

SOUTHEASTERN HEALTHCARE PREPAREDNESS REGION
FY18-19 North Carolina Healthcare Coalition Work Plan

1. Regional Work Plan Approval
 - a. Date Approved
 - i. **PENDING**
 - b. Regional Executive Committee Approval
 - i. **PENDING**
 - c. Meeting Agenda and Minutes
 - i. **PENDING**

2. Regional POC
 - a. *Hans Edwards and Ben Whitlock, Director of External Reporting.*

3. Regional Staffing
 - a. *Hans Edwards, Healthcare Preparedness Coordinator (FT)*
 - b. *Heather Griffin, Assistant Healthcare Preparedness Coordinator (FT)*
 - c. *Catrina Streba, Emergency Management Training Coordinator (PT)*
 - d. *Robert Floresca, Logistics Coordinator – Warehouse Management (PRN)*
 - e. *Noah Hoffer, Logistics Coordinator – Communications/Information Technologies (PRN)*

4. Regional Barriers
 - a. *No current or anticipated barriers to completion of work plan.*

5. Technical Assistance Needs
 - a. *Technical assistance needs do exist as identified in the Coalition Assessment Tool.*

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CAPABILITY				
Foundation for Health Care and Medical Readiness				
ACTIVITY/PROJECT TITLE				
Regional Stakeholder Travel Support				
PRIMARY GAP AND SOURCE				
<p><i>Gap:</i> Due to decreasing budgets, many local agencies and organizations do not have access to adequate funding to support agency personnel travel.</p> <p><i>Source:</i> State and regional partners</p>				
GOALS AND STRATEGY				
<p><i>Goal:</i> This initiative will improve the capability and increase the capacity of regional partners and stakeholders to plan, mitigate, and respond to disasters or emergency events that may affect healthcare infrastructure. Through supporting attendance at exercises, meetings, workshops, conferences, etc. that focus on the utilization of best-practices and evidence-based data in preparedness and response activities, additional capability will be increased across the region and state.</p> <p><i>Strategy:</i> Funding will be utilized to reimburse stakeholders and partners for attendance at national and state conferences related to healthcare preparedness and response, applicable training and education offerings, regional or state exercises, or program work groups as needed.</p>				
OUTCOMES				
<ol style="list-style-type: none"> 1. Region stakeholder attendance at national Preparedness Summit determined: March 1, 2019 2. Region stakeholder attendance at North Carolina Disaster Symposium determined: March 1, 2019 3. Region stakeholder attendance to the Region 4 Healthcare Preparedness Summit determined: March 1, 2019. 4. Region stakeholder and partner attendance at program education, training, exercises, and work groups determined ongoing throughout the budget year. 5. Provide funding for food-service at regionally sponsored events. 				
Responsible Party:		Time to Completion:	Budgeted Amount:	Evaluation Measures:
Hans Edwards, HPC Heather Griffin, AHPC		June 30, 2018	\$15,000.00	<ol style="list-style-type: none"> 1. Percentage increase of regional partners and stakeholders at national conference from baseline/previous year. 2. Conference, meeting, event evaluation or feedback.

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CAPABILITY				
Foundation for Health Care and Medical Readiness				
ACTIVITY/PROJECT TITLE				
Regional Governance Update				
PRIMARY GAP AND SOURCE				
<p><i>Gap:</i> Based on federal guidance as a priority, as well as data from the regional HCCDA factor assessment and the engagement of healthcare organizations across the region is needed to ensure adequate preparedness and response capacity and capability.</p> <p><i>Source:</i> Regional partners and coalition identification</p>				
GOALS AND STRATEGY				
<p><i>Goal:</i> The intent of this activity is to ensure appropriate governance and functioning of the HCC.</p> <p><i>Strategy:</i> SHPR staff and regional executive body will conduct an annual review of the regional by laws, to include governance structure, regional boundaries and members, associated policies and procedures, and regional structure.</p>				
OUTCOMES				
1. Final regional update completed: June 30, 2019.				
Responsible Party:		Time to Completion:	Budgeted Amount:	Evaluation Measures:
Heather Griffin, AHPC Executive Committee		June 30, 2019	\$0	1. Updated regional governance available for review as indicated in outcomes.

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CAPABILITY				
Foundation for Health Care and Medical Readiness				
ACTIVITY/PROJECT TITLE				
Licensed Care Facility Education and Outreach				
PRIMARY GAP AND SOURCE				
<p><i>Bas Gap:</i> Based on federal guidance as a priority, as well as data from the regional HCCDA factor assessment and the engagement and support of ancillary healthcare organizations across the region is needed to ensure adequate preparedness and response capacity and capability.</p> <p><i>Source:</i> Regional partners, feedback from FY17-18 Licensed Care Facility Workshops.</p>				
GOALS AND STRATEGY				
<p><i>Goal:</i> The intent of this activity is to increase the capability among ancillary healthcare facilities in the region to adequately prepare for and improve overall response to an event that affects the facility patient population.</p> <p><i>Strategy:</i> Plan and organize a workshop focusing on planning, preparedness and recover in long-term care facilities. Workshop would focus on EOP development, HVA development, NCEM LCF Emergency Planning Template, COOP, etc. The workshop will utilize local, regional and state subject matter experts to engage the participants.</p>				
OUTCOMES				
<ol style="list-style-type: none"> 1. Develop outreach/education plan no later than: September 30, 2018 2. Develop a plan to offer quarterly long-term care emergency management educational offerings: July 31, 2018. 				
Responsible Party:		Time to Completion:	Budgeted Amount:	Evaluation Measures:
Hans Edwards, HPC		June 30, 2019	\$2,500.00	<ol style="list-style-type: none"> 1. Participant evaluation and feedback forms 2. 25% increase from previous year in new healthcare organization participation

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CAPABILITY				
Foundation for Health Care and Medical Readiness				
ACTIVITY/PROJECT TITLE				
North Carolina Disaster Symposium				
PRIMARY GAP AND SOURCE				
<p><i>Gap:</i> There is a need for improvement in coordination and collaboration of emergency preparedness and response partners in North Carolina, specifically related to healthcare preparedness and response.</p> <p><i>Source:</i> Regional partner and coalition identification and feedback from the 2018 Eastern North Carolina Disaster Symposium</p>				
GOALS AND STRATEGY				
<p><i>Goal:</i> This activity will focus on the increase the coordination and collaboration among North Carolina preparedness and response partners by providing best-practices, evidence-based data, and discussion of national and state trends to increase capacity and capabilities.</p> <p><i>Strategy:</i> The North Carolina Disaster Symposium will be developed in partnership with the Eastern Healthcare Preparedness Coalition and primary partners in healthcare, emergency management, EMS, and public health. The event will be held in New Bern, NC. The sessions provided will be based on the recent trends in healthcare preparedness, gaps identified in healthcare preparedness in NC, identified needs of regional stakeholders and focus on current events that tax healthcare in both North Carolina and the United States.</p>				
OUTCOMES				
<ol style="list-style-type: none"> 1. Develop planning a committee no later than July 31, 2018. 2. Finalized agenda/program for Symposium no later than January 30, 2019. 3. Executed NC Disaster Symposium no later than April 30, 2019. 				
Responsible Party:		Time to Completion:	Budgeted Amount:	Evaluation Measures:
Hans Edwards, HPC Heather Griffin, AHPC		April 2019	\$0.00	<ol style="list-style-type: none"> 1. Participant evaluation and feedback forms 2. 50% increase from previous year in new healthcare organization participation

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CAPABILITY				
Health Care and Medical Response Coordination				
ACTIVITY/PROJECT TITLE				
Healthcare Emergency Management Training and Education				
PRIMARY GAP AND SOURCE				
<p><i>Gap:</i> Due to decreasing budgets and constant staff turnover, many local agencies and organizations do not have access to adequate funding to support disaster-related education or a consistent, trained work force.</p> <p><i>Source:</i> Regional education and training survey, real world events</p>				
GOALS AND STRATEGY				
<p><i>Goal:</i> To ensure adequate preparedness and response capacity, education and training opportunities are vital to improve capability and increase capacity within the healthcare infrastructure work force to function during all phases of emergency management.</p> <p><i>Strategy:</i> Based on a regional educational needs survey, the Southeastern Healthcare Preparedness Region will conduct courses on incident management and healthcare emergency management and response. The following courses will be offered within the region in locations that allow for increased attendance from geographic regional partners and managed through NC TERMS: HICS, ICS, COOP, WebEOC, SMARTT, and HSEEP training. Additional courses as identified will be made available as funding and availability of educators will allow.</p>				
OUTCOMES				
<ol style="list-style-type: none"> 1. Courses and/or trainings to be identified: August 31, 2018 2. Courses and/or training dates to be published: September 30, 2018 				
Responsible Party:		Time to Completion:	Budgeted Amount:	Evaluation Measures:
Catrina Streba, EMTC		June 30, 2019	\$2,000.00	<ol style="list-style-type: none"> 1. Performance evaluations from course participants. 2. 25% increase from regional baseline in trained personnel

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CAPABILITY				
Health Care and Medical Response Coordination				
ACTIVITY/PROJECT TITLE				
Regional Communications Testing				
PRIMARY GAP AND SOURCE				
<p><i>Gap:</i> Based on regular turnover of personnel, the changes or evolution of information systems, and lack of familiarity due to lack of training opportunities, regular training and education focused on communications is needed for healthcare organizations in the region.</p> <p><i>Source:</i> Regional needs assessment, real world events, 120 to Landfall AAR/CAP</p>				
GOALS AND STRATEGY				
<p><i>Goal:</i> The intent of this activity is to increase the capability among regional healthcare facilities in the region to adequately prepare for and improve overall response to an event that affects the facility or regional patient population.</p> <p><i>Strategy:</i> SHPR personnel will conduct monthly VIPER, WebEOC, and Continuum tests with regional partners and stakeholders. This will assist in identification of necessary future planning or education support for regional partners and stakeholders.</p>				
OUTCOMES				
<ol style="list-style-type: none"> 1. Develop and publish regional plan for communications testing: July 15, 2018. 2. Conduct established tests and provide documentation of outcomes of each test on monthly report. 3. Identify regional training and education needs related to communications: August 31, 2018 				
Responsible Party:		Time to Completion:	Budgeted Amount:	Evaluation Measures:
Hans Edwards, HPC Noah Hoffer, LC		June 30, 2019	\$0	<ol style="list-style-type: none"> 1. Participant evaluation and feedback forms 2. 50% increase from previous year in new healthcare organization participation

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CAPABILITY				
Health Care and Medical Response Coordination				
Activity / Project Title:				
Situational Awareness and Information Sharing				
Gap Being Addressed and How Was Gap Determined:				
<i>Gap:</i> Inconsistent or incomplete information sharing of relevant regional information during daily operations and response operations.				
<i>Source:</i> SHPR Regional HVA, and real-world events.				
Goal(s) and Strategy for Activity / Project:				
<i>Goal:</i> Maintain communications assets and resources in a state of readiness, maintain online platforms for use with regional activities and in line with the regional information sharing plan.				
<i>Strategy:</i> Staff will maintain the Southeastern Healthcare Preparedness Region website on a weekly basis, making changes as needed. Service contract through vendor will be utilized to provide maintenance to radios. Monthly service to maintain satellite service.				
Expected Outcomes:				
<ol style="list-style-type: none"> 1. Maintain SHPR website. 2. Maintain online services: GoToMeeting, DropBox, Survey Monkey and Doodle. 3. Maintain service agreement, repairs and accessories on SMAT II radio and satellite equipment. 4. Maintain data coverage for Cradlepoint with two cellular carriers. 				
Responsible Party:		Time to Completion:	Budgeted Amount:	Evaluation Measures:
Hans Edwards, HPC Noah Hoffer, LC		June 30, 2019	\$4,500.00	1. Assets and resources maintained and utilized.

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CAPABILITY				
Medical Surge				
ACTIVITY/PROJECT TITLE				
Regional Exercise Development – Coalition Surge Test				
PRIMARY GAP AND SOURCE				
<p><i>Gap:</i> Per ASPR/HPP, regional healthcare coalition-focused medical surge exercises are considered a priority activity. Additionally, the continuous evaluation of processes, plans, and systems allow for improved capabilities and assist in identification of regional needs for future work plan activities.</p> <p><i>Source:</i> 120 to Landfall Exercise Series AAR, AAR from 2017 – 2018 Coalition Surge Test.</p>				
GOALS AND STRATEGY				
<p><i>Goal:</i> SHPR will facilitate the development and implementation of a regional exercise series that culminates with a full-scale exercise (FSE) at the end of the five-year project period, in order to evaluate medical surge capabilities and identify future support activities and priorities for the region.</p> <p><i>Strategy:</i> SHPR personnel will develop the series focused on evacuation of healthcare facilities and as a continuation of 120 to Landfall series and the LTC. The exercise will evaluate the areas of medical surge preparedness and response, at-risk population coordination and assist in the identification of strategic preparedness initiatives for subsequent budget periods. Both real exercise play and virtual participation will be employed and HSEEP guidelines for planning, documentation, and conduct will be followed. This exercise will be conducted to ensure compliance with established ASPR/HPP requirements for conduct, participation, and capabilities evaluated. This will include regional participation in the coalition surge test (CST).</p>				
OUTCOMES				
<ol style="list-style-type: none"> 1. Identify scope of exercise, with list of objectives to meet the criteria set by the Coalition Assessment Tool. 2. Identify exercise vendor no later than September 1, 2018 3. Complete exercise by March 31, 2019 4. AAR/CAP completed no later than June 30, 2019 				
Responsible Party:		Time to Completion:	Budgeted Amount:	Evaluation Measures:
Hans Edwards, HPC Heather Griffin, AHPC		June 30, 2019	\$7,000.00	<ol style="list-style-type: none"> 1. Survey from exercise participants. 2. AAR/CAP conclusions and recommendations.

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CAPABILITY				
Medical Surge				
ACTIVITY/PROJECT TITLE				
SMRS Operational Readiness				
PRIMARY GAP AND SOURCE				
Due to equipment reaching end of cycle, maintenance needs due to usage, or expiration of supplies, operational readiness of SMRS assets need to be maintained to ensure capability to meet established primary and secondary operational missions.				
GOALS AND STRATEGY				
<p><i>Goal:</i> The intent of this activity is to maintain the operational readiness of regional SMRS packages and resources in order to respond effectively during an event. This activity will focus on the evaluation and replacement of supply caches, replacement of expired or useable items, and maintenance of equipment to ensure a safe, functional state of readiness.</p> <p><i>Strategy:</i> This activity will provide for the following:</p> <ol style="list-style-type: none"> a. Adequate, temperature controlled storage for assets and resources, to include relevant pharmaceuticals; b. SMAT II, SMAT III, AST capability maintenance based on identified all-hazards missions; c. Coordinate quarterly SMAT III workgroups within the region that will facilitate focused training and SMAT continuing education. 				
OUTCOMES				
<ol style="list-style-type: none"> 1. Functional SMRS assets and resources available for regional or state deployment in support of ESF-8, health and medical. This is to include regional warehouse (\$98,400.00), SMAT II sustainment (\$22,000.00), SMAT III sustainment (4 x \$3,500 = \$14,000), and ambulance strike team sustainment (\$3,500.00). 2. Part-time staff consisting of two logistics coordinators for asset sustainment (\$40,000.00). 3. Additional funding to support Regional assets, prime mover maintenance, equipment replacement, etc. (\$13,090.00). 4. Replace non-rotatable inventory and secure additional equipment needed to support an alternate care facility support pods located in six counties in the region (\$7,5000.00) 				
Responsible Party:		Time to Completion:	Budgeted Amount:	Evaluation Measures:
Hans Edwards, HPC Heather Griffin, AHPC Noah Hoffer, LC Bob Floresca, LC		June 30, 2019	\$198,490.00	<ol style="list-style-type: none"> 1. Current and complete iCAM regional inventory. 2. Effective response of assets when requested via AAR/CAP. 3. Annual asset/resource maintenance records.

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CAPABILITY			
Medical Surge			
ACTIVITY/PROJECT TITLE			
SMRS Operational Planning			
PRIMARY GAP AND SOURCE			
<i>Gap:</i> Due to staff turnover and evolution of program, stakeholders are not fully aware of the coalition assets, resources, and operational capabilities.			
<i>Source:</i> Hurricane Matthew AAR, Severe Weather Events AAR, 130 to Landfall Corrective Action Plan			
GOALS AND STRATEGY			
<i>Goal:</i> The intent of this activity is to improve the situational awareness of available regional support through various assets and resources by completing regional mission ready packages. Annual updates to the regional response plan and subsequent education is needed in order to accurately detail the most effective process for supporting regional partners and stakeholders. This process should be updated in the regional response plan and education will need to be made available to the region.			
<i>Strategy:</i> Based on the established SMRS primary and secondary operational missions, SHPR staff will develop and/or update regional level mission ready packages provided in catalog format to regional partners and stakeholders. This will include the identification of specialty equipment or resources. Based on recent regional events and the 120 to Landfall FSE AAR/IP, the SHPR personnel and executive body of stakeholders will update the regional support, response and information sharing plans plan to accurately describe and detail the function and support of the regional healthcare coalition.			
OUTCOMES			
1. Update coalition preparedness, information sharing, response, and mission readiness plans: May 31, 2019			
Responsible Party:		Time to Completion:	Budgeted Amount:
Hans Edwards, HPC Heather Griffin, AHPC		June 30, 2019	\$0
			Evaluation Measures:
			1. Completed catalog listing of regional assets

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CAPABILITY			
Medical Surge			
ACTIVITY/PROJECT TITLE			
Healthcare Emergency Response Training			
PRIMARY GAP AND SOURCE			
<i>Gap:</i> Due to primarily staff turnover, lack of continuity of responders trained in SMRS components or decontamination operations.			
<i>Source:</i> Regional Educational Needs Survey			
GOALS AND STRATEGY			
<i>Goal:</i> To ensure adequate preparedness and response capacity, education and training opportunities are vital to improve capability and increase capacity within the regional SMRS teams and HCOs to function well during all phases of emergency response.			
<i>Strategy:</i> Based on a regional educational needs survey, SHPR will conduct courses on the healthcare emergency response and the State Medical Response System. The following courses will be offered within SHPR in locations that allow for increased attendance from geographic regional partners and managed through NC TERMS: SMAT Initial, Decon and AST Training. Additional courses will be brought in with the use of resources such as the Center for Domestic Preparedness and Texas A&M Extension Service.			
OUTCOMES			
<ol style="list-style-type: none"> 1. Courses and/or trainings to be identified: July 31, 2018 2. Courses and/or training dates to be published: August 30, 2018 3. All courses completed: June 30, 2019 			
Responsible Party:	Time to Completion:	Budgeted Amount:	Evaluation Measures:
Hans Edwards, HPC Catrina Streba, EMC	June 30, 2019	\$0	<ol style="list-style-type: none"> 1. Performance evaluations from course participants. 2. Percentage increase from regional baseline in trained personnel (target of 25%).