CONNECTICUT LTC-MAP
Regional Steering Committee Co-Chair

Description: The Steering Committee Co-Chair(s) are the leaders of the Steering Committees for each respective Connecticut LTC-MAP region (1-5).

**Duties & Responsibilities**

1. Attend regular and ad hoc scheduled meetings of the Regional Steering Committee.
   a. Three (3) face-to-face meetings a year which includes LTC Coordinating Center training following the meeting.
   b. Two (2) conference call meetings a year.

2. Assist in leading the bi-monthly Steering Committee meetings, including developing agendas, communicating with Steering Committee members and assuring the LTC Coordinating Center facility is available for face-to-face meetings.

3. Attend the annual education conference / seminar.

4. Attend the annual LTC-MAP Statewide Advisory Group meeting held at CAHCF in February.

5. Participate in the annual exercises.
   a. LTC Coordinating Center operations for the region.
   b. Evaluator / Observer for neighboring regions needed and as available.

6. Recruit Steering Committee members from the plan member facilities within the region.

7. Act as a liaison to member facilities within the region according to the Responsibility List.
   a. Develop and maintain working relationships with those facilities assigned to them on the Responsibility List (Administrator, Director of Nursing and/or Director of Maintenance).

8. Contacts facilities as needed for follow-up:
   a. Non-reporting facilities during plan activations (real incidents and drills).
   b. Promote participation in annual education and exercises.
   c. Assist with the maintenance of contact information for plan members within the region.
   d. Monthly data validation (Contacts, Generator Info, Evac Sites, etc.)

9. Coordinate responders during activations of the LTC Coordinating Center.
   a. Initiates and maintains communications with Steering Committee Responders during plan activations.
   b. Fulfill role as LTC Coordinating Center Incident Commander or other positions as needed during plan activations.

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c. Fulfill role as a responder to neighboring regions as needed and available.

10. Requirements:
   a. Current member of the leadership team (Administrator, DON, DOM, etc.) of a plan member in good standing within the region.
   b. Able to commit the time to fulfill all of the requirements of the Steering Committee Co-Chair.

Supporting Documents:
- Regional Activation Algorithms
- Regional Steering Committee Member List
- Regional Responsibility List
- Plan Section 11: Appendix – Contacts (includes ESF#8 regional contacts)

Responder Competencies:
- Basic Incident Command System (ICS)
- Everbridge Notifications – How to call-in a message to C-Med
- Activation / Setup of the LTC Coordinating Center
- Summary Report
- Facility Report – Non-reporting facilities
  - How to complete emergency reporting for another facility
  - How to correct a facility entry as a “non-member”
- Bed Report
- Transportation Report
- Vendor Report

Training Opportunities / Links:
Nursing Home Incident Command System (NHICS)
   http://cahfdisasterprep.com/NHICS.aspx
FEMA Online Training
   https://training.fema.gov/is/crslist.aspx
   Suggested courses: IS-100.HCb, IS-200HCa, IS-700.a, IS-800.b, IS-808