

# ASPR TRACIE Technical Assistance Request

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

**Response Date:** 10 September 2018

**Type of TA Request:** Standard

## Request:

The requestor asked if ASPR TRACIE had examples of Essential Elements of Information (EEI) that healthcare coalitions (HCCs) have used in exercises or real world events, specifically the categories/ types of information and associated triggers for requesting such information. In addition, the requestor is interested in what elements of the Electronic Health Record have been shared in exercises or real events through HCCs.

## Response:

The ASPR TRACIE Team reviewed existing ASPR TRACIE Topic Collections; namely the [Information Sharing](#) (specifically the [Essential Elements of Information](#) section), and [Electronic Health Records](#) Topic Collections. We also conducted an online search and reached out to ASPR TRACIE Subject Matter Expert (SME) Cadre members for additional materials.

Section I below provides feedback provided by ASPR TRACIE SME Cadre members, and Section II includes resources submitted by some of these members. Finally, Section III provides other resources that may be helpful for this request.

## 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:

- The [redacted information] is leading a project on this effort and would be willing to speak with you directly about this. Contact the [ASPR TRACIE Assistance Center](#) if you wish to speak to this SME.

### SME Cadre Member 2:

- In [redacted region], we had a standard approach in which we would notify our members when an event occurred that could impact them. We had web-based email and text alerts as well as our own radio system. This allowed us to reach everyone to request a status update on the only EEI we always used; their bed availability.
  - If they did not respond to the radio call, we contacted them by phone and always had 100% participation. They would then have 10 minutes to update their bed status in the state-wide system. Our success rate was much lower here, but still averaged over 70%.

- If we knew we were likely to have a mass casualty, we would add blood bank status to our request.
- Additional, specific, information is requested to fit the event/scenario. For example, we have asked about snow removal and staffing during major snow storms, and personal protective equipment stockpiles during infectious disease outbreaks.
- We had a Patient Tracking system that was used by EMS and hospitals across all localities and two neighboring states.
  - Access to information was based on user account type.
  - We did not consider this information to be "shared" as it was used in accordance to Health Insurance Portability and Accountability Act (HIPAA) and other electronic medical records guidelines.
  - The system could be used for reunification as well (at the same time or only for it) because the medical data would not be visible to Social Services, law enforcement, etc. due to the different types of user accounts.

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

- From the HCC perspective, EEI would include information that generates situational awareness and creates a common operating picture. EEI may include, but is not limited to, the following:
  - Evolving incident information.
  - Facility operating status and structural integrity.
  - Evacuation/ shelter-in-place operations status.
  - Critical medical services and health care system status (minimum – beds, resources needed, and actions taken).
  - Staffing status.
  - Emergency medical services status.
  - Information that allows for resource management decisions to be made, whether from a HCC cache, through partner mutual aid, or from deployed state or Federal resource.

## **II. Resources Submitted by ASPR TRACIE SME Cadre Members**

Northwest Healthcare Response Network. (2018). [Regional Healthcare System Emergency Response Plan Annex: Regional Healthcare Situational Awareness Procedure](#). (See Attachments.)

This document identifies the situational awareness procedures for HCCs. **NOTE:** Two additional attachments are also provided and include the baseline questions that are generally asked in the first four hours of a no notice event, and a master question list. The two attachments should be reviewed only after reading the procedures document since the questions in the master question list are not always asked for each event; rather it is a range of options based on operational objectives.

Northwest Healthcare Response Network. (2018). [Healthcare Situational Awareness Procedure Training Video](#).

This 21 minute training video provides information on the Northwest Healthcare Response Network's situational awareness procedures. These procedures are established

in order for regional decision-makers to make the appropriate resources and support available to healthcare providers and public health staff.

[Redacted Author]. (2018). Communications Flowchart. (See Attachment.)

This flowchart identifies the process that HCCs in the [redacted information] use to collect EEI, along with a list of the EEI.

[Redacted Author]. (2018). Information Sharing. (See Attachment.)

This plan establishes information sharing procedures for healthcare organizations within HCCs, and identifies specific protocols for EEIs.

[Redacted Author]. (2013). Essential Elements of Information – (EEI) Healthcare Coalition Response Worksheet. (See Attachment.)

This document provides a list of EEIs for the initial incident response, ongoing response, and recovery phase. It also includes a template that can be filled out by organizations.

[Redacted Author]. (2013). Essential Elements of Information Form. (See Attachment.)

This form can be used by hospitals/ healthcare facilities to record EEIs.

### III. Additional Resources Related to EEI

National Information Sharing Consortium. (2015). [Essential Elements of Information Publication Guidance for Emergency Management Officials](#).

This guide, geared towards emergency management officials, highlights an agreed-upon definition of the information sharing components necessary for successful cross-jurisdictional information sharing. The three sections include an executive summary, a description of the Essential Elements of Information (EEI) design process, and Standard Operating Procedure Annex Templates that can be tailored as needed.

U.S. Department of Health and Human Services. (2014). [Appendix B: Essential Elements of Information](#).

This appendix lists the essential elements of information related to a public health emergency or disaster response and the associated data source or agency.

U.S. Department of Health and Human Services, Office of the Assistant Secretary for Preparedness and Response. (2014). [HPP-PHEP 6.1: Information Sharing](#).

This list of Essential Elements of Information (EEI) can be used as a guide for emergency medical planners and responders. It asks for information regarding: the number of partners that reported requested EEI (which can be divided by the number that reported it); the type of exercise, event, or incident; the type and number of local partners that responded to the request; types of EEI requested; type of communication system used to

make the request; and other related components. While this document does not track with current capabilities, it does contain valuable information sharing information.

U.S. Department of Homeland Security. (n.d.). [Draft Guidelines for Publishing and Sharing Information](#). (Accessed 8/31/2018.)

This report highlights Capstone 2014, an exercise conducted to develop, codify, and share a set of Essential Elements of Information (EEI; Table 1). Guidance for sharing information through various means (e.g., incident management information systems, geospatial tools) is also included.