meetings, and they have a communications capability for the LTCs.
- Joint funding is provided from multiple sources.
- Contact the [ASPR TRACIE Assistance Center](#) if you would like to speak directly with this SME.

#### **SME Cadre Member 3:**

- The Region [redacted] Healthcare Coalition has a very active (since expanded) LTC Emergency Preparedness Workgroup.
- Contact the [ASPR TRACIE Assistance Center](#) if you would like to speak directly with this SME.

#### **SME Cadre Member 4:**

- A great place to start would be the California Association of Health Facilities. There are also a host of resources on their website: [www.cahfdisasterprep.com](http://www.cahfdisasterprep.com).
- Another great source to connect with is the Los Angeles County EMS Agency's Emergency Management Program. Los Angeles County has been integrating LTCs into the Coalitions throughout the County.
- Contact the [ASPR TRACIE Assistance Center](#) if you would like contact information for points of contact to the organizations identified above.

#### **SME Cadre Member 5:**

- Although not yet completely formalized, I became aware of some good work underway in Wisconsin using workgroup type arrangements.
- Contact the [ASPR TRACIE Assistance Center](#) if you would like contact information for the State point of contact identified above.

### SME Cadre Member 6:

- The [redacted] Healthcare Coalition developed a formal MOU with Skilled Nursing Facilities (SNFs) in 2012.
- The HCC receives funding through the State to work directly with SNFs.
- At all of the HCC meetings, including the [redacted] meetings, certificates of participation and CEU's are provided. This helps when surveyors ask for evidence of participation in coalitions, as well as recruiting participants in the healthcare delivery system, such as nurses, when CEU's are available.
  - The California Association of Health Facilities has a lot of great resources on their website: [www.cahfdisasterprep.com](http://www.cahfdisasterprep.com).
- These regular monthly meetings include SNFs. Discussions vary monthly and are topic-based.
  - For example, in past meetings they have discussed the region's top ten hazards as part of the hazard vulnerability assessment, volunteer management, and information about mutual aid.
  - Last year they focused on the new Centers for Medicare and Medicaid Services (CMS) Emergency Preparedness Rule and helping SNFs learn how they can work with their HCCs.
  - This year the focus will be on the readiness of healthcare facilities, developing and maintaining their communications plans, and understanding the regional communication systems.
- SNFs are also invited to participate in exercises and biannual meetings.
- The HCC collaborates directly with the core group of SNFs to help them work on their plans. They also conduct regular outreach to ensure communication is maintained.
- The HCC is currently creating hub communities, in which the hospitals are the central structure serving as the conduit of communicating up to the [redacted] for any resources needed. For example, SNFs or other healthcare facilities might go through the hospital to provide facility updates (e.g., whether they are operational or not) or submit a request for resources. The hospital then communicates that information from the facility level up to the [redacted].
- All workgroups need to find a place to start, such as developing a MOU. They also need to determine which organizations are willing to play certain roles. A good place to start with regards to planning efforts would be to identify the State's top e-tags as it pertains to the CMS EP Rule and test those capabilities.

## II. Long-term Care Emergency Preparedness Workgroups

Colorado Department of Public Health and Environment. (2018). [Long Term Care Advisory Committee](#).

Information on the Long Term Care Advisory Committee in Colorado can be found on this webpage, which includes meeting minutes, agendas, and other related materials. It also provides contact information, which can be found here:

<https://www.colorado.gov/pacific/cdphe/health-facilities-general-inquiries>. **Note:** The ASPR TRACIE Team could not identify specific emergency preparedness efforts conducted by this workgroup on their website; however, additional reach out may be helpful.

Illinois Department of Public Health. (2018). [Long-Term Care Facility Advisory Board](#).

This webpage includes the meeting minutes and agendas for the Long-Term Care Facility Advisory Board in Illinois. Emergency preparedness, as it relates to the new Centers for Medicare and Medicaid Services (CMS) Emergency Preparedness Rule, were addressed in the meeting minutes dated 11/16/2017.

North Dakota Department of Health. (n.d.). [North Dakota Long Term Care Advisory Committee](#). (Accessed 5/29/2018.)

Meeting minutes and other information on the North Dakota Long Term Care Advisory Committee and Long Term Care Collaborative Workgroup can be found on this webpage. Contact information can also be found here: [http://www.ndhealth.gov/HF/North\\_Dakota\\_long\\_term\\_care\\_advisory\\_Committee\\_members.htm](http://www.ndhealth.gov/HF/North_Dakota_long_term_care_advisory_Committee_members.htm). **Note:** The ASPR TRACIE Team could not identify specific emergency preparedness efforts conducted by this workgroup on their website; however, additional reach out may be helpful.

Oklahoma State Department of Health. (2018). [Long Term Care Facility Advisory Board](#).

This webpage addresses the services provided by the Long Term Care Facility Advisory Board in Oklahoma, which serves as an advisory body to the State's Department of Health. It includes meeting agendas and handouts, annual reports, and information on related legislation. Contact information can also be found at the bottom of the webpage. **Note:** The ASPR TRACIE Team could not identify specific emergency preparedness efforts conducted by this workgroup on their website; however, additional reach out may be helpful.

Santa Clara Valley Health and Hospital System, Public Health Department; and Santa Clara County Emergency Medical Services Agency, Allied Healthcare Facilities Work Group. (2007). [Emergency Preparedness and Planning Toolkit for Long-Term Care Providers](#).

This toolkit provides checklists on various long-term care related topics such as, personal preparedness, emergency planning for healthcare facilities, emergency supplies, food supplies, transportation, and pandemic influenza planning and supplies checklists. It also provides tools for hazard and vulnerability analysis, guidance for home healthcare providers, plan templates, guidance for writing memorandum of understanding, evacuation planning considerations, and a list of emergency preparedness courses and training. **Note:** Page 290 of 294 includes a list of Emergency Preparedness Information, Tools, and Resources.

Wisconsin Long Term Care Advisory Council. (n.d.) [Wisconsin Long Term Care Advisory Council Homepage](#). (Accessed 6/7/2018.)

This webpage provides information on the Wisconsin Long Term Care Advisory Council including the charge of the Advisory Council, meeting minutes, Council members, and other related links. Contact information can be found at the bottom of the website. **Note:**

The ASPR TRACIE Team could not identify specific emergency preparedness efforts conducted by this workgroup on their website; however, additional reach out may be helpful.

### III. MOUs and Other HCC Governance Resources

California Hospital Association. (2012). [Memorandum of Understanding \(MOU\)](#).

This resource provides two template from San Diego (CA). One is a hospital MOU, and the second template is County Disaster Medical System Statement of Participation.

California Hospital Association. (n.d.). [Model Hospital Mutual Aid MOU](#). (Accessed 5/30/2018.)

This resource provides three template MOUs on the following topics: Alternate Care Sites (ACS), Mass Fatality, and a sample hospital MOU provided by the American Hospital Association.

Central Ohio Trauma System. (2017). Central Ohio Healthcare Coalition Memorandum of Understanding. (Contact the ASPR TRACIE [Assistance Center](#) for this attachment.)

This document is a regional MOU between the Central Ohio Trauma System and various HCC members including, but not limited to, hospitals, emergency medical services, community health centers, local public health agencies, primary care and specialty clinics, dialysis centers, and long term care facilities. It helps establish the roles and responsibilities as a regional HCC when resources of individual healthcare entities are exceeded due to a disaster/emergency.

PACER (Preparedness and Catastrophic Event Response). (2009). [Model Memorandum of Understanding Between Hospitals during Declared Emergencies](#).

This document is a model MOU developed by PACER for hospitals and potentially other healthcare entities to consider within a specified healthcare system.

San Luis Obispo Disaster Healthcare Coalition (SLO-DHCC). (2018). [San Luis Obispo County Disaster Healthcare Coalition](#).

The SLO-DHCC developed this governance document, which other coalitions can use as an example when developing their own governance documents. It includes sections on meetings; leadership and coordination; goals; sustainability; membership roles and responsibilities; and the reimbursement process for loaned equipment, supplies, and personnel. It also includes template forms that can be used to track resource capabilities, and participation agreements. Other SLO-DHCC resources can be found here: <http://www.slocounty.ca.gov/DHCC>.

Redacted Healthcare Coalition. (n.d.). Various Resources. (Contact the ASPR TRACIE [Assistance Center](#) for these attachments.)

This Healthcare Coalition provided ASPR TRACIE with multiple resources to include: fillable forms (e.g., resource request form, and status report short form), PowerPoint presentations (e.g., information regarding the new CMS EP Rule, facility emergency communications procedures, and Medical and Health Branch Operations), and other documents (e.g., a sample MOU with SNFs and LTCs, and a letter to facilities providing resources to include in their emergency operations plans).