

# Road to CMS EP Compliance:

## Exercise Design

Connect Consulting Services, Inc.

May 23, 2017



Connect Consulting Services  
Engage | Prepare | Recover



# Training Agenda

- ▶ HCP Welcome and Overview
- ▶ Introduction to Exercises
  - ▶ Why we practice our plans
  - ▶ What is HSEEP?
  - ▶ Administration and Products
- ▶ Questions?
- ▶ Next Steps...



## Connect Consulting Services

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- ▶ Nora O'Brien, MPA, CEM, Chief Executive Officer
  - ❖ CPCA Staffer from 2001-2009, launched CCS in 2009 to assist clients with developing emergency management plans, training and drills and exercises
- ▶ Cathy Larsen, MA, Director of Planning and Development
  - ❖ Former Executive Director of Southern Trinity Health Center and years of healthcare emergency management planning
- ▶ Norma Springsteen, BA, Director of Operations
  - ❖ Previous experience coordinating projects for the Yolo County Department of Public Health and CAPG
- ▶ Alisha King, BSEM, CEM, Director of Training and Exercises
  - ❖ Former Emergency Manager in the Seattle Metro, previous experience in emergency planning with Johnson County Kansas Public Health



# Practicing Our Plans

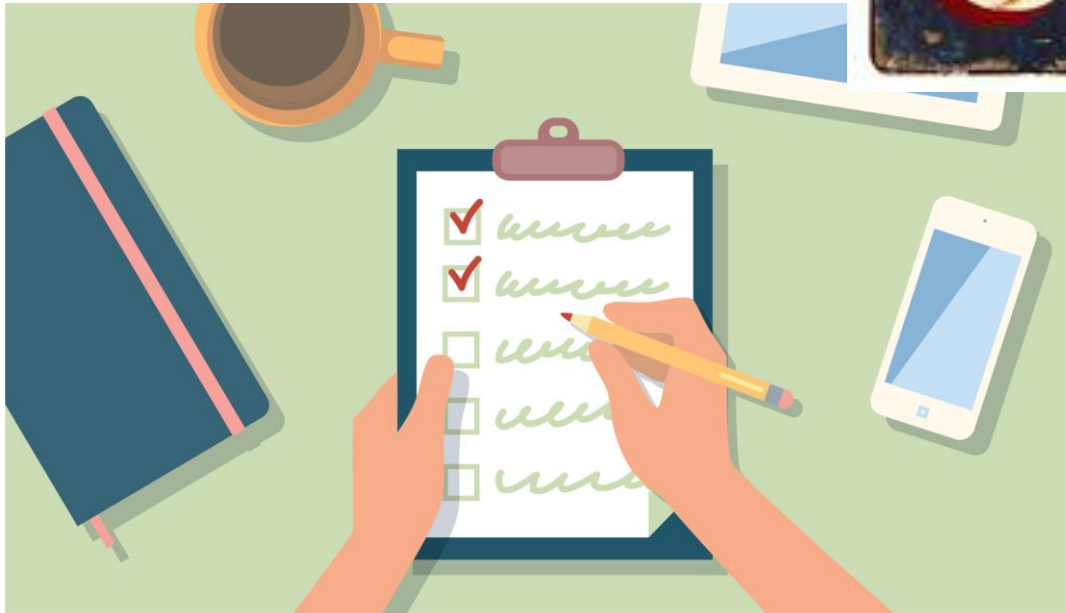
- ▶ Comprehensive Emergency Management Plans:
  - ▶ Emergency Operations Plan;
  - ▶ Continuity of Operations Plan;
  - ▶ Communications Plan;
- ▶ Others?





# Return on Investment

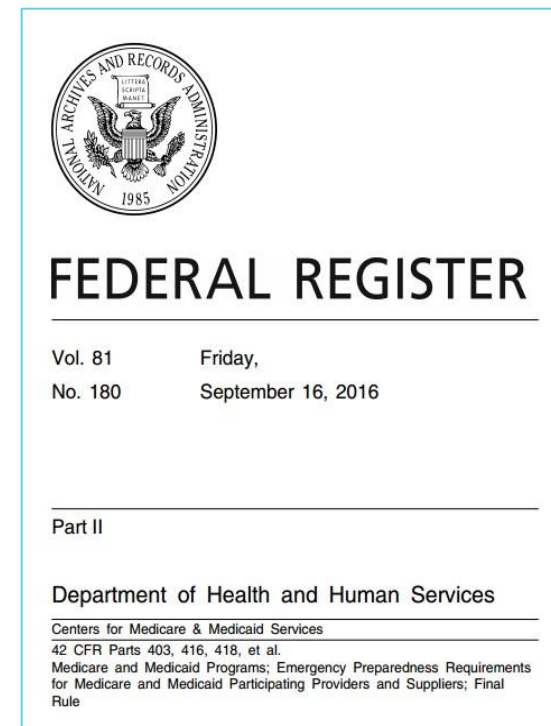
- ▶ Enhanced response efficiency;
- ▶ Faster, more robust recovery;
- ▶ Regulatory compliance!



# CMS Emergency Prep Requirements

- ▶ In September 2016, the Centers for Medicare and Medicaid Services (CMS) issued final Conditions of Participation (CoP) for 17 types of Medicaid and Medicare providers, including FQHCs and RHCs. Must meet compliance by: **November 15, 2017**
- ▶ Requirements include:
  - ✓ ~~🌀 Conduct Risk Assessment and Planning~~
  - ✓ ~~🌀 Develop Policies and Procedures~~
  - ✓ ~~🌀 Create Communication Plan~~
  - ➔ ~~🌀 Training and Plan Testing~~

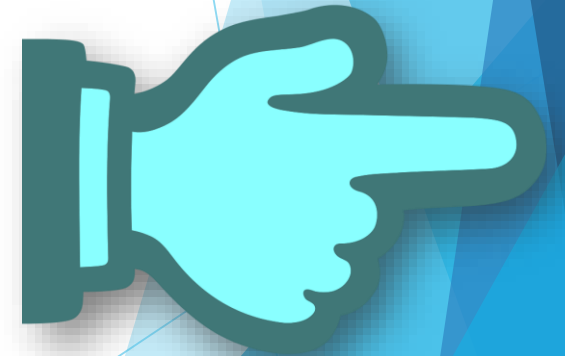
[CMS Emergency Preparedness Rule Overview](#)



# Drills and Exercises

## CMS Requirement §491.12(c)

- ▶ Develop and maintain an *Emergency Preparedness Communication Plan* that complies with Federal, State and local laws;
- ▶ Must be review and updated at least **annually**;
- ▶ Must include **5** elements: **§491.12(c)(1)-(5)** as follows...



# Have You Tested Your...

- ▶ Emergency Operations Plan, Including:
  - ▶ Evacuation Procedures?
  - ▶ Shelter in Place Procedures?
  - ▶ Medical Documentation Procedures?
  - ▶ Volunteer Management Procedures?
- ▶ Continuity of Operations Plans?
- ▶ Communications Plan?



# How Drills and Exercises Fit into the Planning Process...



# Homeland Security Exercise & Evaluation Program (HSEEP)

The Homeland Security Exercise and Evaluation Program (HSEEP) provides a set of guiding principles for exercise programs, as well as a common approach to exercise program management, design and development, conduct, evaluation, and improvement planning.

# HSEEP is a Progressive Approach



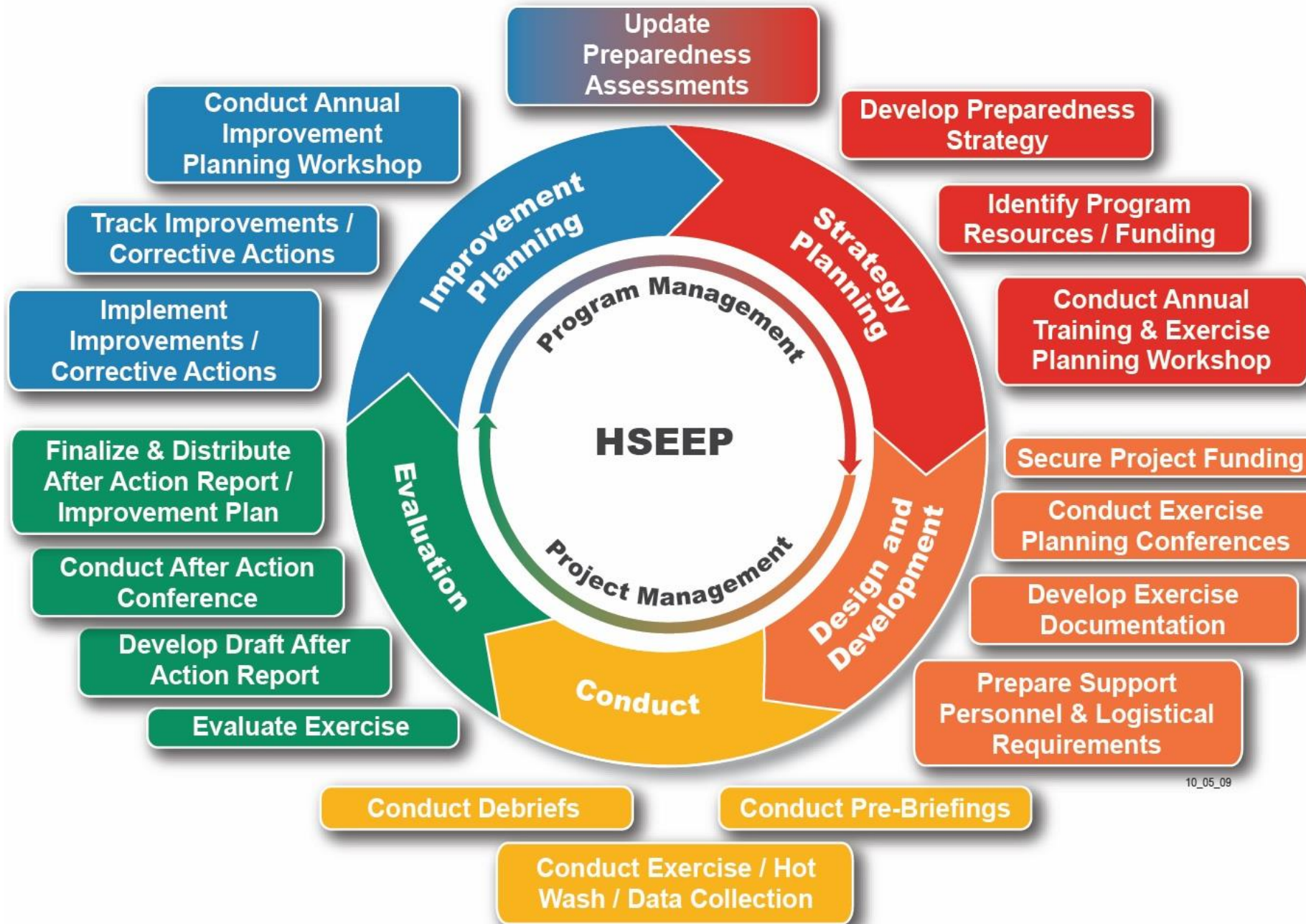
# 5 Phases of HSEEP



Document Title	Exercise Usage	Distribution Audience	Key Document Features
Exercise Evaluation Guides (EEGs)	All evaluated exercises	Limited: Evaluators	Helps evaluators assess performance of capabilities, tasks, and objectives during an exercise
Situation Manual (SitMan)	Discussion-based	Not limited: All exercise participants	Textual background for multimedia, facilitated exercise Includes administrative information as well as scenario details
Multimedia Presentation	Discussion-based	Not limited: All exercise participants	Supports SitMan, concisely summarizing written information Enhances exercise realism with audio/visual depiction of the scenario Focuses and drives exercise
Controller and Evaluator (C/E) Handbook	Operations-based	Limited: Controllers, evaluators	Supplements ExPlan with exercise administration information and scenario details
Exercise Plan (ExPlan)	Operations-based	Not limited: Players, observers	Includes general exercise information but does not contain scenario details Enables players to understand their roles and responsibilities in the exercise
Master Scenario Events List (MSEL)	Operations-based	Limited: Controllers, evaluators, simulators	A chronological listing of the events and injects that drive exercise play Produced in both short (i.e. quick reference) and long (i.e. all-encompassing) formats

## Drill and Exercise Documentation



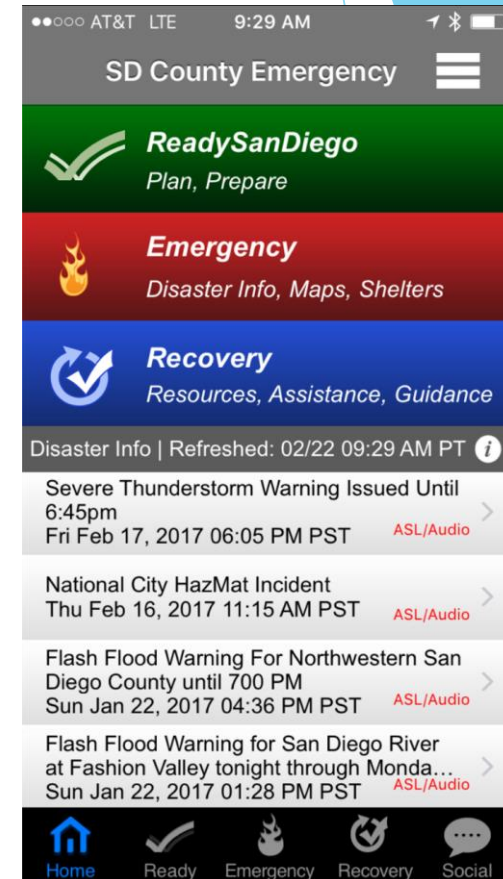


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# Ready San Diego

## San Diego County Emergency Resource App:

- Plan and Prepare;
- Emergency Disaster Info, Maps, Shelters;
- Recovery Resources, Assistance and Guidance



# Emergency Preparedness Health Care Coalitions (HCC)

- ▶ Came out of the US Department of Health and Human Services Office of the Assistant Secretary for Preparedness & Response (ASPR);
- ▶ Previously, the Hospital Preparedness Program (HPP);
- ▶ HCCs work with local partners within each region to prepare hospitals, emergency medical services, and supporting healthcare organizations to deliver coordinated and effective care to victims of terrorism and other public health/healthcare emergencies.
- ▶ In San Diego County - San Diego Health Disaster Council

# Resources

- ▶ Risk Assessment - [Kaiser Permanente HVA Tool](#)
- ▶ National Incident Management System & ICS - [FEMA Training](#)
- ▶ Business Continuity Plan Template - [NACHC](#)
- ▶ Emergency Operations Plan Template - [Kansas Department of Health](#)
- ▶ Emergency Operations Plan Template - [Colorado Community Health Network](#)
- ▶ Incident Response Guides - [California EMS Authority](#)
- ▶ HICS Job Action Sheets - [California EMS Authority](#)
- ▶ HSS ASPR “Exercise in a Box” - [2017-2022 Health Care Preparedness and Response Capabilities guidance](#)

# Post-Training Check-In

- ▶ What was helpful?
- ▶ Did we find any gaps?







# Monthly CMS EP Requirement Calls

# 2017 CMS Technical Assistance Schedule

- ▶ ~~February 28, 11am-~~ Emergency Plan policies and procedures development and update to meet the CMS requirements
- ▶ ~~March 28, 11am-~~ Communication plan development and update
- ▶ ~~April 25, 11am-~~ Emergency training process & documentation
- ▶ May 23, 11am- Preparing for tabletop and/or functional exercises
- ▶ June 13, 11am- Developing a full-scale exercise to test your emergency plans
- ▶ June 27- 9am-3pm- An in-person training on how to conduct a full-scale drill training with an exercise at a member health center

# Additional Support

- ▶ As a member of HCPSC, Connect Consulting Services will offer a **free 30 minute phone consultation** regarding your CMS compliance needs.
- ▶ In addition, Connect Consulting Services **will offer a 15% discount** on our planning, training, and exercise services.
- ▶ Please contact Norma Springsteen at [Norma@ConnectConsulting.biz](mailto:Norma@ConnectConsulting.biz) to schedule a call with us to see how we can help your FQHC



## Contact Us!



Connect Consulting Services  
Engage | Prepare | Recover

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