

ASPR TRACIE Technical Assistance

Requestor: [REDACTED]
Requestor Phone: [REDACTED]
Requestor Email:
Request Receipt Date (by ASPR TRACIE): 7 June 2017
Response Date: 8 June 2017
Type of TA Request: Standard

Request:

[REDACTED] requested technical assistance with locating hospice and homecare-specific emergency preparedness, exercises, and hazard vulnerability assessments (HVA) resources to help agencies comply with the Centers for Medicare and Medicaid Services (CMS) Emergency Preparedness (EP) Rule. He noted that he was specifically interested in HVA tools, exercise templates, plan templates, and on-line educational resources for healthcare providers.

Response:

The ASPR TRACIE Team reviewed existing ASPR TRACIE Topic Collections for related resources to homecare/ hospice plans, HVAs, and materials on exercises. [Section I](#) includes homecare and hospice-specific planning resources. [Section II](#) provides materials specific to conducting exercises and identifying partners in the community to work with.

We would also like to direct you to the [ASPR TRACIE Homecare and Hospice Topic Collection](#), which includes various resources including plans, tools, and templates.

Since there are several resources included in this document, we would like to specifically highlight the following resources:

ASPR TRACIE. (2015). [Evaluation of Hazard Vulnerability Assessment Tools](#).

This comparison chart shows the similarities and differences among five of the primary hazard vulnerability tools used by public health and health care organizations, and the Federal Emergency Management Agency's Threat and Hazard Identification Risk Assessment (THIRA). Each description includes a summary of its primary use/purpose, as well as information on who developed the tool and how, the format of the tool, the calculations approach, and the benefits and limitations of the tool. NOTE: The [Kaiser Permanente Hazard Vulnerability Analysis \(HVA\) Tool](#) is widely used by healthcare facilities and may be a good one for your facilities.

ASPR TRACIE. (2016). [CMS Emergency Preparedness Rule: Resources at Your Fingertips](#).

The Centers for Medicare & Medicaid Services issued the Emergency Preparedness Requirements for Medicare and Medicaid Participating Providers and Suppliers Final Rule to establish consistency for healthcare providers participating in Medicare and

Medicaid, increase patient safety during emergencies, and establish a more coordinated response to natural and human-caused disasters. This document provides links to numerous related resources applicable to a variety of providers and suppliers.

Select ASPR TRACIE Topic Collections

[Access and Functional Needs \(e.g., at-risk populations, vulnerable populations, CMIST\)](#)

[Emergency Operations Plans/ Emergency Management Program](#)

[Exercise Program \(Design, Evaluation, Facilitation\)](#)

[Hazard Vulnerability/Risk Assessment](#)

CMS-Specific Information:

CMS recently published the [interpretive guidelines](#) and the State Operations Manual that addresses specific regulatory expectations. This is posted on their website (under the Downloads section): <https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertEmergPrep/Emergency-Prep-Rule.html>.

ASPR TRACIE has developed and collected a number of resources that we encourage you to use and believe will help facilitate compliance, including the resources provided here. However, this does not substitute review of the final rule text and interpretive guidelines. If you have specific questions about your facility's compliance please review the interpretive guidelines when they are developed, contact your state's survey agency, or the CMS Survey and Certification Group (SCG) at the following email address: SCGEmergencyPrep@cms.hhs.gov.

CMS and ASPR TRACIE are partnering to provide technical assistance, and share resources and promising practices to help affected providers and suppliers start or update the documents mandated by the new Emergency Preparedness rule. Additional key resources include:

- The ASPR TRACIE dedicated CMS Rule page: <https://asprtracie.hhs.gov/cmsrule>
- The entire CMS Emergency Preparedness Rule: <https://federalregister.gov/a/2016-21404>
- The CMS Emergency Preparedness Survey and Certification Page: <https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertEmergPrep/Emergency-Prep-Rule.html>
- CMS has [developed a Quick Glance Table of the rule requirements by provider type](#), to highlight key points of the new Emergency Preparedness rule. **NOTE:** This table is not meant to be an exhaustive list of requirements nor should it serve as a substitute for the regulatory text.
- ASPR TRACIE developed a [CMS Emergency Preparedness \(EP\) Rule Resources at Your Fingertips Document](#). Within this document are links to key resources:
 - CMS' developed [frequently asked questions \(FAQ\) documents](#) that synthesizes answers to commonly asked inquiries about the CMS EP Rule.
 - The FAQs, in combination with the CMS [at-a-glance chart](#) and [Provider and Supplier Type Definitions Fact Sheet](#), can help planners identify and address planning gaps and facilitate compliance with the regulations.

- Interested in learning more about your local healthcare coalition? [This chart](#) can help you identify the preparedness office of your state public health agency. Remember: the release of the CMS EP Rule provides healthcare coalitions a tremendous opportunity to strengthen relationships and leverage a broader group of personnel and resources to provide for the medical needs of the whole community during a disaster.
- If you missed any of the Medicare Learning Network National Call on the EP Rule, you can access the PowerPoint [slides, transcript, and audio recording here](#).

I. Homecare and Hospice-Specific Planning Resources

Carey, P., Link, D. (n.d.). [The Critical Role of Home Care Providers in Emergency Preparedness & Response](#). (Accessed 11/10/2016.)

This slide presentation from Maryland provides a general overview of the elements of emergency operations plans for homecare providers.

Carr, M., Hammon, R., Glenn, J., et al. (2010). [Emergency Preparedness Packet for Home Health Agencies](#). National Association for Home Care and Hospice.

This document is the product of large national workgroup and includes tools and templates that can be customized and used by hospice and homecare providers while developing all hazards emergency preparedness plans.

HCA Education and Research. (2012). [Home Care Emergency Preparedness: A Handbook to Assist Home Care Providers in Emergency Preparedness Planning](#). Home Care Association of New York State.

This handbook can help homecare providers develop emergency plans. It also features New York-specific state regulations.

Michigan Department of Health and Human Services. (2015). [Home Health Emergency Preparedness: A Handbook to Assist Home Health Care Providers in Emergency Preparedness Planning](#).

This handbook was written to help Michigan homecare agencies develop and evaluate their emergency preparedness plans. Beginning in Chapter 3 it helps users define plan elements, assess their agency's level of preparedness (with the included checklist), develop a plan that addresses specific needs and populations, and test and evaluate the plan.

Mississippi State Department of Health. (n.d.). [Facilities Preparedness Emergency Operations Plan Template](#). (Accessed 6/7/2017.)

This website provides comprehensive downloadable emergency operations templates that can be customized and used by home health providers.

The Association for Home and Hospice Care of North Carolina. (2007). [Emergency Preparedness Handbook](#).

This handbook was designed to help home and hospice care agencies, staff, and patients develop their disaster plans. It provides an introduction to a variety of hazards for providers, discussion scenarios, forms, and templates.

Virginia Department of Health, Office of Licensure and Certification. (2006). [Emergency Preparedness Planning for Hospice and Home Care Providers](#).

This document provides clear, concise emergency plan guidance for hospice and homecare providers in Virginia (but it can be used by those in other states responsible for developing a plan).

II. Exercise-Specific Planning Resources

Braun, J., Peterson-Kroeber, C., Scullard, M., et al. (2012). [Moving Beyond HSEEP \(Homeland Security Exercise and Evaluation Program\): Creating Well-Functioning Teams for Preparedness Response](#). (Site requires free registration.)

This train-the-trainer program is intended for public health department staff with emergency response roles and provides participants with step-by-step functional exercise guidelines

California Hospital Association. (2011). [Drills and Exercises](#).

This website features links to checklists, reference guides, and all of the materials needed for a hospital active shooter interactive tabletop exercise.

Cheung, M., Vu, A., Varlese, D., et al. (2010). [Hospital Preparedness Exercises: Guidebook](#).

This guidebook shares requirements necessary for Federal funding and hospital accreditation. Emergency medical professionals can use the information in planning, carrying out, and evaluating exercises.

Federal Emergency Management Agency. (n.d.). [HSEEP Policy and Guidance](#). (Accessed 6/7/2017.)

This website contains links to templates emergency planners can tailor for exercise program management, design and development, conduct, evaluation, and improvement planning. A link to exercise evaluation guides is also provided.

Federal Emergency Management Agency. (2011). [Are Hospitals Ready to Respond to Disasters? Challenges, Opportunities and Strategies of Hospital Emergency Incident Command System \(HEICS\)](#).

This website contains links to templates emergency planners can tailor for exercise

program management, design and development, conduct, evaluation, and improvement planning. A link to exercise evaluation guides is also provided.

Federal Emergency Management Agency. (2011). [Emergency Planning Exercises for Your Organization.](#)

This website provides links to examples of tabletop exercises that organizations can utilize and adapt in preparation for emergencies.

Federal Emergency Management Agency (FEMA). (2008). [IS-120.A: An Introduction to Exercises.](#)

This five-hour, interactive, web-based training course introduces the basics of emergency management exercises and identifies the five phases of the exercise process.

Fruhirth, K., Chambers, G., Shields, S., et al. (2012). [Conducting Drills and Exercises: A Guide for Hospitals.](#)

This guidebook describes how disaster exercises are one of the best ways to evaluate a hospital's emergency management plan, equipment, and systems. Information on exercise design, creation and evaluation is also included.

Harvard T.H. Chan School of Public Health. (2016). [Emergency Preparedness Research, Evaluation & Practice \(EPREP\).](#)

Public, private, and non-governmental organizations can use the resources on this page to prepare for and respond to emergencies of all types. Resources, including an exercise evaluation toolkit, are focused on design and facilitation, evaluation, exercise resources, and hospital-specific exercises.

Uniformed Services University of the Health Sciences, National Center for Disaster Medicine and Public Health (NCDMPH). (2015). [Aligning Exercises in Your Community.](#)

This document was developed to help assist healthcare coalition leaders find new potential partners for disaster exercises.

University at Albany, State University of New York, School of Public Health and Health Professions, Center for Public Health Preparedness. (2008). [Bridging Community Partners through Drills and Exercises.](#)

This training program highlights the importance of community cooperation in preparedness planning and exercises.

Weill Cornell Medical College. (2010). [Hospital Preparedness Exercises Pocket Guide](#). U.S. Department of Health and Human Services, Office of the Assistant Secretary for Preparedness and Response.

The quick reference guide summarizes the Hospital Preparedness Exercises Guidebook and can assist with evacuation planning.