

ASPR TRACIE Technical Assistance Request

Requestor: [REDACTED]

Requestor Email:

Request Receipt Date (by ASPR TRACIE): 15 December 2017

Response Date: 15 December 2017

Request:

[REDACTED] is requesting training and exercise resources, checklists, templates, etc. specific to nursing homes/ long term care facilities.

Response:

The ASPR TRACIE Team searched for exercise and drill templates, tools, and other resources specific to nursing homes/ long-term care facilities. Please see below for CMS-specific information and resources for trainings and exercises.

Please also view the following [Topic Collections](#) on ASPR TRACIE which provide additional resources, specifically for preparedness, response, and recovery planning:

- [ASPR TRACIE Long-term Care Facilities Topic Collection](#), which is a compilation of resources specific to long-term care facilities. The Plans, Tools, and Templates section may be helpful for you if you are looking for those types of materials.
- [ASPR TRACIE Exercise Program Topic Collection](#), which is a compilation of resources related to exercises.

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.
- CMS [guidance memorandum](#), which is a memo released by CMS that addresses the training and testing requirement.
- ASPR TRACIE developed [provider type specific overview requirement checklists](#) that combine excerpts from the CMS EP Rule and Interpretive Guidelines to provide a consolidated overview document for each individual provider and supplier type.
- 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. Nursing Home/Long Term Care Facility Trainings and Exercises

California Association of Health Facilities. (n.d.). [Disaster Preparedness Program Exercises and Drills](#).

This webpage provide a number of resources for healthcare facilities (including long term care facilities) regarding drills, tabletop exercises, after action report and improvement plan templates, and training resources. It was developed by CAHF to assist healthcare facilities to comply with the new CMS EP Rule. Other resources on the CAHF website include guidance for preparedness and response plans, hazard vulnerability assessments, and recovery.

California Association of Health Facilities. (2017). [Safe Evacuation Table Top Exercise for Long Term Care Facilities](#).

This guidebook is designed to help long-term care facilities evaluate their preparedness

for an evacuation. It contains the materials necessary to conduct a simulated evacuation using a tabletop exercise. The evacuation drill is detailed in four steps, and includes multiple templates and forms.

Centers for Medicare and Medicaid Services, Survey and Certification Group. (2009). [Health Care Provider After Action Report/Improvement Plan \(AAR/IP\)](#).

This resource provides an AAR/IP template and instructions for completion. It is intended to be a user-friendly tool for healthcare providers to document their performance during emergency planning exercises and real emergency events. It is also used to make recommendations for improvements for future performance. The AAR/IP template is modeled after the U.S. Department of Homeland Security's Homeland and Security Exercise and Evaluation Program (HSEEP) Vol. III AAR/IP, which was issued in February 2007.

Florida Healthcare Association, Florida Department of Health, and Emory University. (n.d.). [Florida Long Term Care Emergency Preparedness Portal](#).

This website includes tools and resources on emergency preparedness topics specifically for skilled nursing and post-acute care centers. It includes a list of resources for planning and response preparedness, trainings and exercises, and disaster recovery. Under trainings and exercises, there are example table top exercises, videos for training staff, and checklists.

Florida Healthcare Association, Florida Department of Health, The John A. Hartford Foundation, University of South Florida. (2008). [Emergency Preparedness Training and Exercise Guide for Nursing Homes](#).

This guide was developed to help nursing homes design and maintain a preparedness system (plans, training, and exercises). It provides a step-by-step process for planning an exercise (HSEEP compliant) and provides exercise examples (including planning worksheets, samples, etc.).

Georgia Health Care Association Emergency Preparedness Committee. (2014). [Active Shooter Preparedness Template: A planning guide to assist nursing centers in preparing an individual active shooter procedure as part of the center's disaster plan](#).

This planning guide is meant to assist nursing homes in developing a plan and exercising for an active shooter event. Starting on page 7, an active shooter tabletop exercise template is provided.

New York City Department of Health and Mental Hygiene, and The Brookdale Center for Healthy Aging and Longevity of Hunter College/ CUNY. (2011). [Adult Care Emergency Preparedness Exercise Toolkit](#).

This toolkit provides adult care providers with templates and resources to develop and conduct emergency preparedness exercises. It includes the following: exercise

development checklist, job aids/ needs assessment, selecting the right exercise for your organization, the narrative, and after action report.

Wisconsin Department of Health Services. (2017). [CMS Emergency Preparedness Rule Workbook: Long-Term Care: Nursing/ Skilled Nursing Facilities.](#)

This editable workbook includes tools and templates for each aspect of the CMS EP Rule requirements for Long Term Care facilities. See page 22 for training and testing checklists, evaluation guide, and after action report template.